



Northfields Community Library Children and Adults Safeguarding Policy

At Northfields Community Library we recognise that we all play a very important role in protecting and promoting the welfare of children, young people and vulnerable adults. We aim to create an environment that is safe and welcoming to all. In addition, we are committed to fulfilling our obligations under the Prevent Duty (see statement below), aimed at protecting children and young people from radicalisation and extremism.

Legislative framework

It is our legal responsibility to safeguard children and vulnerable adults and promote their welfare. We will therefore act within the framework set by the Children Act 1989 and The Children Act 2004. We will also follow the Working Together to Safeguard Children 2013 guidance and the revised Prevent Duty guidance: for England and Wales 2019.

In partnership with Ealing Council, we adopt the principles and practice of *Ealing Safeguarding Children Guidance 2014 (the Yellow Book)* and *the Pan London Guide*.

Prevent Duty Statement

At Northfields Community Library We recognise that safeguarding against radicalisation and extremism is no different from safeguarding against any other vulnerability. All our staff, volunteers and visitors are expected to uphold and promote the fundamental principles of human rights and British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Purpose of this policy

The purpose of this policy is to:

- Effectively safeguard children and promote their rights and welfare
- Provide all staff and volunteers with clear guidance.
- Make all staff and volunteers aware of what is expected of them in terms of their approach, behaviour and actions.
- Evidence to Northfields Community Library users, parents and carers, the local community, partner organisations, the local authority and funding and commissioning bodies that Northfields Community Library is committed to safeguarding.

Scope of this policy

This policy applies to all Northfields Community Library staff and volunteers, including trustees, sessional workers, students on work placements and anyone working on behalf of Northfields Community Library.

Underlying principles

At Northfields Community Library we will safeguard children and vulnerable adults by:

- Listening, respecting and valuing them at all times
- Challenging discrimination and promoting the right to equal protection regardless of race, ethnicity, culture, religion, faith, gender, sexual orientation, disability, social or immigration status or any other element of diversity.
- Providing effective support, supervision and training
- Recruiting volunteers safely, ensuring that all necessary checks are made
- Responding to concerns immediately through our reporting system
- Following the principles and practice Yellow Book and Pan London Guide in our day-to-day work.

Roles and Responsibilities

Trustees

It is the responsibility of all trustees to:

- uphold the principles of this policy and to promote its effective implementation
- undertake any training they might require to feel confident in this role (this could be provided by the Nominated Safeguarding Lead)
- ensure that appropriate training and guidance is provided to volunteers
- Ensure that proper reporting processes are followed and that records are kept

Volunteers

It is the responsibility of all volunteers to:

- to uphold the principles of this policy in their role, making the library a safe and inclusive space at all times
- to attend any training required by the trustees to ensure that good safeguarding practices are established and maintained
- to report any concerns immediately as required using the library's reporting processes

Nominated Safeguarding Person and their Deputy

It is the responsibility of the Nominated Safeguarding Person or Deputy to:

- to receive referral forms regarding any safeguarding issues.
- to refer any concerns to safeguarding professionals.
- to attend relevant training and meetings to ensure that NCL is kept informed of current issues and changes in guidance or the law
- to report to trustees formally on the number of (if any) referrals made, and any other safeguarding issues, at least once every six months.

Details of the Nominated Safeguarding Person and their Deputy

The **Nominated Safeguarding Person** for Northfields Community Library is:

Name:

Job/role title:

Contact tel.:

Email:

The **Deputy Nominated Safeguarding Person** for Northfields Community Library is:

Name:

Job/role title:

Contact tel.:

Email:

The **Deputy Nominated Safeguarding Person** for Northfields Community Library is:

Name:

Job/role title:

Contact tel.:

Email:

Review arrangements

Northfield Community Library will review this policy annually. In cases of relevant legal or procedural changes, we will review this policy accordingly.