

Responsible Officer	Lead Trustee for Operational Policies	Policy Approved	Trustees
Review Required	December 2021	Date	20.05.21
Safeguarding Policy for SoundCafe Leicester			

Statement

Everyone, as a citizen, has a responsibility for the safety, well-being and protection of others. Everyone within SoundCafe Leicester also has a responsibility to ensure that there is a welcome for all people, including those seen as vulnerable.

Scope

Everyone should be alert to situations where those who might be vulnerable are exposed to unacceptable risks. Those who work with vulnerable people often find themselves in challenging situations and need the support, prayers and encouragement of everyone. Sometimes volunteers may be confronted with difficult behaviour on the part of those with whom they are working; they may have to face difficult decisions about incidents that may need to be reported to the statutory authorities. Volunteers need to be clear about the procedures which should be followed when there are concerns about people being harmed or abused.

Those who work most closely with vulnerable people within SoundCafe Leicester are in a unique position to get to know them. As a result, volunteers might learn about things that give cause for concern or they may see others behaving in ways that may be described as abusive or potentially harmful. Volunteers should have a good knowledge of the guidelines for good practice and should be implementing them; they should know what to do if they learn of any incidents where vulnerable people are being mistreated or abused.

Not all concerns about the welfare or safety of a vulnerable person need the public authorities to be involved; sometimes it may be that the concern focuses on behaviour and attitudes that are not immediately harmful and then the matter should be dealt with through training or discussion. The choices of the adult concerned should if at all possible be accepted. The response to any concerns should always be proportionate and appropriate to the issue.

SoundCafe Leicester should ensure that those who work in support of the Charities’ activities are carefully appointed, supported and supervised. Recruitment to other positions of trust should be carried out sensitively but thoroughly to try to prevent inappropriate appointments being made. SoundCafe Leicester volunteer recruitment recognizes that the vulnerability of its’ volunteers may change over time and where appropriate the designated safeguarding trustee lead will review with Trustees the suitability and safety of volunteers, to continue volunteering with SoundCafe Leicester.

Responsibilities

The Trustees together with the designated ‘lead person’ carry a duty of care for the safety of those who attend sessions provided and organized by SoundCafe Leicester. The Trustees should, with the help of

the diocese, ensure that a policy is in place that reflects the need to safeguard vulnerable people and that it is being implemented and has appropriate resources.

The designated Trustee Safeguarding Lead ^{*3}, currently Sandie Sobieraj (May 2021) is appointed as the key 'lead person' to speak on behalf of vulnerable people both within SoundCafe Leicester and to outside bodies. They will receive information about concerns and will need to listen carefully, possibly discussing the matter with the adult concerned and making a decision about whether these concerns should be passed to an outside statutory body such as the police or the local authority Adult Services. ^{*2} In the event that a guest is considered a risk to themselves or others, then the police will be called by the appointed lead. Where possible this will be with the agreement of the guest and recognising the policies in place of other partner agencies.

The designated lead person SoundCafe Leicester should always liaise with and seek advice from the designated person in the diocese. If there is clear evidence that the vulnerable person has suffered abuse, then this should be reported as soon as possible to local authority Adult Services as the lead agency. All Adult Services Departments (or similar) have policies about the safeguarding of vulnerable peoples and will work in multi-agency collaboration with the health service and police.

This statement was adopted by the Trustees to SoundCafe Leicester on ^{*1} **22 May 2018**.

This policy will be reviewed each year to monitor the progress which has been achieved.

At SoundCafe Leicester we will:

1. promote the inclusion and empowerment of people who may be vulnerable.
2. adopt the Practice Guidance issued by the Church of England and the Diocese of Leicester Safeguarding Handbook.
3. recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives. Within SoundCafe we apply this equally to our guests, visitors and volunteers.
4. commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being whilst attending SoundCafe Leicester.
5. commit ourselves to respectful pastoral care for all adults we work with.
6. promote safe practice by those in positions of trust.
7. aim to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
8. exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.

Registered Charity no. 1162987

***1 adopted 22.05.18**

***2 adopted 1.12.19**

***3 adopted 20.05.21**

9. support, resource, train and regularly review those who undertake work amongst people who may be vulnerable.
10. ensure that only authorized people work with people who may be vulnerable and that all work with such people is carried out within appropriate accountability structures. Whilst SCL has a Lone Worker Policy, working alone is discouraged and where possible a minimum of two volunteers will always be maintained in any given situation.
11. as individuals agree to abide by these recommendations and the guidelines established by SoundCafe Leicester.

*³ SoundCafe Leicester appoints the designated Trustee Lead or Director to represent the concerns and views of vulnerable people at SoundCafe Leicester and to outside bodies.

Designated Lead Person:

Trustee:

Trustee:

Date:

Approved