



Safeguarding at Carillon Cottage

We are committed to ensuring that Carillon Cottage is a safe place for all who enter our doors. All activities must take place in the presence of suitable adults so that users, volunteers and staff, whether children or adults, are safe, and feel safe, while at the Cottage.

- **Activities organised by Carillon Cottage volunteers or by Wadhurst Parish Church, including the Carillon Cottage Volunteer Driving Scheme** - we use our recruitment, induction and training procedures to ensure that leaders of these activities and volunteer drivers, are suitable and have completed the appropriate level of safeguarding awareness training to fulfil their roles
- **Where Carillon Cottage is used as a venue for activities organised by third party individuals** - we will require Hirers to ensure that any children who attend their activities are always accompanied by either a parent or a responsible adult nominated by a parent, and to keep a record of those who accompany children. Hirers are also made aware of their responsibility for the safeguarding of all in their groups.
- **Where Carillon Cottage is used as a venue for activities managed by third party organisations** – where we are satisfied that the organisation has appropriate people, procedures and controls in place to ensure proper protection, and the written agreement of a Carillon Cottage Team Leader has been provided, then unaccompanied children and vulnerable adults may attend these activities.

Maintaining Awareness of Risks

We encourage all Hirers, Volunteers and others who may use the Cottage to engage in safeguarding training to maintain awareness of the risks.

Any concerns?

If you have a concern about a user of Carillon Cottage services, contact a Carillon Cottage Team Leader on 01892 785658

Anyone concerned that either themselves or someone else may be suffering harm, or is at risk of harm, should contact the Parish Safeguarding Officer, Lesley Wardrop: 01892 784056 / 07773 952136. For further guidance on reporting concerns, see the *Wadhurst Parish Code of Guidance for Safeguarding* displayed in the Cottage and copies of which are available on request.

In an emergency, contact the East Sussex Social Services “Single Point of Advice” on 01323 464222

Review

This policy is reviewed when necessary and at least annually.

Michael Hardcastle

On behalf of the Carillon Cottage Management Committee

September 2022

Carillon Cottage is a volunteer-led service offering help and support to everyone, of any faith or none, in the villages of Wadhurst, Tidebrook and Stonegate. It is owned and managed by Wadhurst Parish Church, for the benefit of the whole community