Clybiau Llywodraethwyr a Chylch Chwarae
Gresffordd Gresford
Governors' Clubs and Playgroup

Safeguarding Policy

Equality Act Impact Assessment	YES	NO	Ionawr 2025
Last Review Date	May 2026		
Date to be reviewed	May 2027		
Date Adopted by Management Committee	10.06.2026		
Responsible Individual - Mr Richard Hatwood			
Chair of Management Committee – Mrs Jan MacDonald			

1. Purpose

The purpose of this Safeguarding Policy is to ensure that GGCP provides a safe and supportive environment for all children and vulnerable adults in its care. GGCP is committed to protecting its beneficiaries from harm, abuse, and neglect by implementing robust safeguarding measures that align with the Charity Commission for England and Wales, the Welsh Government National Minimum Standards, and Welsh safeguarding guidance.

2. Scope

This policy applies to all GGCP staff, trustees, volunteers, and any other individuals who engage with children or vulnerable adults through GGCP's activities. It covers safeguarding responsibilities, procedures for identifying and reporting concerns, and the steps taken to create a safe environment.

3. Policy Statement

GGCP is committed to:
- Providing a safe, inclusive, and nurturing environment for children and vulnerable adults.
- Recognising and acting on any signs of abuse, neglect, or harm.
- Ensuring that all staff, trustees, and volunteers understand and fulfill their safeguarding responsibilities.
- Meeting legal and regulatory requirements, including those set out by the Charity Commission, Welsh Government, and relevant safeguarding authorities.

4. Safeguarding Roles and Responsibilities

4.1 Trustees
- Ensure that GGCP has effective safeguarding policies and procedures.
- Monitor the implementation and effectiveness of safeguarding measures.
- Oversee training and compliance for all individuals involved in safeguarding.

4.2 Designated Safeguarding Lead (DSL)
- The DSL is responsible for coordinating safeguarding at GGCP, ensuring compliance, and acting as the primary point of contact for safeguarding concerns.
- The DSL is responsible for maintaining records, reporting incidents to appropriate authorities, and providing guidance to staff, volunteers, and trustees.

4.3 Staff and Volunteers
- All staff and volunteers must be familiar with and adhere to GGCP's safeguarding policies and procedures.
- Report any concerns or incidents to the DSL immediately.

5. Definitions of Abuse

GGCP recognises the following forms of abuse as per Welsh Government guidelines:
- Physical abuse: Inflicting physical harm or injury on a child or vulnerable adult.
- Emotional abuse: Behavior that harms an individual's emotional development or sense of self-worth.
- Sexual abuse: Forcing or enticing someone to take part in sexual activities, including non-contact activities.
- Neglect: Failing to meet basic physical or psychological needs, resulting in harm or development delay.
- Financial or material abuse: Misuse or theft of an individual's finances, resources, or property.

6. Safeguarding Procedures

6.1 Recruitment and Vetting

GGCP ensures that all staff, trustees, and volunteers undergo appropriate vetting procedures, including:
- Disclosure and Barring Service (DBS) checks: Required for all individuals working directly with children or vulnerable adults.
- References and interviews: Thoroughly assess the suitability of candidates for safeguarding responsibilities.
- Safeguarding training: Mandatory initial and refresher training for all staff, trustees, and volunteers.

6.2 Creating a Safe Environment

- GGCP is committed to creating a safe physical and emotional environment by ensuring that:

- Facilities are safe, secure, and well-maintained.
- Staff-to-child ratios are appropriate for effective supervision.
- Safeguarding policies are displayed and accessible to all stakeholders.

6.3 Recognising Signs of Abuse and Harm

Staff and volunteers must be alert to potential signs of abuse, which may include physical indicators (e.g., bruises, burns), behavioural changes (e.g., withdrawal, aggression), and neglect indicators (e.g., poor hygiene, inadequate clothing). Training will be provided to help staff and volunteers recognise these signs.

7. Reporting and Responding to Safeguarding Concerns

7.1 Internal Reporting Procedures

1. Initial Reporting: Any staff member, trustee, or volunteer who identifies or suspects abuse or harm must report it to the DSL immediately. If the DSL is unavailable, the report should be made to the Deputy DSL or another senior manager.
2. Record Keeping: The individual reporting the concern should complete a written record, noting relevant details (e.g., time, date, nature of concern) and submitting it to the DSL.

7.2 External Reporting

- Local Authority: If the DSL determines that a concern meets the threshold for external reporting, they must contact the local authority's safeguarding team for advice or referral.
- Police: If a child or vulnerable adult is in immediate danger, GGCP will contact the police immediately.
- Charity Commission: In cases where a serious incident has occurred, the DSL or a trustee will report the incident to the Charity Commission in accordance with its requirements for serious incident reporting.

7.3 Reporting to Welsh Government

In cases involving regulated activities, GGCP will comply with any additional reporting requirements outlined in the Welsh Government's safeguarding guidance and National Minimum Standards.

8. Responding to Disclosures of Abuse

If a child or vulnerable adult discloses abuse, GGCP staff, volunteers, and trustees are instructed to:
- Listen carefully and calmly without asking leading questions.
- Reassure the individual that they have done the right thing by speaking up.
- Record the disclosure accurately, noting key details without interpreting or making assumptions.
- Report the disclosure immediately to the DSL, without promising confidentiality (as reporting is required to protect the individual).

9. Record Keeping

- GGCP will keep secure and confidential records of all safeguarding concerns, disclosures, and incidents.
- Records will include details of the concern, actions taken, and outcomes, ensuring compliance with data protection regulations.

10. Training and Awareness

- Induction Training: All new staff, trustees, and volunteers will receive safeguarding induction training, covering the contents of this policy, signs of abuse, and reporting procedures.
- Ongoing Training: Regular refresher training on safeguarding will be provided to all staff, trustees, and volunteers, in alignment with Welsh Government National Minimum Standards.

11. Confidentiality and Data Protection

GGCP is committed to handling all safeguarding information sensitively, respecting confidentiality, and adhering to data protection regulations. Safeguarding records will be securely stored, and access will be limited to the DSL, Deputy DSL, and trustees when necessary.

12. Safer Working Practices

GGCP will promote a culture of safe working practices, ensuring that:

- Staff and volunteers avoid being alone with children or vulnerable adults whenever possible.
- Physical contact with children or vulnerable adults is appropriate and only when necessary.
- Staff and volunteers maintain professional boundaries at all times.

13. Allegations Against Staff or Volunteers

If an allegation of abuse is made against a GGCP staff member or volunteer:
- The allegation must be reported immediately to the DSL or Chair of Trustees.
- GGCP will conduct an investigation, following safeguarding and employment procedures.
- If necessary, GGCP will report the allegation to the local authority's safeguarding team and the Charity Commission if it meets the threshold for a serious incident.

14. Policy Review

This policy will be reviewed annually by the Board of Trustees, or sooner if changes in law or guidance necessitate updates. The review will ensure the policy remains current, effective, and in line with Welsh Government National Minimum Standards and the Charity Commission's safeguarding requirements.

15. Compliance with Welsh Government Guidance

This policy aligns with the Welsh Government's safeguarding guidance, ensuring that GGCP meets the requirements set out in the guidance and the National Minimum Standards. Trustees, staff, and volunteers are encouraged to review relevant sections of the Welsh Government's safeguarding guidance for a deeper understanding of their responsibilities.

16. Contact Information

For any safeguarding concerns or questions, please contact:
- Designated Safeguarding Lead (DSL): Richard Hatwood, Sarah Parker. (Playgroup@allsaints-pri.wrexham.sch.uk/01978 852342)
- Deputy DSL: Tracy Rees, Shannon Williams – Strategic Childcare Manager, Rachel McLaren or Hayley McGrath.(Through the setting). Chair of Trustees: Jan MacDonald. (Playgroup@allsaints-pri.wrexham.sch.uk)