

Safeguarding Policy

Purpose

Children and adults at risk are in this building most days. The Centre does not run their activities and cannot supervise them, but anyone worried about one of them must be able to reach someone who will act. This policy says who that is and what they will do.

Scope

Maidenhead Community Centre maintains the building at 4 Marlow Road, Maidenhead, SL6 7HY and runs the cafe. It does not run activities for children or adults at risk. Cafe workers must not be made responsible for them, or be left alone with them — anyone present is in the care of the group or family they came with. The Centre therefore carries out no regulated activity.

Who is responsible

Every hirer, and every organisation running an activity at the Centre, should have its own safeguarding policy, checks, training and supervision, and is solely responsible for them.

The Centre should not review, approve or police those arrangements.

None of this limits what the Centre does when a concern reaches it.

Anyone raising a concern

If a child or adult is in immediate danger, call 999.

Otherwise all safeguarding concerns must be raised with the designated safeguarding lead at safeguarding@maidenheadcentre.org.uk — about anyone, including a hirer, a worker or a trustee.

You do not need to be certain, and you do not need evidence. If you are worried about someone, raise it.

If the concern is about the lead, or the lead is unavailable, it must go to bookings@maidenheadcentre.org.uk instead. That reaches the deputy safeguarding lead, and not the lead.

Acting on a concern

The lead must decide whether to refer to MASH or another agency, and act without delay.

The group a concern relates to should normally be told, unless that would put someone at greater risk or in any way obstruct an investigation by MASH or another agency.

The lead must keep all trustees informed. Where a concern is about a trustee, the lead should recommend what the Centre should do and the trustees must decide whether suspension or other action is appropriate.

The lead and deputy must receive appropriate safeguarding training for the role.

Review

This policy should be reviewed at least annually, or sooner if practice or legislation changes.

Contact

Maidenhead Community Centre
4 Marlow Road, Maidenhead, SL6 7HY
<https://maidenheadcentre.org.uk>

Registered charity in England and Wales ([1170937](#)).