



Old Farnley & District Community Association

Trading as Farnley Community Centre

Charity Number: 1206552

CHILD SAFEGUARDING POLICY

Effective from: 01/09/2026

Review by: 01/09/2027

Child Safeguarding Policy

Hillside Hall,
Cross Lane,
Farnley ,
Leeds,
LS12 5AA

01 13 460 4702

info@farnleycommunitycentre.co.uk

www.farnleycommunitycentre.co.uk

For: Old Farnley & District Community Association trading as Farnley Community Centre

Effective from: 01/09/2026 | Review by: 01/09/2027

1. Purpose & Scope

This Child Safeguarding Policy sets out how Old Farnley & District Community Association, trading as Farnley Community Centre, will protect and promote the welfare of children and young people (defined as anyone under the age of 18) who engage with our services, activities and facilities. It applies to all trustees, staff, contractors, and volunteers ('representatives'). The policy aligns with the Children Act 1989 & 2004, Working Together to Safeguard Children (Statutory Guidance), the Data Protection Act 2018/UK GDPR, and the Human Rights Act 1998.

2. Safeguarding Statement

We believe that all children and young people have the right to protection from abuse, neglect, exploitation and harm. We recognise our responsibility to safeguard their welfare and to work with statutory agencies to ensure that children are safe.

3. Principles

- The welfare of the child is paramount (Children Act 1989).
- All children, regardless of age, disability, gender, race, religion or belief, or sexual orientation, have equal rights to protection.
- We will work in partnership with children, parents/carers and other agencies.
- We will create a safe and inclusive environment where children are respected and valued.

4. Types of Abuse

- Physical abuse.
- Sexual abuse and child sexual exploitation.
- Emotional abuse.
- Neglect.
- Bullying and cyberbullying.
- Online abuse.
- Radicalisation and exploitation.
- Domestic abuse (impact on children as victims).

5. Roles and Responsibilities

Trustees will:

- Approve and annually review this policy and oversee its implementation.
- Ensure safer recruitment and ongoing training.
- Monitor safeguarding concerns, trends and learning (confidentially).

Designated Safeguarding Lead (DSL): Peter Allison (Chair & Trustee)

- Act as the main point of contact for safeguarding concerns.
- Provide advice and make or support referrals to Children's Social Care.
- Liaise with police, Leeds City Council, and other agencies as appropriate.
- Ensure safeguarding records are accurate, secure and compliant with data protection law.

All representatives will:

- Understand and follow this policy and procedures.
- Undertake safeguarding training appropriate to their role (at least every 2 years).
- Report concerns about a child immediately.

6. Safer Recruitment & Training

- Role descriptions, application forms and interviews.
- Identity checks, references, and Disclosure and Barring Service (DBS) checks where appropriate.
- Induction covering safeguarding responsibilities and code of conduct.
- Mandatory refresher training at least every 2 years.

7. Code of Conduct & Safe Practice

- Always put the welfare of children first.
- Maintain appropriate professional boundaries.
- Never use physical punishment or humiliating behaviour.
- Avoid being alone with a child where possible ('two-adult rule').
- Record and report any incident, accident or concern.
- Use online communication with children only through official channels.

8. Recognising, Responding & Reporting Concerns

1. Listen, reassure and take concerns seriously. Do not promise confidentiality.
2. Record what is said in the child's own words where possible.
3. Report immediately to the DSL.
4. If a child is in immediate danger, call 999.
5. DSL decides next steps, including referral to Leeds City Council Children's Social Care or the police.
6. Keep accurate records of concerns and actions taken.

9. Information Sharing & Confidentiality

- Seek consent to share information where safe and appropriate.

Old Farnley & District Community Association (Charity No. 1206552) | DSL: Peter Allison (Chair & Trustee) | Email: peter.allison@farnleycommunitycentre.co.uk | Tel: 0113 4604702

- Share without consent if there is a risk of harm or for crime prevention.
- Work in line with UK GDPR/Data Protection Act 2018 and statutory guidance.

10. Online Safety

We recognise that children may be at risk of harm online. Representatives must follow our Online Safety Policy and promote safe use of technology. This includes raising awareness of grooming, exploitation, bullying and inappropriate content.

11. Allegations Against Representatives

- Report any allegation against a representative immediately to the DSL and Chair of Trustees (or another trustee if conflict).
- Contact Leeds City Council Local Authority Designated Officer (LADO) for guidance.
- Consider suspension or alternative duties while enquiries take place.
- Follow disciplinary, complaints, and whistleblowing procedures.

12. Working with Partners & Venue Hirers

- Require hirers working with children to have their own safeguarding arrangements.
- Include safeguarding clauses in hire agreements.
- Provide information about our DSL and this policy to partners.

13. Prevent Duty

We are alert to concerns that may indicate radicalisation. Concerns must be reported to the DSL, who will seek advice and, if appropriate, refer to Prevent/Channel via Leeds City Council.

14. Policy Governance

- Approved by the Board of Trustees of Old Farnley & District Community Association on 01/09/2026.
- Next review due annually or following a safeguarding incident/legislative change.
- Policy owner: Designated Safeguarding Lead (Peter Allison).

Appendix A – Local Safeguarding Contacts

- Leeds City Council Children's Social Care: [During office hours call the Duty and Advice team on 0113 376 0336 (Monday, Tuesday, Thursday, 9am to 5pm; Wednesday 10:30am to 5pm; Friday 9am to 4:30pm).

Out of office hours: If the issue can't wait until the next working day, contact the Children's Emergency Duty Team on 0113 535 0600 and provide us with as much information as possible.

- Local Authority Designated Officer (LADO): LADO@leeds.gov.uk or by Tel: 0113 3789 687
- Police (non-emergency): 101 | Emergency: 999.
- NSPCC Helpline: 0808 800 5000.
- DSL: Peter Allison (Chair & Trustee) | Email: peter.allison@farnleycommunitycentre.co.uk 0113 4604702

Appendix B – Safeguarding Concern Form (Template)

Section 1: Reporter's Details

Name of person reporting concern: _____

Role (staff / volunteer / trustee / visitor / other): _____

Date & time of report: _____

Contact details: _____

Section 2: Person at Risk

Name: _____

Age / Date of Birth: _____

Gender: _____

Address (if known): _____

Contact number (if known): _____

Relationship to the charity (service user / visitor / other): _____

Section 3: Details of Concern

Date & time of incident / disclosure: _____

Location of incident (if applicable): _____

What happened? (Include what you saw, heard, were told — use the person's own words if possible):

Immediate actions taken (e.g., first aid, reassurance, contacted emergency services):

Section 4: Safeguarding Response

Name of DSL informed: _____

Date & time DSL informed: _____

Action taken by DSL (referral, monitoring, no further action, other):

External agencies contacted (if applicable):

Police: Yes / No – Reference No: _____

Leeds City Council Safeguarding: Yes / No – Contact person: _____

Other: _____

Section 5: Signatures

Report completed by (signature): _____ Date: _____

DSL signature: _____ Date: _____

 Confidentiality Note: This form must be stored securely and only shared with those directly responsible for safeguarding.