



Safeguarding policy

Policy Statement

Safeguarding is a fundamental part of The Glendale Gateway Trust's work to make life better for the people of Glendale and our commitment to safeguarding is reflected in the values of our organisation.

The purpose of this policy statement is:

1. To protect children and young people involved in GGT's services from harm.
2. To provide staff, trustees and volunteers with the principles and processes that guide our approach to child protection.

This policy applies to anyone working for or on behalf of GGT including staff, trustees, volunteers and sessional workers. GGT abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practices that reflect statutory responsibilities, government guidance and complies with best practice requirements.

GGT recognises:

- The welfare of children is paramount in all the work we do children and young people should never experience abuse of any kind. We have a responsibility to keep them safe, promote their welfare and deliver our work in a way that protects them.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- All children and adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse and the right to be treated with respect and dignity.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. Extra safeguards may be needed to keep these children safe from abuse.

Legal Framework

This policy has been drawn up on the basis of legislation, which provides the framework for safeguarding and child protection in England. It makes clear the expectations and requirements around duties of care to children and creates accountability for these. The main legislation in England is the Children Act 1989, the Children Act 2004 and the Children and Social Work Act 2017.

Guiding Principles

Everyone's responsibility - Everyone at GGT has a responsibility to keep children who need care and support safe from abuse and neglect.

Prevention – We will put sensible measures in place to prevent abuse, including the use of safe recruitment practices, promoting safe working practice and raising awareness of safeguarding. We will act early to prevent harm before it occurs, including staff training to recognise warning signs.

Protection – We will provide policy, procedures, information and training to enable all GGT staff to identify and respond appropriately to concerns about abuse. We will provide support and representation for those at highest risk.

Partnership - GGT will work in Partnership with statutory, regulatory and other relevant organisations to ensure that safeguarding concerns are responded to appropriately.

Accountability - We aim to be transparent in our approach and recognise the need for continuous learning and improvement.

Culture – We will maintain a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Environment -We will ensure that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Training and Awareness:

We will keep children and young people safe by following safer recruitment practices to ensure employees and volunteers are suitable to act in their roles, which includes facilitating the required Disclosure & Barring Services process where relevant. Employees, trustees and volunteers are made aware of how this policy can be accessed. GGT will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

We will ensure that all relevant people;

- Understand what safeguarding is and their role in safeguarding children
- Receive the appropriate level of knowledge and have access to safeguarding training to
Recognise and manage safeguarding concerns
- Know how to respond and where to go for advice and assistance
- Understand the importance of balancing choice and control with safety
- Know about different types of abuse and neglect
- Support people to keep safe
- Know who to tell about suspected abuse or neglect

Roles and Responsibilities

All staff and volunteers

Every individual working for GGT, irrespective of their role, has a part to play in safeguarding children and adults who need care and support. All staff will undertake training and must familiarise themselves with our Safeguarding Policy and Procedures.

Trustees

GGT trustees approve the Safeguarding Policy and have a duty of care to their charity, which includes taking the necessary steps to safeguard those at risk from abuse, managing risk and protecting the reputation of the charity.

Operations Manager

The Operations Manager has a responsibility to ensure that safeguarding is included, where appropriate, in the strategic plans, risk assessments and communications. In some cases, they will be required to make decisions in relation to complex or serious safeguarding concerns.

The Operations Manager is responsible for ensuring that they, and the staff that they supervise, are aware of GGT's safeguarding policy and procedures and access relevant training. They should promote the discussion of safeguarding at team meetings and as part of supervision or one-to-one meetings.

The Operations Manager is also the Head of Safeguarding (supported by the Designated Lead for Safeguarding) at GGT. They are responsible for developing and assuring safeguarding activity across GGT and supporting best practice for external stakeholders.

GGT Contractors

Contractors and third parties will make their own arrangements for safeguarding in accordance with the GGT's Safeguarding Policy.

Breaches of Policy

Failure to comply with the GGT safeguarding policy may be managed in a number of ways, depending on the nature and consequences of any incident. In some cases a combination of responses may be required.

- Local authority co-ordinated safeguarding investigation
- Police investigation
- Referral to the Disclosure & Barring Service (DBS)
- People & Performance disciplinary process
- Serious incident reporting to The Charity Commission
- Internal review or co-operation with an external review

Equality Statement

GGT is committed to providing services which embrace diversity and that promote equality of opportunity. Everyone who accesses our services or works for us in a paid or voluntary capacity should be safe, empowered to play a part in promoting their own welfare and that of others and able to live a life free from abuse. This applies to all, regardless of age, sex, ethnicity, disability, sexuality or belief.

Social media, use of Mobile Phones and other Digital Technology:

All employees and volunteers should be aware of GGT's policy regarding social media and the use of mobile phones and any digital technology and understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities.

Confidentiality and Information Sharing

GGT expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or they pose a risk of harm to another. You should contact the police if they are in immediate danger, or a crime has been committed.

Associated documents

- GGT Health and Safety Policy

Important Contacts:

Head of Safeguarding

Name: Lesley Robson
Email address: lesley@wooler.org.uk
Telephone number: 07778 210334

Designated Lead for Safeguarding

Name: Gemma Dresser
Email address: gemma@wooler.org.uk
Telephone number: 01688 282406

Designated Trustee for Safeguarding

Name: Michael Allmey

Telephone number: 01668 282406

Statutory Contact Numbers - Safeguarding

- Police
 - Emergency – 999; Non-emergency – 101
- Children's Services - Berwick upon Tweed - Tel: 01289 334000
Out of Hours Team: 0845 6005252
- NCC Onecall – Adult Safeguarding concerns – 01670 536400 (24hrs)

Flowchart for Raising a Safeguarding Concern

- If the situation is not an emergency, inform the Designated Safeguarding Lead
- If a child is in imminent danger staff and volunteers are to take immediate action by calling 999 to keep a child safe.
- No staff member or volunteer are to investigate any accusation, disclosure or incident
- DSL informs the Head of Safeguarding
- Head of Safeguarding may inform the Designated Trustee for Safeguarding
- DSL provides you with advice and support
- DSL calls the appropriate statutory organisation (e.g. social care) or the police, depending upon the conversation with the Head of Safeguarding
- DSL liaises with relevant agencies and statutory organisations, e.g. One Call, Social Services, NSPCC
- A written record is kept about any concerns, including details of the person involved, nature of the concern, actions taken and why. This includes an Incident Form including outcomes when known. Information is recorded and stored professionally and securely, in line with data protection legislation and guidance

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

This policy was last reviewed on: 15th July 2026

Signed: L. Robson, Operations Manager

Date: 15th July 2006

Review date: 15th July 2027