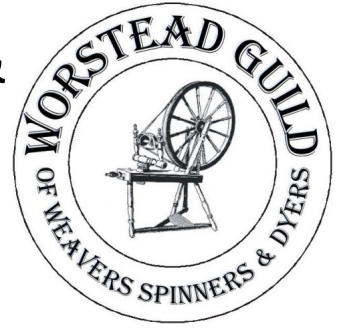


Worstead Guild of Weavers Spinners & Dyers



Registered Charity No: 1144939

Safeguarding of Children and Vulnerable Adults Policy

Obligations and policy

The WGSWD welcomes children and vulnerable adults as members and to its events as guests. It therefore has a legal obligation to establish and maintain procedures that will safeguard children and vulnerable adults, and must require all its members to follow these procedures as a condition of their membership. 'Safeguarding' children and vulnerable adults is wider than 'child protection' in that it involves acting on any concerns whatsoever, whether they arise during Guild activities or come from reports of events elsewhere, unconnected with Guild activities. This means that members must know how to spot signs of abuse or neglect and must also know how to report any concerns.

In order to do this, the Guild will:

1. Appoint two Safeguarding Officers and arrange for them to be trained
2. Train its members so that they understand the policy and the reporting procedure described below
3. Require all members to follow the reporting procedure described below, including the record-keeping requirements

Recording and reporting concerns

The Guild's Safeguarding Officers are: Pat Baker and Margaret Gillam

1. If a concern arises, one of the Safeguarding Officers must be contacted as quickly as possible and, in any event, within 24 hrs.
2. Secure notes must be kept by the person making the referral and the Officer receiving it - put times and dates on these notes.
3. The person making a referral should clarify facts where possible, but should not investigate further, as this may hamper a proper investigation.
4. The Safeguarding Officer will make a judgement about if and when to make a referral to the local Safeguarding Board or police, based on the training they have received.

Policy review

This Policy was adopted 18th September, 2018 and will be reviewed annually to keep it in step with current legislation.