

Activity in Retirement (AIR)-Macclesfield

Registered Charity No 1001228

# Safeguarding Policy

## Introduction

In accordance with the terms of our constitution AIR exists for people who have retired from full or part time employment and for the education and provision of facilities for recreation and other leisure time occupations for persons who have need of such facilities by reason of their age, social or economic circumstances.

The management of AIR is vested in the Management Committee who have responsibility for all the activities undertaken on behalf of the organisation.

The wellbeing of all members of AIR is prima facie and fundamental to the constitution of the organisation and the safety of members including their physical and emotional wellbeing is paramount at all times.

## Implementation

Activity leaders are all volunteers, and historically no Disclosure Barring Service (DBS) checks have been undertaken with regard to their suitability to work in the volunteer sector and particularly with any vulnerable adults who may form part of their participant group.

In view of the nature of our members and constitution it is not now considered appropriate to change this existing practice but as new volunteer leaders enter the organisation a DBS search will be considered by the Management Committee on each occasion and may be requested depending upon the nature of the activity and the participant audience.

If any leader has concerns about any adults at risk who may be part of their participant group they must refer their concern to the Chair of the Management Committee so that it may be dealt with in accordance with current social care legislation.

Any safeguarding incidents that may occur must be fully documented at the time, how a resolution was achieved and reported at the next monthly Management Committee for minuting as a permanent record.

## Training

Online training in Safeguarding matters is offered via the National Council for Voluntary Organisation's (NCVO) partner SAFEcic. If any Management Committee member or activity leader feels they would benefit from safeguarding training a variety of courses are available online from their website and at a nominal cost via the following link: -

<https://www.safecic.co.uk>

## **Raising Concerns**

If an allegation or incident is reported the leader of the activity concerned must advise the Chair of the Management Committee immediately and the leader and Chair should undertake a full investigation into the concern raised.

An immediate response should be made to the claimant outlining that the incident will be fully investigated by the Management Committee and a formal response will be made by the Chair of the Management Committee within a twenty-one-day period.

Depending on the severity of the concern the Chair may be call an extraordinary meeting of the Management Committee to discuss and respond to the claimant collectively within the twenty- one-day period.

## **Appeals**

Hopefully all incidents will be resolved quickly and easily but in the case of a situation where a deadlock occurs between the claimant and the Management Committee then the claimant reserves the right to submit a complaint to The Regulator of the Charity Commission, PO Box 211, Bootle L20 7VX, telephone 0300 066 9197. The claim can be submitted online at: - [www.gov.uk/charitycommission](http://www.gov.uk/charitycommission)

## **Related Policies**

All leaders are responsible for the suitability of their venues for the activity they are undertaking and the safety of all participants. All leaders are issued with a copy of this Safeguarding Policy, a copy of the Health and Safety Policy, a copy of the Complaints and Compliments Policy and a copy of the Data Protection policy to ensure they are aware of AIR's responsibilities in all these areas.