



Protection of Children, Young People and Adults at Risk (Safeguarding) Policy

CORA (Community of Reading & Artistry) Book Club

Introduction

The Community of Reading & Artistry (CORA) Book Club is committed to safeguarding the welfare of children, young people, and adults at risk. This policy outlines our commitment to protecting individuals from harm and abuse, ensuring their safety, and promoting their well-being.

Legislation

This policy is in accordance with the following legislation:

- **Children Act 1989 and 2004:** Provides a framework for the protection of children.
- **Care Act 2014:** Sets out the legal framework for adult safeguarding.
- **Working Together to Safeguard Children 2018:** Provides statutory guidance on inter-agency working to safeguard and promote the welfare of children.
- **Safeguarding Vulnerable Groups Act 2006:** Establishes the framework for the protection of vulnerable adults and children.
- **Mental Capacity Act 2005:** Protects individuals who may lack the mental capacity to make their own decisions.
- **Data Protection Act 2018:** Ensures that personal data is handled appropriately and confidentially.

Policy Statement

CORA Book Club is dedicated to:

- Ensuring that children, young people, and adults at risk are protected from harm and abuse.
- Creating a safe and supportive environment for all members, staff, and volunteers.
- Promoting the rights, independence, and well-being of children, young people, and adults at risk.

Definitions

- **Child:** An individual under the age of 18.
- **Young Person:** An individual aged 18 to 24.
- **Adult at Risk:** An individual aged 18 or over who may be in need of community care services by reason of mental or other disability, age, or illness, and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.
- **Abuse:** Includes physical, emotional, sexual, financial, and institutional abuse, as well as neglect.

Responsibilities

1. **Book Club Coordinator**
 - Has overall responsibility for safeguarding within the club.
 - Ensures that safeguarding policies and procedures are implemented and reviewed regularly.
2. **Safeguarding Lead**
 - Oversees the implementation of safeguarding policies.
 - Acts as the main point of contact for safeguarding concerns.
 - Ensures that all staff and volunteers receive appropriate safeguarding training.
3. **Staff and Volunteers**
 - All staff and volunteers are responsible for safeguarding the welfare of children, young people, and adults at risk.
 - Must follow safeguarding policies and procedures and report any concerns to the Safeguarding Lead.

Procedures

1. **Recognising Abuse**
 - Staff and volunteers must be able to recognise signs of abuse, including physical injuries, behavioural changes, and financial discrepancies.
 - Training will be provided to ensure staff and volunteers are equipped to identify and respond to safeguarding concerns.
2. **Reporting Concerns**
 - Any concerns about the welfare of a child, young person, or adult at risk must be reported immediately to the Safeguarding Lead.
 - Reports should include the nature of the concern, relevant dates and times, and any supporting evidence.
3. **Responding to Concerns**
 - The Safeguarding Lead will take appropriate action, which may include:
 - Conducting an initial assessment of the concern.
 - Reporting the concern to relevant authorities, such as social services or the police.
 - Ensuring that the individual at risk receives appropriate support.
4. **Confidentiality**
 - All safeguarding concerns will be handled with the utmost confidentiality.
 - Information will only be shared with those directly involved in the investigation and resolution of the concern.

5. Record Keeping

- Detailed records of all safeguarding concerns and actions taken will be maintained by the Safeguarding Lead.
- Records will be stored securely and retained in accordance with data protection regulations.

Training

- All staff and volunteers will receive safeguarding training to ensure they understand their responsibilities and can recognise and respond to concerns.
- Regular refresher training will be provided to ensure knowledge and skills remain up to date.

Monitoring and Review

- This policy will be monitored regularly to ensure it is effective and compliant with current legislation.
- The policy will be reviewed annually and updated as necessary to reflect changes in legislation or club activities.

Contact Information

For any questions or further information regarding this policy, please contact:

Safeguarding Lead Email: info@cora-bookclub.co.uk Phone: 07520640928