

The Cotswold Listener

Your local talking newspaper



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Website: www.cotswoldlistener.co.uk

Charity Registration Number: 276631

Member of the Talking News Federation

Safeguarding Policy

Updated October 2025

THE COTSWOLD LISTENER TALKING NEWSPAPER.

SAFEGUARDING POLICY AND PROCEDURES

Principles

This organisation takes seriously its responsibility to protect and safeguard the welfare of its Listener Members, who may be regarded as vulnerable adults at risk because they are visually impaired and may also have additional disabilities.

Purpose

The purpose of this policy and procedures is:

To meet the statutory requirements of the Care Act 2014 in respect of our responsibilities towards adults at risk.

To ensure liaison and co-operation as necessary with the Gloucestershire Safeguarding Adults Board (GSAB)

To ensure that Trustees and Volunteer Members are aware of their responsibilities for safeguarding and have clear procedures to follow when dealing with issues concerning safeguarding.

To ensure that Listener Members are aware that the Cotswold Listener Talking Newspaper has a safeguarding policy in place.

Glossary of Terms

Safeguarding Adults is used to describe all work to help adults at risk stay safe from abuse.

Adult at Risk means an adult at risk of abuse or neglect. This is usually an adult who has care and support needs, and who is unable to protect themselves from abuse or neglect because of their care and support needs.

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take many forms, including physical, sexual, emotional/psychological, financial, neglect, discriminatory, organisational abuse. It may also include domestic violence, modern slavery, and self-neglect.

Disclosure and Barring Service (DBS) is the public body set up to help prevent unsuitable people from working with adults with care and support needs or with children. The Disclosure and Barring Service keeps a list of people who are not allowed to work with adults with care and support needs.

Information and Responsibility

- All Volunteer Members who may meet Listener Members will be given a copy of this policy and procedures document.
- All Listener Members will be made aware of the policy and procedures by means of an item annually on the talking newspaper.
- Those Trustees and Volunteer Members who it is intended will visit Listener Members in their homes are required to have a current DBS Certificate.
- Home visits must be arranged in advance so that Listener Members can arrange for a family member, carer, or friend to be present.
- One Trustee/ Volunteer will be named as the lead person for Safeguarding. This Trustee/ Volunteer will be the person to whom any Volunteer Member should report their concerns and who will decide whether to report the concerns to the multiagency safeguarding adults contact point.
- The lead person for Safeguarding will give an annual report to the Trustees on changes to safeguarding policy; identify Volunteer Members who have received a copy of this document during the year; give the number of safeguarding incidents (without detail or name); and give the names of Volunteer Members who have undergone DBS checks.
- This policy and procedures document will be reviewed annually by the Trustees.

PROCEDURES

All action is taken in line with the following guidance:

Safeguarding Adults Multi-Agency Policy and Procedure for Gloucestershire

The Talking Newspaper is responsible for referral and not for investigation. Raising a Concern

Raising a Safeguarding Concern means reporting your concerns that a person over 18 years of age:

- Has or may have needs for care and support (whether the local authority is meeting any of those needs),
- Is experiencing, or is at risk of, abuse or neglect, and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Guidance for Volunteers

Every person working with adults with care and support needs has a duty of care within this safeguarding adult's procedure.

If a person discloses abuse to you directly, use the following principles to respond:

Assure them that you are taking the concerns seriously.

- Do not be judgemental or jump to conclusions.
- Listen carefully to what they are telling you, stay calm, get as clear a picture as you can. Use open-ended questions.
- Do not start to investigate or ask detailed or probing questions.
- Explain that you have a duty to tell the Lead for Safeguarding.
- If you believe that a crime may have been committed, explain that you or the Lead will call the Police.
- Reassure the person that they will be involved in decisions about them.
- Make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time, and location. All records must be dated and signed.

Alleged Abuse by Volunteers

When concerns or allegations involve Volunteers, immediately contact the Safeguarding Lead person or if not possible contact the Chair of Trustees. See below for contact details.

If neither can be contacted, call the GSAB.

If you think that a crime has been committed, call the Police on 999.

Alleged Abuse by Other Persons

Volunteers having a concern through a disclosure or some other means about a Listener receiving abuse from another person or persons, immediately contact the Safeguarding lead person or if not possible contact the Chair of Trustees. See below for contact details.

If neither can be contacted, call the appropriate safeguarding board number given below.

If you think that a crime has been committed, call the Police on 999.

Contacts to Raise a Safeguarding Concern

Lead person for Safeguarding:

Name: June Little

Telephone: 01242 575954

Mobile: 07885 285866

Chair of Trustees

Name: Adrian Holford

Telephone:

Mobile:

Trustee – for Volunteers

GSAB

**Gloucestershire Safeguarding Adults Board,
Shire Hall, Westgate Street, Gloucester, GL1 2TR
During normal working hours: 01452 426868
Outside normal working hours: 01452 426868**

Email gsab@gloucestershire.gov.uk