

# Safeguarding Policy

## Patient Network Group (PNG)

### 1. Purpose and Scope

PNG is committed to creating a safe and welcoming environment for everyone who participates in our activities, including gardening, craft, knitting, and walking groups. This policy applies to all members, volunteers, and visitors, and covers the safeguarding of children (under 18) and adults at risk.

### 2. Policy Statement

We believe that:

- Everyone has the right to be protected from abuse, neglect, and exploitation.
- The welfare of children and adults at risk is paramount.
- All safeguarding concerns will be taken seriously and responded to swiftly and appropriately.

### 3. Legal Framework

This policy is based on:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (2018)
- The Care Act 2014 (for adults at risk)
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010

### 4. Definitions

- **Child:** Anyone under 18 years old.
- **Adult at Risk:** An adult who has needs for care and support and is at risk of abuse or neglect.

### 5. Responsibilities

- All volunteers are responsible for safeguarding and must report concerns.
- The group will appoint a Designated Safeguarding Lead (DSL) responsible for responding to concerns and liaising with appropriate services.
- Safeguarding training or briefing will be provided for volunteers where needed.

## 6. Code of Conduct for Volunteers

- Treat all participants with respect and dignity.
- Always work in an open environment – avoid private or unobserved situations.
- Avoid any unnecessary physical contact.
- Never make derogatory, sarcastic, or belittling remarks.
- Always put the welfare of children and adults at risk first.
- Report any concerns, allegations, or suspicions immediately to the DSL.

## 7. Safe Recruitment

- Volunteers working directly with children or vulnerable adults will be asked for references.
- Where appropriate, a DBS (Disclosure and Barring Service) check may be required depending on the role and level of contact.

## 8. Managing Concerns

If a safeguarding concern arises:

- **Do not promise confidentiality**; explain that you must pass on concerns.
- **Report immediately** to the DSL.
- **Record** the concern factually, including dates, times, and what was said.
- In an emergency, call **999**.

## 9. Photography and Social Media

- Consent must be obtained before taking photographs of participants.
- Images of children should not include identifying details (e.g., full names) without parental consent.

## 10. Health and Safety

- Activities will be risk assessed to ensure the safety of all participants.
- First aid will be available during all activities.

## 11. Review

This policy will be reviewed annually or after a significant incident, and updated as necessary.

## **Contact Details**

- **Designated Safeguarding Lead (DSL):** Julie Pregnall
- **Phone:** 0161 343 3471/07960 390182
- **Email:** julie.pregnall@nhs.net
- **Local Authority Safeguarding Contact:**
  - **Children:** 0161 342 4101
  - **Adults:** 0161 922 4888

## **Safeguarding Concern – What to Do**

You have a safeguarding concern about a child or an adult at risk?



Ensure immediate safety.

- If someone is at immediate risk of harm, call 999 right away.



Report your concern as soon as possible.

- Contact the Designated Safeguarding Lead (DSL):  
[Name] - [Phone Number] - [Email Address]



Record what happened.

- Fill in a Safeguarding Concern Reporting Form.
- Include dates, times, factual description, and any action taken.
- Do not investigate.
- Do not promise confidentiality – explain you must pass on concerns.



The DSL will decide next steps.

- May contact parents/carers (if appropriate).
- May refer to local safeguarding services or the police.



Continue to offer appropriate support.

- Be sensitive, reassuring, and professional.
- Maintain confidentiality – only share on a “need-to-know” basis.

### **Key Contacts:**

**\*\*DSL\*\*:** Julie Pregnall, 01613433471/07960390182

**\*\*Local Authority Children’s Services\*\*:** 0161 342 4101

**\*\*Adult Safeguarding Services\*\*:** 0161 922 4888

**\*\*Police Non-Emergency\*\*:** 101

**\*\*Emergency Services\*\*:** 999

# Safeguarding Concern Reporting Form

PNG

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## 1. Your Details (Person Reporting the Concern)

- Full Name: \_\_\_\_\_
- Role (e.g., Volunteer, Member, Visitor): \_\_\_\_\_
- Contact Details (Phone/Email): \_\_\_\_\_

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## 2. Details of the Person at Risk

- Full Name: \_\_\_\_\_
- Child / Adult at Risk (circle one)
- Age / Date of Birth (if known): \_\_\_\_\_
- Contact Details (if appropriate): \_\_\_\_\_

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## 3. Details of the Incident / Concern

- Date and Time of Incident/Concern: \_\_\_\_\_
- Location: \_\_\_\_\_
- What happened? (Factual description only – use the person's own words if possible):

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- Any visible injuries? (describe):
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- **Was anyone else present? (witnesses):**

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#### **4. Action Taken**

- **What did you do?** (e.g., informed DSL, contacted emergency services)

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- **Who else did you inform?** (Name and role)

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#### **5. Signature**

- **Signed (Reporter):** \_\_\_\_\_
- **Date:** \_\_\_\_\_

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#### **Important Notes:**

- Do not investigate the concern yourself.
- Keep this information confidential and only share it with the Designated Safeguarding Lead (DSL) or appropriate authority.
- Store the completed form securely.