



## Safeguarding Policy

Croydon Community Energy Ltd. (CCE)

### Policy Statement

**Croydon Community Energy Ltd (CCE)** is a community energy group incorporated with the objective of supporting action on climate change and associated energy issues in the London Borough of Croydon.

CCE is registered as a Community Benefit Society under the Co-operatives and Community Benefit Society Act 2014 (Society number 8759). As part of our work in the community, there may be times when we are at external sites with members of the public including children and young people.

CCE does not tolerate any form of abuse of children, vulnerable adults, or others. CCE, its Directors, members and volunteers recognise and accept their responsibility to develop awareness of the potential issues which may arise through their engagement with children, vulnerable adults and others, as part of their support to CCE.

This safeguarding policy outlines the actions they and all others involved with CCE activity must take in order to indicate they understand the policy and to ensure the safety of children and vulnerable adults.

### Definitions

A child is anyone who has not yet reached their 18th birthday. Children are vulnerable to abuse because of their age and the stage of their physical, mental and emotional development.

The general definition of a vulnerable adult is someone over the age of eighteen who may be unable to protect themselves against harm for reasons including:

- Mental or physical health problems or other disabilities
- Physical frailty or infirmity
- Problems related to substance abuse
- Hearing, visual or other sensory impairment
- Learning disabilities
- Acquired brain or other injuries

Note that all adults may be vulnerable to abuse.

Children tend to be at risk from four main types of abuse:

- Physical abuse
- Emotional or psychological abuse
- Neglect
- Sexual abuse

Adults, in addition to these four types of abuse listed above, are also at risk of:



- Domestic violence
- Modern day slavery
- Discriminatory abuse
- Financial or material abuse
- Organisational or institutional abuse
- Self-neglect

A description of definitions and signs of child abuse is available from the National Society for the Prevention of Cruelty to Children at

<https://learning.nspcc.org.uk/media/1188/definitionssigns-child-abuse.pdf>

An introduction to types and indicators of abuse towards adults is available from Social Care Institute for Excellent at

<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

### Scope of this Policy

This policy aims to protect children and vulnerable adults regardless of gender, ethnicity, disability, sexuality, or religion. It has been drafted in accordance with the duty of CCE Directors, members and volunteers to be alert to the potential for abuse and signs of abuse, and in order to guide action to prevent and respond to any such abuse or signs of abuse.

CCE will not tolerate any form of abuse and will aim to ensure that all vulnerable people are protected from it, and that any such behaviour is identified and responded to. All children and vulnerable adults have the right to protection from abuse and to be taken seriously if they express concerns or make a complaint. This policy intends to ensure that:

- CCE activities do not lead, by commission or omission, to harm or abuse against anyone involved in CCE activities;
- CCE Directors, members and volunteers are aware of potential abuse or signs of abuse and take responsibility for the protection of children and vulnerable adults;
- CCE Directors, members and volunteers know what to do if they become aware of potential abuse or signs of abuse.

### Code of Conduct

Everyone has a responsibility to respect the feelings and sensibilities of others in the organisation and behave in a way that does not cause offence. In some instances, individuals may be genuinely unaware that their behaviour is causing offence. Still, it is the duty of each individual to be sensitive to the impact their conduct may have on colleagues.

- CCE Directors, members and volunteers will:
  - Always treat children and vulnerable adults with respect and concern for their needs, to ensure their safety and dignity.



- o Read the resources referred to in this document on the signs and potential signs of abuse and ensure they contact a CCE Safeguarding Lead if they do not understand the documents or require more information.
- o Sign the declaration included in this policy to confirm they have read, understood, and will abide by the terms of this policy.
- o Update and expand this policy in future as necessary, based on a review of its contents on at least an annual basis.
- o Ensure they make any vulnerable adults or children involved in CCE activities aware when appropriate that there are designated CCE Safeguarding Leads to help them with any concerns.
- o Act on any abuse or signs of abuse by reporting these to a CCE Safeguarding Lead as outlined in this policy, in the section “If you suspect abuse”.

Details of the CCE Safeguarding Leads are included in this document.

- If the Board of Directors believes there to be a potential risk, for example to a member, after consultation with at least two other board members, they can take immediate, appropriate action to reduce that risk. This could include (without limitations):
  - o informal warnings and requests for an apology
  - o removal of an individual from all, or part, of an event, or (sub-)group
  - o suspending membership until an investigation is completed

## Guidance

In all CCE activities and events, Directors, members and volunteers must never:

- Engage in any abuse of a child or vulnerable adult, including but not limited to the forms of abuse outlined in the guidance referred to as part of this policy.
- Allow or engage in inappropriate touching of a child or vulnerable adult.
- Allow the use of inappropriate language.
- Make sexually suggestive or physically threatening comments.
- Allow allegations regarding a child or vulnerable adult to go unchallenged, unrecorded, or not acted upon.
- Allow themselves to be alone with a child in any circumstances, or with a vulnerable adult, where possible, without another adult being nearby.
- Take images of children with a mobile device or camera unless approved by CCE to do so, which will at a minimum involve ensuring the consent of their parent, guardian, or carer, and doing so in a way that is appropriate, and ensuring there is no method of identifying children in any accompanying caption or information.



## If you suspect abuse

- If any CCE Director, member or volunteer has any concerns about potential abuse of a vulnerable adult or child, or where a disclosure has been made, they have a duty to report it as soon as possible to a designated CCE Safeguarding Lead. Do not make assumptions about the situation and do not discuss the concerns with anyone else. **Confidentiality and respect for the child(ren) or vulnerable adult(s) involved is paramount.** It is not appropriate to publish an allegation to the wider membership before or during an investigation.
- Any person reporting such a concern should also make an accurate written record using the “Cause for Concern Form” below of any concerns or disclosures.
- The CCE Safeguarding Lead will liaise with the other Safeguarding Lead and relevant agencies as necessary in order to address the concerns or disclosures raised. They will complete the “Cause for Concern – Action Taken Form” below.
- A copy of the “Cause for Concern Form” and “Cause for Concern – Action Taken Form” will be kept for CCE records. Only the Safeguarding Leads will have access to these documents.

## CCE Safeguarding Leads

The CCE safeguarding leads are:

<b>Safeguarding Lead One</b>	
Name	Connie Duxbury
Email address	connieduxbury@hotmail.com
Phone number	07910560173
<b>Safeguarding Lead Two</b>	
Name	Marian Hoffman
Email address	hoffsuar@yahoo.co.uk
Phone number	07419330343



Cause for Concern Form

<b>Croydon Community Energy – Cause for Concern Form</b>	
<b>Name of vulnerable adult / child</b>	
<b>Address (if known)</b>	
<b>Parent / carer details (if known)</b>	
<b>Parent / carer contact details (if known)</b>	
<b>Nature of concern /disclosure</b>  Please provide a description of the concern or disclosure. Include as much information as possible relating to the time, date, location and nature of the concern or disclosure.	
<b>Time and date of incident</b>	
<b>Time and date on which you passed this information to the CCE safeguarding lead</b>	
<b>Your name and position in Croydon Community Energy</b>	
<b>Your name (signature)</b>	



Cause for Concern – Action Taken Form

<b>Croydon Community Energy Cause for Concern – Action Taken Form</b>	
<b>Date and time form received by CCE Safeguarding Lead</b>	
<b>Action taken by Safeguarding Lead</b>  Note any discussion had with the other CCE Safeguarding Lead	
<b>Referral made to police</b> <b>[yes/no, date and time]</b>	
<b>Referral made to other agency, including as result of engagement with police</b> <b>[yes/no, date and time]</b>	
<b>Action taken or to be taken as result of engagement with police / other agency</b> <b>[yes/no, date and time]</b>	
<b>Safeguarding Lead [print name]</b>	
<b>Safeguarding Lead [signature]</b>	
<b>Date of signature</b>	



## Declaration

By reading and signing this policy, I confirm that:

- I have read and understood this safeguarding policy and the resources to which it links and will abide by the terms of this policy.
- I will share information and/or concerns about safeguarding where necessary, and in a confidential manner, according to the information outlined in this policy, with the CCE safeguarding lead.

**Name (print):**

**Name (signature):**

**Date of signature:**



## **Policy Creation and Review Dates**

Date of policy creation: 7<sup>th</sup> February 2022

Date policy reviewed: 31<sup>st</sup> January 2023

Date that next review is due: 31<sup>st</sup> January 2024

Date policy reviewed: 31<sup>st</sup> January 2024

Date that next review is due: 31<sup>st</sup> January 2025

Date policy reviewed: 9<sup>th</sup> May 2025

Date that next review is due: 31<sup>st</sup> January 2026

Date policy reviewed: