

PP 12 SAFEGUARDING POLICY

1. Policy Statement

The Greater Morpeth Development Trust is committed to ensuring that children, young people and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Trust. This policy applies to all but especially to the above groups.

Children, young people and vulnerable adults have the right to protection from abuse whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children, young people and vulnerable adults will not be permitted or tolerated and we will give priority to ensuring they are kept safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

All allegations of abuse against a young person or vulnerable adult will be taken seriously and dealt with speedily and appropriately.

2. Definitions

Child/Young Person

A child or young person means someone who is under 18 years of age.

Vulnerable Adult

Any person aged 18 or over who

- is or may be in need of community care services by reason of mental or other disability, age or illness and
- is or may be unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation.

3. Policy Objective

- To ensure that where possible all facilities and activities offered by the Trust are designed and maintained to limit risk to children, young people and vulnerable adults.
- To promote the general welfare, health and development of children and young people by being aware of child protection issues and to be able to respond where appropriate.
- To listen to every child, young person or vulnerable adult and respect them
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.

- As the Trust does not directly provide care or supervision services to children and vulnerable adults, it expects all children, young people and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.
- We are committed to creating a safe, respectful, and supportive environment and ensuring concerns are responded to appropriately.

4. Aim

The aim of this policy document is to guide members of the Trust, staff and volunteers should any safeguarding issues arise during their work/activities.

To protect adults and children who come into contact with GMDT.

To ensure all staff, volunteers, and trustees understand their safeguarding responsibilities.

To outline the procedures for reporting and responding to concerns.

5. Scope

This policy applies to the following groups / individuals in GMDT's projects / activities:

- Paid Employees
- Volunteers who have responsibility in leading a project / initiative – for example Morpeth Cinema Project lead
- Trustees
- Interest Group Directors
- Contractors and freelancers
- Anyone working on behalf of GMDT
- GMDT Volunteers to be aware of their Safeguarding responsibilities

6. Responsibilities & Procedures

The Trust's designated Safeguarding Officer is the Chair, of Greater Morpeth Development Trust. The designated Safeguarding Officer will take lead responsibility for safeguarding in the organisation.

The Safeguarding Officer's responsibilities will include:

- Ensuring that Trustees, staff and volunteers are aware of the risk they may face in certain circumstances whilst carrying out their duties;
- Ensuring that before any paid members of staff are recruited to work with children, young people or vulnerable persons they are interviewed and two references taken up and a Disclosure and Barring Service (DBS) check is confirmed
- Ensuring that volunteers involved with activities with children, young people or vulnerable adults where parents or carers aren't present also need to undergo a DBS check. We recommend those volunteers working with a school obtain DBS check through that school.

All Trustees, staff and Lead volunteers must read a copy of the Safeguarding Policy and will be required to acknowledge they will abide by it before engaging in any activities where

children, young people or vulnerable adults are likely to be involved and unsupervised by their own parents or carers.

Having read the Policy, they should be proactive in providing a safe environment for children, young people and vulnerable people

Trustees, staff and Lead volunteers will adhere to the 'List of Recommended Behaviour' namely:

- A minimum of two adults present when supervising children. ***See school exception**
- Not to play physical contact games.
- Ensure that accidents are recorded in an Accident Book.
- Never do anything of a personal nature (i.e. supporting with personal hygiene and toileting, along with dressing and maintaining personal appearance, administering creams etc.) for a young person or vulnerable adult.
- Keep records in an incident book of any allegations a young person or vulnerable adult may make to any Trustee, member of staff or volunteers.
- Photographs taken at events such as Picnic in the Park will require consent if they are to be used in any publication and the people can be identified.
- GMDT Project lead ensures our volunteers are protected with regards any photographs taken without their consent – this especially when taking part in other group activities.
- If there is a child abuse incident it should be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures for further action.
- Share information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- In the event of a contractor working directly for the Trust being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

If you are concerned that someone is at risk of neglect or abuse contact:

Onecall: 01670 536400 or the Emergency Duty Team on 0345 6005252

Email: onecall@northumbria.nhs.uk

If you are worried that someone is in immediate danger dial 999 for emergency services.

See also GMDT's PP02 Code of Conduct Policy

This Safeguarding Policy will be reviewed annually.

***School exception:** If DBS checked through the school you are working with, you will be recognized as a trusted support Adult – allowing you to supervise / work on your own with a group of students. Where possible we advise GMDT representative to work with a school nominated Teacher on their activities.

*** Northumberland County Council – DBS checks**

It is NCC practice to ask that you are DBS checked before you are involved in any activity involving their employees – this process can take some weeks to complete and should be considered in any project planning.

7. Training / Procedures

It will be the Safeguarding Officer responsibility to provide the following as a minimum to GMDT individuals impacted by this Safeguarding policy:

- Basic document describing current Safeguarding procedures – these must be relevant to the activities currently completed by GMDT
- Annual issue of relevant Safeguarding best practices
- Set down written procedures for reporting any issues including any Data Retention / Confidentiality required on any documents / emails.

8. GMDT approach

- There will be no requirement for DBS checks on GMDT Trustees, Employees or Volunteers. See Exceptions above re School / NCC engagement
- Formal Training will not be required for Trustees, staff and volunteers
- Safeguarding Officer to make available, annually, revised Safeguarding Best Practices guidelines

9. GMDT Volunteers responsibilities

- Safeguarding children and adults with care and support needs is everyone's responsibility; everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. As a volunteer in GMDT activities we need your support where you think you have identified a person who needs help / support.
- GMDT's asks that its volunteers learn how to recognize and report concerns ensuring they know their right to safety, and establishing clear procedures for reporting any abuse or neglect of vulnerable people, with an emphasis on prevention, proportionality, and accountability, involving codes of conduct, and robust organizational policies.
- Key actions include trusting instincts, reporting anything that feels wrong, understanding consent (especially for young volunteers), and having a designated person or clear process to escalate issues beyond immediate contacts if needed.
- This document provides guidelines on what you should do to keep children and adults with care and support needs safe from abuse and neglect. As a volunteer you might observe signs of abuse or neglect, or changes in behaviour which may indicate they are being abused or neglected. It is important that you are aware of what to look for and what to do. As a GMDT Volunteer you have a responsibility to take action by reporting your concerns in accordance with this Policy. As a volunteer, you should:
 - Read GMDT's guides in relation to safeguarding
 - Recognise, identify, and report signs of abuse, neglect, disclosures and other safeguarding concerns relating to children and adults with care and support needs.
 - Be prepared to speak to your Project Lead / Interest Group Director about your concerns or raise the matter with GMDT's Safeguarding officer.
 - Treat all those children and adults who you encounter equally and

with respect.

- Understand it is NOT your responsibility to assess the accuracy of an allegation, but you must gather and pass on any information to your Project Lead / Interest Group director or GMDT's Safeguarding Officer.
- If you are worried about a child, a young person under the age of 18, or a vulnerable adult you can make your own contact as set down in Appendix A. We ask that you advise your Project Lead / Interest Group Director or GMDT Safeguarding officer that you have done this as soon as possible. You are not personally responsible for providing any form of protection or respite from an abusive or potentially abusive situation.
- Volunteers must not put themselves into a position of unnecessary risk. If you are emotionally challenged by something in your volunteering role or experiencing difficulties, you should discuss it with your Project Lead / Interest Group Director or GMDT Safeguarding officer who will provide you with appropriate support.
- If you are directly involved in a safeguarding case, you will be offered extra support.
- Failure to report a concern could result in you no longer being a GMDT volunteer or involved in a given project. GMDT reserves the right to make the action – as a volunteer you can invoke GMDT's Grievance procedure if you disagree with the decision.

10. GMDT Safeguarding – Reporting

Any person involved with GMDT activities should report any issues / concerns – use the form shown in Appendix B to raise your concern.

11. Agreed by Board on 9th December 2025, next review Nov 2026

Appendix A

Key Contacts

GMDT Contacts

Designated Safeguarding Lead: Tamsin Sharp email: tamsinsharp30@yahoo.co.uk

Interest Group Directors – see Organisation chart on our website

GMDT Admin team: email: Info@GMDT.ORG or 01670 503866

Statutory Services

Northumberland Adults' Social Care (including out of hours): Tel: 01670 536 400

Police Emergency: 999

Police Non-Emergency: 101

National Helplines

Action on Elder Abuse: 080 8808 8141

The Samaritans: 116 123

National Domestic Abuse Helpline: 0808 2000 247

Hourglass (support for older people): 0808 808 8141

Modern Slavery Helpline: 08000 121 700

Appendix B

GMDT's Safeguarding Concern Reporting Form

This form should be completed as soon as possible after a safeguarding concern is identified.

1. Details of Person at Risk

Name of Person	
Age – if known or approximate	
Address – if known	
Email Address – if known	
Is the Person adult / Child (under 18)	<input type="checkbox"/> Adult <input type="checkbox"/> Child (under 18)

2. Details of the Concern

Date and time concern Identified	
Location	
Describe the concern (factual information only, no opinions)	

3. Details of how the Concern arose

(What was seen, heard, or disclosed? Include exact words used where possible.)

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4. Immediate Actions Taken

(What did you do? Who did you speak to)

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5. Details of Any Witnesses

Name and Contact Information:

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6. Summary of what they witnessed

Details of what was witnessed:

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7. Person Reporting the concern

Name	
Role (Trustee, Project Lead, Volunteer)	
Contact Information	
Signature	
Date:	

8. Reported to GMDT Safeguarding Officer

GMDT Safeguarding Officer Name (DSL)	
Date + Time reported to DSL	
Next steps advised by DSL	

9. External Agencies (if contacted)

Agency contacted (e.g. Police, Social Services)	
Name of Contact:	
Date + Time reported to DSL	
Advice given or actions taken	

This form should be stored securely and confidentially by the GMDT Safeguarding Officer