

Safeguarding Vulnerable People and Visiting Agency Policy

In conjunction with the Safeguarding Children's Act 2006, The Children's Act 2006 and the Safeguarding Vulnerable Groups Act 2006 it was felt necessary to compile the following policy in order to safeguard centre users and those voluntary groups that regularly attend the centre in their various capacities.

For the purpose of this policy all the following language is used;

Centre any reference made to the SPACE centre and its grounds

Agencies all references to agencies includes gardeners, trades people, voluntary organisations etc (this list is by no means exhaustive, any queries re the suitability of a group then the centre manager must be contacted in the first instance)

- 1 Outside agencies are responsible for completing their own risk assessment prior to the commencement of any work at SPACE. As we do NOT discriminate against those who have spent convictions each group/person will be vetted on their individual merit (subject to necessary and regulatory checks). In accordance with the rehabilitation of Offenders Act and the relevant safeguarding Act anyone barred from these exceptions will not be permitted access to the centre or its grounds.
- 2 Our duty of care is to minimise the direct contact between our users and any visiting staff.
This will be achieved by:
 - a) Making the gardens out of bounds for our users when the visiting agencies are present (excluding fete days, open days and any other activity that requires open access to the public). It is therefore expected that any service user is supported by a responsible adult at all times
 - b) Informing groups when they book a particular session that a visiting agency will be present so as to give them a choice whether to book that time.
 - c) During an external agency visit the staff at SPACE will ensure that all external doors are locked except in the aforementioned situations and in accordance with the Health and Safety at work Act
 - d) To minimise contact between visiting agencies and the centre users all visitors must use the toilet facilities located in the adjacent Willows building.
 - e) There is an expectation that all visitors and users of the centre have relevant and appropriate support at all times. All visiting agencies are expected to provide their own supervision by an appropriate/responsible adult. Failure to provide this will result in access being denied until such time the relevant support is provided.
 - f) Any issues that arise from this policy/procedure must be reported immediately to the centre manager and documented appropriately. Because of the sensitive nature of this policy any untoward incident or issue reported to the centre manager will be discussed by the committee at their next meeting or by an extraordinary meeting being called.

This policy is set out to describe the minimum standards expected at the centre by its employees and visiting agencies. It is not exhaustive and open to regular review therefore this policy must be reviewed at a minimum of 6 monthly. This will enable the centre to adjust the policy according to any new law or governmental legislation.

If there are any serious untoward incidents regarding this policy or breach of its contents then the centre manager must be contacted in the first instance;

Centre manager	Alison Shorrock	01772760403
Chairperson	Stuart Robinson	07737105366