



Joseph Cowen Lifelong Learning Centre

A Charitable Incorporated Organisation

Safeguarding policy

1.Introduction

1.1 Joseph Cowen Lifelong Learning Centre (JCLLC) enriches lives by providing outstanding opportunities for lifelong learning for people in the North-East.

1.2 JCLLC has a statutory and ethical duty of care to protect from harm our members, staff and volunteers, also staff, volunteers and other users of our hired venues.

1.3 It is the responsibility of JCLLC trustees to promote an open and positive culture in which risks are recognised, reported and responded to fairly and appropriately. This extends to recognising and reporting harm experienced anywhere, including within our activities, in the community, in the person's own home and in any care setting.

1.4 JCLLC does not as part of its mission set out to work with vulnerable groups but accepts that it may in practice sometimes be dealing with vulnerable adults. It also has a general duty to protect its members, staff and volunteers and to deal appropriately with any information which comes to its notice about any harms experienced by members, volunteers or staff, whether these are related to JCLLC's activities or have arisen elsewhere.

1.5 The Charities Commission expects trustees to have appropriate policies and procedures in place and will hold trustees to account if things go wrong.

2. Policy Statement

2.1 JCLLC is committed to creating and maintaining a safe and positive environment and an open, listening culture where people are able to share concerns without fear of retribution. We acknowledge that safeguarding is everybody's responsibility. Our actions will be consistent with the principles of adult safeguarding, ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult(s) concerned.

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3. Purpose

3.1 The purpose of this policy is to demonstrate the commitment of JCLLC to safeguarding adults and to ensure that everyone involved is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or whom to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

4. Scope

4.1 This policy and associated procedures apply to everyone involved in JCLLC including trustees, members and staff.

4.2 We expect our partner organisations, including staff at our hired venues, to share our commitment to the principles and practice as set out in this policy and associated procedures.

5. Implementation

5.1 JCLLC is committed to developing and maintaining its capability to implement this policy and procedures.

5.2 To do so the following will be in place:

- A clear line of accountability within the organisation.
- Access to relevant legal and professional advice.
- Effective procedures that deal with any concerns.
- Codes of conduct for trustees, staff and members and other relevant individuals.
- Risk assessments that specifically include safeguarding of adults.
- Policies and procedures that address relevant areas and which are consistent with this policy.
 - Bullying and harassment
 - Equality, diversity and inclusion
 - Codes of Conduct
 - Discipline and grievance
 - Data protection and Privacy
 - Volunteer policy
- Appropriate training for trustees and volunteers.

This policy will be reviewed annually

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Supporting information

- ❖ <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>
- ❖ <https://www.ncvo.org.uk/help-and-guidance/safeguarding/steps-safer-organisation/policies-and-procedures/#/>
- ❖ <https://www.ncvo.org.uk/help-and-guidance/safeguarding/steps-safer-organisation/recognise-respond-and-report/#/>
- ❖ <https://www.brunswickmethodist.org.uk/?reloaded=true>
- ❖ <https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/>