

SAFEGUARDING & PREVENT POLICY

1. Introduction

1.1 Purpose

The purpose of this policy is to ensure that MTT takes all reasonable steps to ensure that everyone who comes into contact with this organisation is free from any form of abuse, harassment, bullying or discrimination.

1.2 Scope

Safeguarding

Safeguarding practices apply to both children, defined in the Education Act 2002 as a person under the age of 18, and adults "at risk." An adult at risk as defined in The Care Act 2014 means any person aged eighteen or over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Adults at risk of abuse include people with a wide range of disabilities and circumstances, including a learning or physical disability; a physical or mental illness, chronic or otherwise; or a reduction in physical or mental capacity.

1.3 Statement of Policy

1.3.1 MTT recognises its particular responsibility to safeguard the wellbeing of children, young people and adults at risk engaged in all of its activities. MTT will ensure that there are appropriate arrangements in place to enable it to discharge its duty to provide a safe and secure environment and to deal with issues concerned with suspected or reported abuse of children, young people and adults at risk. In these issues, the welfare of these groups is seen as paramount.

1.3.2 MTT seeks to ensure that its policy and procedures comply with statutory duties, the Child Protection Procedures of the West Sussex Local Safeguarding Children Board (LSCB) and the Safeguarding Adults Board (SAB). Policies and procedures will reflect guidance and good practice in safeguarding children, young people and adults at risk, and that safeguarding arrangements are proportionate and based upon good practice.

1.3.3 In meeting the above statutory duties, rules and regulations, MTT believes this policy to be robust enough to comply with the requirements of other organisations to which we might apply for funding in future

2. Procedures

- 2.1 MTT takes a risk management approach to safeguarding the public. Hirers of the Town Hall and Market Square are required to carry out risk assessments, and make reasonable, proportionate adaptations to their activities.
- 2.2 Some Trustees and staff are engaged in roles not directly involved with children or at risk adults, but they may come into contact with either or both groups very occasionally. As outlined above, MTT takes a risk management approach.

3. Responsibilities

- 3.1 A member of the Trustees of MTT will be appointed as Safeguarding Officer who will oversee future activities and liaise with the booking agent.
- 3.2 This policy is updated at least annually and more frequently if necessary. The Trustees approve any changes and are responsible to its governance.

Key contact: *to be discussed*

4. Supporting Children and Adults at Risk

- 4.1 Promoting a caring, safe and positive environment
 - Taking immediate action as soon as there is a significant concern.

5. Confidentiality & Information Sharing

- 5.1 We recognise that all matters relating to safeguarding are confidential.

6. External Organisations

- 6.1 MTT does, on occasion, hire its facilities to external organisations, and under these arrangements MTT has no control, and assumes no liability for, the conduct of individuals from these organisations. However, MTT wishes to ensure, as far as it is able, that these organisations are not abusing at-risk people and that they are able to deal with any such disclosures appropriately.
- 6.2 All external organisations requesting use of MTT's facilities for activities with at-risk people will be required to sign a declaration. This will confirm that the organisation has obtained the appropriate checks on their staff and volunteers before permitting such individuals to have access to at-risk

people. In addition, the organisation will be asked to confirm that they have a safeguarding policy in place, aligned to LCSB/SAB procedures.

6.3 If an organisation that works with at-risk people does not have an at-risk people policy, then they will not be permitted to use MTT's facilities. This includes existing users of MTT's facilities.

6.4 Other Groups

6.4.1 Where children of visitors, are present on MTT's sites, they remain the responsibility of their parent/guardian or those acting in loco parentis such as teachers or are otherwise involved in an MTT-managed activity.

6.4.2 Safeguarding the wellbeing of children visiting MTT's premises (without their parent/guardian) is the responsibility of the organiser of the activities in which the child is participating.

This policy will be reviewed in November 2019.

Date this policy was approved by the Board of Trustees: