

The Arc Community Hub

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The Arc Community Hub

Overall Safeguarding Policy

Reviews

We are committed to reviewing our policy and good practice regularly.

This policy was last reviewed
on (date):

21/08/2025

Signed:

Name:

Sue Halford



Overall Safeguarding Policy Statement

The Arc Community Hub, provides a safe and secure venue for a range of services, activities and events. These can be accessed by all members of the local and neighbouring communities including Children, Young People and Vulnerable Adults. The Centre recognises the importance of ensuring, and makes all efforts to secure, the safeguarding and welfare of all staff and centre users.

The Arc Community Hub has appointed a Designated Safeguarding Officer (DSO) to coordinate activities and to implement policy and procedures. Trustees have appointed a Designated Safeguarding Trustee (DST) to oversee and coordinate all safeguarding activities. The DSO and DST contact details can be found at the end of this policy.

This policy and all the information and contact details for agencies will be displayed within the centre. This policy should be read with other linked policies and procedures.

Context and Approach

The Arc Community Hub is a Charitable Incorporated Organisation (CIO) formed to create a community centre for the benefit of the local community. In 2019 the centre construction was completed and opened for use. The Arc Community Hub comprises of a number of facilities:

- A main hall
- A training room
- Two meeting rooms
- A kitchen
- The office

Safeguarding Roles and Responsibilities

The centre acknowledges that everyone has a duty to ensure a safe environment for all staff and centre users. These duties will be led by the Designated Safeguarding Officer (DSO) for the Centre. This role will normally be undertaken by the Operations Manager who has the largest day-to-day contact with centre users.

Designated Safeguarding Officer (DSO) key responsibilities:

- Day-to-day lead for safeguarding activities within the centre
- Receiving disclosures or concerns from centre users and passing them to the appropriate authorities



- Reporting of safety and safeguarding concerns to trustees in an appropriate form
- Safeguarding training of volunteers and staff
- Support to Designated Safeguarding Trustee for maintenance and improvement of safeguarding operations, policies and procedures

Maintaining the DBS Register and keeping it up to date

Designated Safeguarding Trustee (DST) key responsibilities:

- Monitoring, reporting and compliance of safeguarding activities
- Ongoing maintenance and improvement of safeguarding policies and procedures
- Reporting safeguarding matters to trustees at meetings and as required
- Checking the DBS Register and reporting the status of the Register (periodically) to trustees

All centre volunteers, trustees and staff responsibilities:

- Comply with and follow all policies and procedures
- Keep yourself updated and familiar with all changes and updates to policies and procedures from time to time
- Complete a Disclosure and Barring Service (DBS) check for criminal records and identity, and report all changes in DBS status immediately (required for staff and trustees – optional for volunteers, dependent on the role and a review of the need for a DBS disclosure – to be agreed with the DSO). DBS checks should be repeated at 3 yearly intervals

Our vision is to work with groups across the community to use the space for a wide range of activities. From a practical perspective, these activities fall broadly into these groupings:

- Direct activities arranged by the centre open to the public – Full responsibility will lie with the centre team and supervisors for the activities and safeguarding will follow the centre policies and procedures.
- Partner organisations providing regular activities using the centre – Lead responsibility will be handled by the provider with their policies complying with the centre policies. The centre will review provider policies as part of the lettings and booking process. This will include compliance reviews as necessary.
- Ad-hoc use of the centre facilities by individuals e.g. a birthday party – A more ad-hoc approach will be used in relation to the activities of the group as described when the booking is taken. Information and support will be provided to the booker to ensure they are adhering to the centre's safeguarding approach.



In all cases, everyone involved with the centre will work in a way to achieve the highest standards of safety.

Safer recruitment practice

Safeguarding good practice starts before any member of staff, trustee or volunteer has been recruited. The following principles shall be followed for all recruitment activities:

- Advertisements will make the centre's safeguarding approach clear up front and that for most staff or trustee roles, a DBS check will be performed.
- Recruits will be asked to provide a CV showing all dates and the roles they have held. Any gaps should be explained.
- Where appropriate for the role, safeguarding questions may be included in the candidate evaluation and selection process.
- For staff and trustee roles, selection will be subject to receipt of a satisfactory DBS check. As described above, a DBS check may be required for some volunteer positions based on the nature of the activities to be carried out.
- Recruiters should be familiar with safer recruitment practices to maintain the integrity of this overall process.
- Staff and trustee appointments may be subject to the receipt of satisfactory references and the completion of a probation period where appropriate. Decisions on this will be made by discussion between DSO and DST.
- See also the Leicester Leicestershire and Rutland (LLR) Safeguarding Children Partnership procedures on safer recruitment, selection and supervision of staff.
https://llrscb.proceduresonline.com/chapters/p_safe_recruit.html

Child Protection Policy

The centre has agreed a child protection policy with the following purposes:

- To protect children and young people who receive The Arc Community Hub's services, or receive services run by third parties at The Arc Community Hub, or attend activities held at The Arc Community Hub. This includes the children of adults who use our services or attend activities.
- To provide staff and volunteers with the overarching principles that guides our approach to safeguarding and child protection.



For more information please consult the Child Protection Policy document that also includes contact details for reporting disclosures and concerns.

Vulnerable Adult Policy

The Centre has agreed a vulnerable adult policy with the following purposes:

- To explain the responsibilities of The Arc Community Hub and its employees, volunteers and trustees have in respect of vulnerable adult protection.
- To provide employees, volunteers and trustees with an overview of vulnerable adult protection.
- To provide a clear procedure that will be implemented where vulnerable adult protection issues arise.

For more information please consult the Vulnerable Adult Policy document that also includes contact details for reporting disclosures and concerns.

Other relevant policies

This policy should be read alongside our policies and procedures on:

- Recruitment, induction and training
- Managing allegations against staff and volunteers
- Recording and information sharing
- Code of conduct for staff and volunteers
- E-safety and social media policies
- Anti-bullying
- Complaints
- Whistleblowing
- Health and safety
- Lone working policy and procedure

Contact details



Designated Safeguarding Officer (DSO):

Sue Halford, The Arc Community Hub, Operations Manager

Email: sue@arc-hub.org.uk

Phone: 01509 212026

Designated Safeguarding Trustee (DST):

Jan Oldam

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