

Safeguarding Policy for Venue 360

Effective Date: 1st November 2023

Introduction

Venue 360 is committed to providing a safe and secure environment for all individuals, particularly children, young people, and vulnerable adults participating in our activities and events. This safeguarding policy outlines our commitment to safeguarding and the role of Cora Dunphy as the designated Safeguarding Officer and main point of contact.

Purpose

The purpose of this policy is to:

- a) Ensure the safety and welfare of all individuals who participate in our activities and events.
- b) Provide guidance on recognising and reporting safeguarding concerns.
- c) Outline the responsibilities of staff, volunteers, and stakeholders in safeguarding.

Designated Safeguarding Officer

Cora Dunphy has been appointed as the designated Safeguarding Officer for Venue 360. She is responsible for:

- a) Overseeing the implementation and adherence to this safeguarding policy.
- b) Ensuring all staff and volunteers are aware of their safeguarding responsibilities.
- c) Co-ordinating safeguarding training and awareness programs for staff and volunteers.
- d) Acting as the main point of contact for safeguarding concerns and reporting.

We also have Eva Hessey, who is the designated Safeguarding Officer for our tennis club.



4. Responsibilities

a) Staff and Volunteers:

Report any safeguarding concerns or incidents to Cora Dunphy immediately.

Attend safeguarding training and follow the guidelines outlined in the training.

Treat all individuals with respect and dignity, promoting a safe and inclusive environment.

b) Parents/Guardians:

Provide accurate and up-to-date information about their child.

Report any concerns regarding the safeguarding of their child to Cora Dunphy - **c.dunphy@venue360.co.uk**

c) Management:

Support Cora Dunphy in her role as the Safeguarding Officer.

Allocate appropriate resources for safeguarding measures.

Review and update this policy regularly to ensure its effectiveness.

5. Reporting Procedure

a) If a safeguarding concern arises, any staff, volunteer, or individual associated with Venue 360 should report it immediately to Cora Dunphy - **c.dunphy@venue360.co.uk**. In the event that Cora is on holiday or does not respond within 48hrs then please email **reception@venue360.co.uk** and request that a duty manager responds to you.

b) Cora Dunphy will then assess the concern and take appropriate action following Venue 360's reporting and escalation procedures.

c) If the safeguarding concern requires immediate attention then please email **reception@venue360.co.uk** or call **01582 418873** (opt.1) and request that Cora or the duty manager gets in contact immediately.



6. Confidentiality and Data Protection

All safeguarding concerns will be handled confidentially and in accordance with applicable data protection laws. Information will only be shared with individuals who need to know for the purpose of safeguarding.

7. Review and Revision

This safeguarding policy will be reviewed annually or as needed to ensure its effectiveness and compliance with relevant legislation and best practices.

This policy has been approved and is effective from the date stated above.

This Policy is reviewed every two years (or earlier if there is a change in national legislation).

This Policy is recommended for approval by:

CEO: Jon Reep

Date: 1st November 2023

Safeguarding Officer: Cora Dunphy

Date: 1st November 2023

