



**Safeguarding Policy**

**Version History**

<b>Version No</b>	<b>Date</b>	<b>Details of changes included in update</b>	<b>Amendments by name and role</b>
Original	2020	n/a - new policy	n/a
Version 1	September 2022	Addition of training requirements Addition of page numbers and references	Hilda Williams, Safeguarding Trustee
Version 2	January 2023	Updating of training requirements for Anna Chaplain Service and contact number for the Modern Slavery Helpline.  Review following Adult Safeguarding training to ensure criteria (adult with care and support needs) fully integrated into policy.  Update to flowcharts to include referral to MASH	Hilda Williams, Safeguarding Trustee
Version 3	January 2025	Addition to Appendix 2 (page 9) indicating action when safeguarding concerns are raised against the Anna Chaplain, Safeguarding Lead or Safeguarding Trustee  Change of Safeguarding Advisor from Rachel Casey to Lucy Elias.	Elaine Crutchley, Safeguarding Lead
Version 4	October 2025	Reference to TMP Lone Working Procedure  Addition of 'review' to 5Rs	EC / MH

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**The Meeting Place (TMP) is committed to the safeguarding of children and adults at risk, and to ensuring their well-being.**

- We believe that all children and adults at risk should know that they are valued.

- We respect the personal dignity and rights of children and adults at risk (for example, as set out in the Human Rights Act 1998<sup>1</sup> and the United Nations Convention on the Rights of the Child<sup>2</sup>) and will ensure that our policies and procedures reflect this.
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults at risk.
- We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable. We will report any abuse of children or adults at risk that we discover or suspect.
- Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency.
- We recognise that Children’s Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child, and that Adult Services do so for adults at risk.
- We acknowledge that Local Authority Designated Officers (LADOs) have responsibility for dealing with all allegations and concerns about people working with children, whether paid or voluntary workers.
- We recognise that safeguarding is a whole TMP organisational responsibility – shared by all Volunteers, Team leaders, the Trustee lead for Safeguarding and the Designated Safeguarding Lead. See Appendix 1 for details of these roles.

**We are committed to:**

- The establishment of a loving environment, which is safe and caring, and where there is an informed vigilance about the dangers of abuse and bullying.
- Following the relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults at risk.
- Ensuring that we keep up to date with national and local developments relating to safeguarding.
- Building constructive links with the relevant Voluntary and Statutory Authorities.
- Taking all reasonable steps to ensure that as an organisation, everyone works within the agreed procedures of the TMP Safeguarding Policy and Lone Working Procedure (Appendix 2 of the Anna Chaplaincy Policy)
- Informing all volunteers about the use of the “5 R’s” (Recognise, Respond, Record, Report, Review) as a way to maintain vigilance and appropriate action in this area
- Supporting the Safeguarding Trustee lead in their work and in any actions they may need to take in order to protect children and adults at risk.
- Following safe recruitment principles in the appointment and selection of all those who work with children and adults at risk, be they volunteer or paid staff, lay or ordained.
- Supporting all those who undertake work with children and adults at risk through appropriate supervision, resourcing, and training.
- Ensuring that the children and adults we have contact with know that they are valued and feel empowered to tell us if they are suffering harm.
- Reporting any abuse of adults at risk or children that we discover or suspect, see Appendices 2, 3, 4 and 5
- Supporting all those in our organisation who have been affected by abuse, using the list of organisations for referral in Appendix 6.
- If an individual is identified as posing a risk to those in need of protection and could not safely remain within our organisation, we will ensure that they continue to be offered pastoral care and will signpost them to appropriate agencies for support.
- Being alert to situations of modern slavery, possible indicators of which can be isolation, physical appearance, restricted freedom, unusual travel times, behaviour, or poor living

conditions. We recognise that victims of modern slavery may feel churches or groups held in church premises are a place of safety (Clewer Initiative, Church of England)<sup>3</sup>

### **Who do Adult Safeguarding Duties apply to?**

The Care Act 2014<sup>5</sup> states that safeguarding duties apply to an adult who:

- has care and support needs

**and**

- is experiencing, or is at risk of, abuse or neglect and is unable to protect themselves because of their care and support needs.
- Possible examples may be:-
  - an older person
  - a person with a physical disability, a learning difficulty or a sensory impairment
  - someone with mental health needs, including dementia or a personality disorder
  - a person with a long-term health condition
  - someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living

The Care and Support (Eligibility Criteria) Regulations 2014<sup>6</sup> say that an eligible care and support need is one that:-

1. Arises from or is related to a physical or mental impairment or illness;
2. Results in the adult being unable to achieve two or more of the outcomes specified in the regulations; **and**
3. Which has, or is likely to have, a significant impact on the adult's well-being

### **Care and Support needs**

- Managing and maintaining nutrition
- Maintaining personal hygiene
- Managing toilet needs
- Being appropriately clothed
- Being able to make use of the home safely
- Maintaining a habitable home environment
- Developing and maintaining family or other personal relationships
- Accessing and engaging in work, training, education or volunteering
- Making use of necessary facilities or services in the local community including public transport and recreational facilities or services
- Carrying out any caring responsibilities the adult has for a child

## Training

All Volunteers and Employees should undertake appropriate safeguarding training as detailed in the Table below.

The Surrey Safeguarding Adults Board<sup>4</sup> has recommended their Adult Safeguarding Essentials course. This is in line with their competency framework which provides a standardised approach to the skills and training of staff in different roles regardless of the organisation they work for. This ensures a level of consistency and aims to improve the skill sets of all staff working with adults with care and support needs across the county.

More information can be found - <https://www.surreysab.org.uk/training/>

Courses can be found at <https://www.surreycc.gov.uk/adults/professionals/training-and-development/courses>

### Safeguarding Training Requirements for all areas of The Meeting Place.

Basic Safeguarding Training Awareness (Basic) - every three years				
	Mandatory	Encouraged	Offered	Comments
Trustees				SCC online training
Anna Chaplain				Leadership level training is required to be provided by the accredited training programme of the Church of England, Baptist Union or URC Synod or via Surrey Adult Safeguarding.
Anne Friends and Befrienders				Foundation level training is required to be provided by the accredited training programme of the Church of England, Baptist Union or URC Synod or via Surrey Adult Safeguarding for all those going into homes. Volunteers not accessing peoples homes should undertake the Basic training course.
Language Hub				Possibility of clients being vulnerable to human trafficking. If any concerns contact the Modern Slavery Helpline on 080 0012 1700 (open 24 hours a day, 365 days a year)
Language Hub Assistants				
Community Fridge				
Lip Reading Classes				

Coffee Shop			They have quite a vulnerable group of people attending and socialisation is encouraged so if they are aware of safeguarding issues they may be able to identify a potential problem.
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**References**

1. UK Public General Acts. (1998). Human Rights Act. Available: <https://www.legislation.gov.uk/ukpga/1998/42/contents>. Last accessed 12.5.22.
2. United Nations. (1989). Convention on the Rights of the Child . Available: <https://www.unicef.org/child-rights-convention/convention-text>. Last accessed 12.5.22.
3. Church of England. (2020). The Clewer Initiative, Modern Slavery. Available: <https://theclewerinitiative.org/>. Last accessed 11.5.22.
4. Surrey Safeguarding Adults Board. (2022). Training. Available: <https://www.surreysab.org.uk/training/>. Last accessed 11.5.22.
5. UK Government. (2014). The Care Act. [Online]. Legislation.Gov.UK. Available at: <https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted> Last accessed 2 January 2023.
6. The UK Government. (2015). The Care and Support (Eligibility Criteria) Regulations. [Online]. Legislation.Gov.UK. Available at: <https://www.legislation.gov.uk/uksi/2015/313/contents/made> Last accessed 2 January 2023.

**REVIEW:** This policy will be reviewed and updated every three years unless there is a change to legislation or practice within The Meeting Place. *Once reviewed, the policy must be read by all trustees and team leaders, who will sign a declaration that it has been read.*

Name: .....

(Chair of Trustees)

Signed: .....

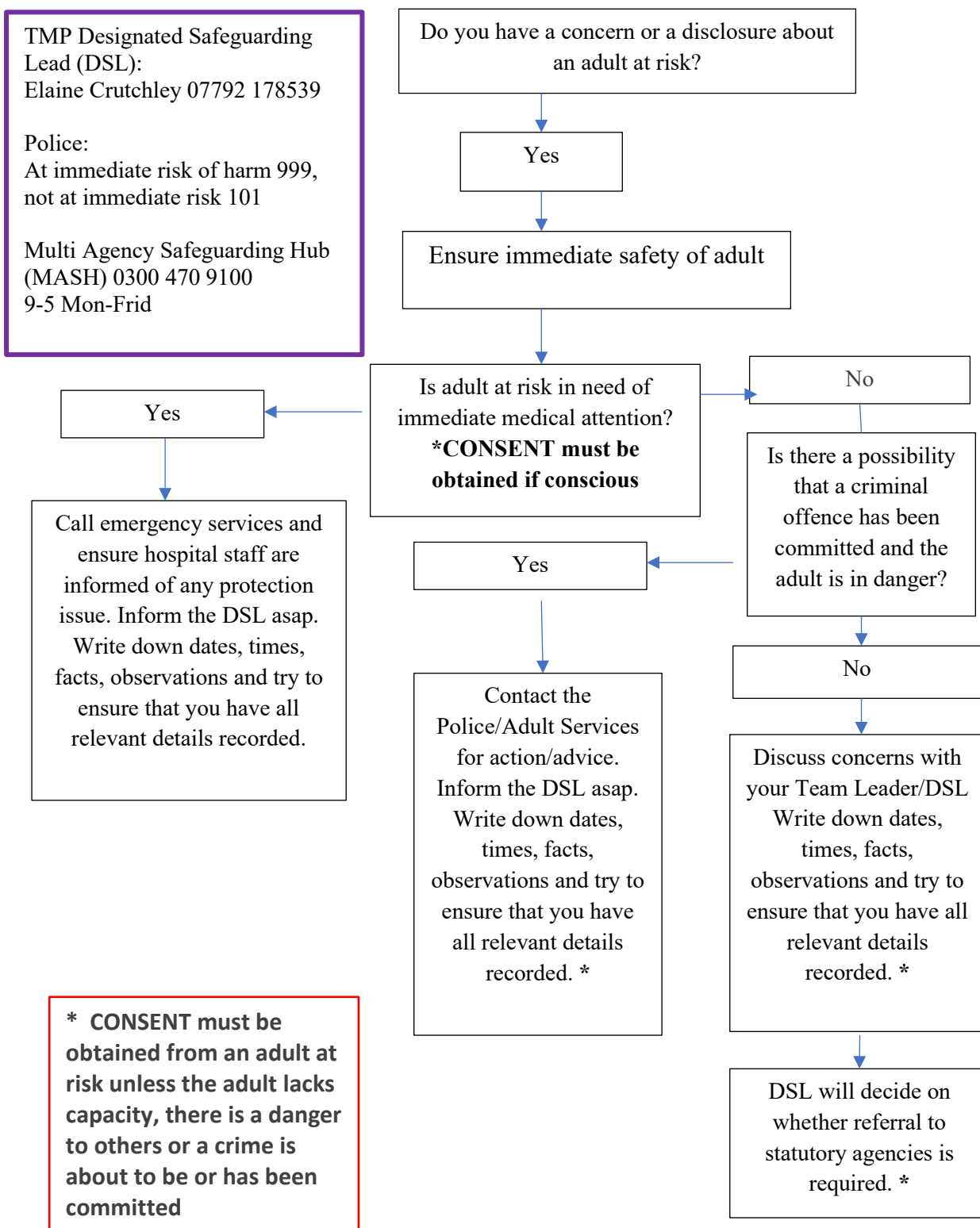
Date: .....



## Appendix 2: Safeguarding Adults at Risk Flow Chart

### THE MEETING PLACE (BOOKHAM)

#### Responding to Disclosures or Suspicions of Abuse for Adults at Risk



## Deciding whether to refer an adult safeguarding concern to Surrey County Council

For TMP this decision will be taken by the TMP Safeguarding Lead Elaine Crutchley following discussion with the volunteer/staff member identifying the concern (see above)



## **Reporting a Safeguarding Concern**

Report all adult Safeguarding concerns to the Surrey Multi Agency Safeguarding Hub (**MASH**), not Adult Social Care.

- **Call:** 0300 470 9100 – 9am to 5pm, Monday to Friday
- **Out of hours:** 01483 517898 – Emergency Duty Team
- **Email:** [ascmash@surreycc.gov.uk](mailto:ascmash@surreycc.gov.uk)
- In an emergency, always call **999**
- <https://www.surreysab.org.uk/concerned-about-an-adult/>

## **When concerns are expressed about the Anna Chaplain, Designated Safeguarding Lead or The Safeguarding Trustee**

Any safeguarding concerns involving the Anna Chaplain should be reported immediately to the Designated Safeguarding Lead (DSL).

If there are safeguarding concerns in relation to the DSL or Safeguarding Trustee these should be raised with the Chairman of The Meeting Place. Do not tell the DSL/ Safeguarding Trustee that a concern has been raised about them.

Further action will be taken according to the process outlined in this policy.

### Appendix 3: Safeguarding Children at Risk Flow Chart

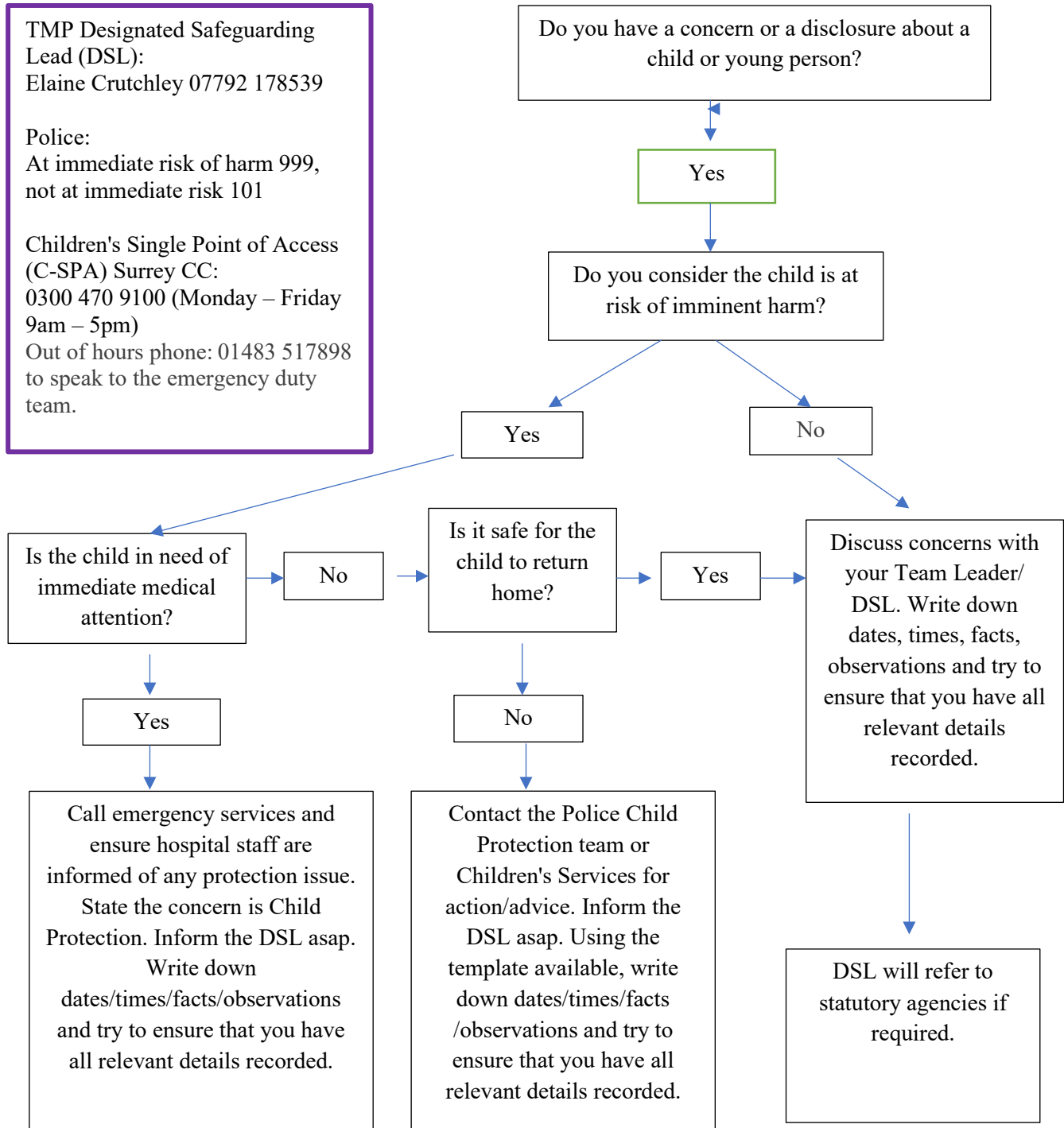


**THE MEETING PLACE (BOOKHAM)**  
**Responding to Disclosures or Suspicions of Abuse**  
**for Children and Young People.**

**TMP Designated Safeguarding Lead (DSL):**  
 Elaine Crutchley 07792 178539

**Police:**  
 At immediate risk of harm 999,  
 not at immediate risk 101

**Children's Single Point of Access (C-SPA) Surrey CC:**  
 0300 470 9100 (Monday – Friday  
 9am – 5pm)  
 Out of hours phone: 01483 517898  
 to speak to the emergency duty team.



## Appendix 4: Detailed Guidance on Reporting Requirements \*

**Stage 1** – Every worker in The Meeting Place has a duty to **RECOGNISE** concerns about the welfare of a young person or adult at risk, to **RECORD** these concerns in writing, and **RESPOND**, by sharing concerns with their Team Leader and contacting the Designated Safeguarding Lead (DSL). If the DSL is unavailable contact another Trustee. This should be done within 24 hours of the concern being raised. If someone is considered to be in imminent danger of harm, the police should be contact directly by calling 999. If the DSL was unavailable, they should be informed as soon as possible afterwards.

The standard incident report form (see Appendix 5) should be used to record what has been disclosed or the incident that has occurred.

This record should:

- be handwritten as soon as possible after the event
- be legible and state the facts (always keep a copy of these notes even if the notes are typed up later)
- include the child or adult at risk's name, address, date of birth or age (if DOB unknown)
- include the nature of the concerns/allegations/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what has been said by the child or adult at risk, using their own words where possible
- Include whether the parent/carer has been notified of the concerns in the case of children.
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the trustees, SA and representatives of any statutory authorities involved.

When concerns are raised in the context of work with adults at risk, they should be shared with the Team Leader, but this must not delay reporting to the DSL by the worker. If an adult at risk does not give permission to pass on information to anyone else, the worker must explain to the adult at risk that they will be speaking to the DSL. Team Leaders must support a worker who has a duty to record and report concerns to the DSL.

### Stage 2 – The Designated Safeguarding Lead

The duty of the DSL on receiving a report is to **REVIEW** the concerns and to **REPORT** the concern on to the appropriate people, where necessary.

The duty to review will include considering the experience and expertise of the worker who has written the report, ascertain whether any other reports have been made about this individual, speak to others who may have relevant information but without delaying necessary action. The DSL can discuss concerns with appropriate agencies who can advise on action that might need to be taken.

The DSL will decide whether the report should be referred further or not. The outcomes could be as follows: -

- No evidence that the adult at risk is being harmed. Refer back to the worker who made the initial report, explaining the reasons for this conclusion.
- There is a concern but insufficient to report further. Ask the Team Leader and worker for continued appropriate observation.
- Inform carers under certain circumstances, where in so doing there would be no further risk of harm.
- A formal referral made to local Social Services or police.

**Where this is an Adult at Risk, referrals can only be made without consent of the person concerned, where that individual lacks the cognitive capacity to make the choice, there is a risk of harm to others, or to prevent a crime.**

Where an allegation is made against someone who is working with adults at risk, **this must be reported to the police or Adult Social Services**. The worker concerned must step down from their duties, until the incident has been investigated by the statutory authorities. Appropriate support will be given to the worker.

A record will be kept of all safeguarding incidents and reviewed at the annual review of the Safeguarding Policy and the next Trustee Meeting to ensure appropriate oversight and monitoring.

### **Stage 3 – The next steps**

Once concerns, suspicions, disclosures of abuse have been addressed, TMP has a responsibility to **SUPPORT** those who have been affected who are within the ambit of our organisation.

There is also a duty to **REPORT** a Serious Incident to the Charity Commission if one of our workers has been accused of causing harm to young people or adults at risk. There is also the duty to **REPORT** to the Disclosure and Barring Service anyone who has been removed from their duties because of the risk of harm they pose to young people and adults at risk.

*\*This section recognises that the work of TMP is largely with Adults at Risk. Although children may come into the Coffee Shop they are always with a Responsible Adult. We therefore recognise the need to be aware of safeguarding issues with children. However, the bulk of our work will be with adults and this is reflected in our detailed guidance.*

## Appendix 5: Safeguarding incident reporting form and body map

*This form should be completed by the Designated Safeguarding Lead*

<b>Name of organisation</b>	The Meeting Place (Bookham)
<b>Contact details of Organisation</b>	13 Eastwick Drive, Bookham. KT23 3PY

<b>Name of Designated Safeguarding Lead</b>	
<b>Contact details of Designated Safeguarding Lead (or trustee acting in this role)</b>	

<b>Name of concerned person or to whom disclosure was given</b>	
<b>Contact details of concerned person or to whom disclosure was given</b>	

### INDIVIDUAL OF CONCERN – CONTACT DETAILS

<b>Name</b>	
<b>Date of Birth or age if this is unknown</b>	
<b>Address</b>	
<b>Phone Number / Email address</b>	

## THE INCIDENT

**What happened? (Nature of concern / disclosure made – use the person’s own words if known)**

**When did it happen?**

**Where did it happen? (Specific location)**

**Who was allegedly involved and in what way? (include witnesses)**

## ANY ACTION THAT HAS BEEN TAKEN

*An adult at risk must give consent to any further action unless that person is deemed to lack capacity*

**Have the carers or parents/ guardians been informed? Yes / No**

**If so, when and by whom?**

**Have the statutory authorities been informed? Yes / No**

**If so, please complete the table – an example is given**

<b>Authority</b>	<b>Police</b>			
<b>Name</b>	<b>Bobby</b>			
<b>Position</b>	<b>Child abuse officer</b>			
<b>Email contact</b>	<b>bobby@ police.com</b>			
<b>Phone contact</b>	<b>077999</b>			
<b>Contacted by</b>	<b>Designated Safeguarding Lead</b>			
<b>Date and time of contact</b>				

**FURTHER ACTION TO BE TAKEN**

**What action needs to be taken?**

**Who is responsible for this?**

**SIGNATURES**

<b>Signature of DSL</b>			<b>Signature of Chair of Trustees</b>	
<b>Date and time</b>			<b>Date and time</b>	

## BODY MAP

Name of Individual of Concern

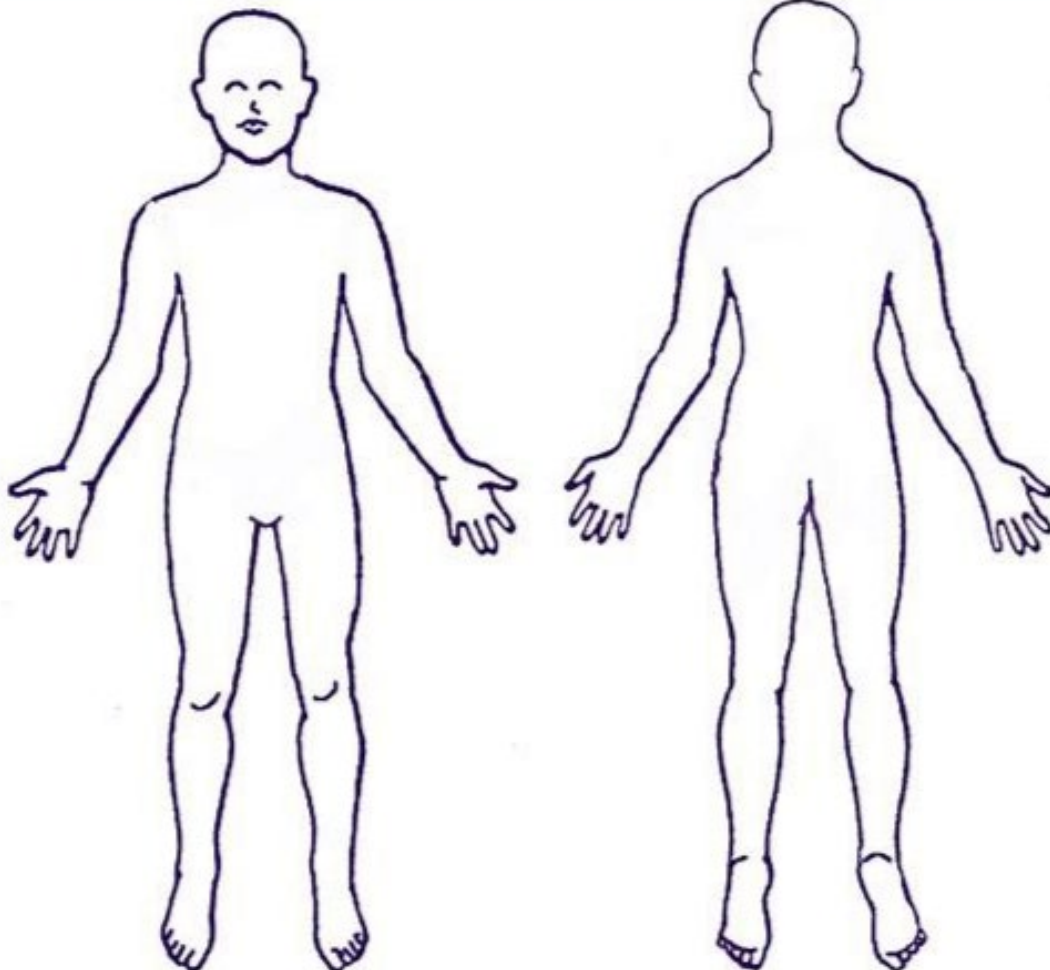
Name of person completing this form

*These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram.*

**Remember it is not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe, and pass it on.**

FRONT

BACK



Signature

Date and time

## Appendix 6: Useful Contacts

Children - Single Point of Access C-SPA	9am to 5pm 0300 470 9100	Out of hours 01483 517898	email securely <a href="mailto:esmash@surreycc.gesx.gov.uk">esmash@surreycc.gesx.gov.uk</a>
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Adults – Multi Agency Safeguarding Hub (MASH)	9am to 5pm 0300 470 9100	Out of hours 01483 517898	email securely <a href="mailto:asmash@surreycc.gesx.gov.uk">asmash@surreycc.gesx.gov.uk</a>
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Local Authority Designated Officer LADO	0300 123 1650	<a href="mailto:LADO@surreycc.gov.uk">LADO@surreycc.gov.uk</a>
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Police	Emergency 999	Non emergency 101 or 01483 571212
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Silverline UK	0800 4 708090
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Disclosure and Barring Service Helpline	03000 200 190
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