



## **SAFEGUARDING POLICY – PROCEDURES AND GUIDELINES**

This document forms part of Letchworth Arts and Leisure Group's (LALG) Safeguarding policy and should be read in conjunction with the policy.

This document includes:

- Ground rules and ways for working regarding safeguarding of people at risk
- Procedures for raising safeguarding concerns and incidents of abuse
- Procedures for dealing with concerns and incident of abuse

### **Ground rules and ways for working regarding safeguarding of people at risk**

When LALG organises an activity or event it will ensure that planning is carried out in line with LALG's Safeguarding policy and procedures. The main contact should contact the Safeguarding Officer or the Chair if a safeguarding issue arises.

### **Procedures for raising safeguarding concerns and incidents of abuse**

If any Member or volunteer witnesses, suspects or is informed of a witnessed or suspected incident of abuse they should immediately report it to the Safeguarding Officer.

If the Safeguarding Officer is not available, or is involved in or connected to the incident of abuse, it should be reported to the Chair or Secretary of the Committee.

### **Procedures for dealing with concerns and incidents of abuse**

The Safeguarding Officer (or person reported to in their absence) will first make a decision based on the immediacy of the concern and the following:

If the person at risk is in immediate danger or needs emergency medical attention, they will call the police and/or ambulance service.

Otherwise the Safeguarding Officer will:

- Make a note of the concerns reported to them.
- Discuss with the Chair of the Committee, or the Secretary or another Officer of the Committee on how to handle the reported abuse.

The Chair of the Committee or other Officer will either escalate the matter or instigate an internal investigation depending on the seriousness of the incident. The matter might be escalated by:

- Raising concerns with the police if the incident is serious or a possible criminal offence has been committed.
- Notify the Local Authority Social Care service about whether a person is at risk.

If an incident is escalated the Committee will cooperate fully with the police or Local Authority in dealing with.

Review date: July 2026

**These procedures and guidelines were amended and then affirmed by the Committee at its meeting on 16 July 2025**