

## **H.U.D.A.W.I CULTURAL CENTRE SAFEGUARDING**

### **POLICY AND PROCEDURE**

*(For Children and Adults at Risk)*

**Approved by:** Board of Trustees

**Date Approved:** 16<sup>th</sup> September 2025

**Review Date:** 14<sup>th</sup>

September 2026 **STATEMENT**

The Huddersfield African West Indian (HUDAWI) Cultural Centre is a Company Limited by Guarantee Organisation (CLG). The Company's purpose is to provide community facilities for meetings, learning and collaboration between community organisations. Additionally, we aim to facilitate and promote social inclusion and cohesion through educational programmes and events, without limitation to background. In pursuing these aims, the charity recognises the particular needs of African Caribbean communities and will prioritise initiatives that address those needs, while remaining open and accessible to all who fall within the HCC's purposes. Through these initiatives, HCC seeks to build a stronger, more connected community where individuals feel empowered.

#### **Our operating principles and values**

As a CLG we take our compliance obligations seriously with duties, responsibilities, and public trust to be upheld accordingly. Our key values are transparency, accountability and operating consistently and fairly. This policy ensures that we are operating legally and safely in line with the legislation and best practice to protect the people, our purpose, our finances, and the reputation of HCC

#### **POLICY**

##### **1. INTRODUCTION**

Even though the Board of Trustees and staff do not work directly with Children and Adults at risk, HCC recognises its responsibility to ensure that the community building it oversees is a safe environment for all users

HCC is committed to ensuring the safety and wellbeing of everyone who comes into contact with our work, including children, young people, and adults at risk. We believe that safeguarding is **everyone's responsibility**, and we have zero tolerance of abuse, neglect, or exploitation.

## **2. PURPOSE**

This policy sets out the HCC's role in safeguarding oversight, risk management, and ensuring that those who hire, use, or manage activities in the building follow robust safeguarding practices.

This policy will also set out how H.U.D.A.W.I Cultural Centre protects children and adults at risk from harm and abuse. It provides clear procedures for staff, trustees, and volunteers to follow when concerns arise.

## **3. SCOPE**

This policy applies to:

- Board of Trustees
- Staff
- Volunteers, contractors, and anyone representing H.U.D.A.W.I Cultural Centre.
- Tenants, Hirers and Partner Organisations

## **4. HCC's OVERALL SAFEGUARDING RESPONSIBILITIES**

- Ensure the organisation complies with legal and regulatory safeguarding requirements.
- Maintain oversight of safeguarding through regular risk assessments and reporting.
- Require all tenants and hirers to have their own safeguarding policies if their activities involve children or adults at risk.
- Respond appropriately to any safeguarding concerns reported to the board.
- Nominate a Safeguarding Lead Trustee to oversee compliance.

## **5. EXPECTATIONS OF TENANTS AND HIRERS**

- Have an up-to-date safeguarding policy and procedure.
- Ensure relevant staff and volunteers are safely recruited and DBS-checked where required.
- Follow statutory safeguarding guidance.
- Provide the trustees with evidence of compliance on request.

## **6. KEY PRINCIPLES**

- **Safety and Welfare** first – the welfare of the child/adult at risk is paramount.
- **Empowerment** – people will be supported to make informed choices where possible.
- **Partnership** – we work with families, carers, and safeguarding agencies.
- **Accountability** – we are transparent in how we safeguard and protect. The responsibility for ensuring the safety of children or vulnerable adults while at the Centre rest with the individual or organisations hiring the hall.
- **Prevention** – we will act early to prevent harm.

## 7. DEFINITIONS

- **Child** – anyone under the age of 18.
- **Adult at Risk** – an adult (18+) who may be unable to protect themselves from harm or exploitation because of care needs, illness, disability, or mental health.
- **Abuse** – includes physical, emotional, sexual, financial, discriminatory, neglect, organisational, domestic abuse or concerns relating to exploitation of a vulnerable person (See appendix for further information)

## 8. RISK MANAGEMENT

- Include safeguarding in annual building risk assessments.
- Ensure building design and management promote safety (e.g., good lighting, secure access, CCTV where appropriate)
- Keep safeguarding risks under review at trustee meetings.

## 9. CONFIDENTIALITY AND INFORMATION SHARING

- Concerns are shared strictly on a need-to-know basis.
- Safeguarding always takes priority over data protection where there is a risk of harm.

## 10. WHISTLEBLOWING

- Staff and volunteers are encouraged to raise concerns about malpractice, unsafe practices, or safeguarding failures. Concerns can be raised internally with the DSL or externally with the Charity Commission, Local Authority, or the police.

## 11. MONITORING & REVIEW

- This policy will be reviewed annually by the trustees, or sooner if there are changes to safeguarding law or guidance.
- Significant changes are made to how the building is used.

- Safeguarding incidents will be recorded, monitored, and used to strengthen future practice.

## 15 DESIGNATED SAFEGUARDING LEAD GENERAL ENQUIRIES

### Emergency Contact Numbers:

- Local Authority Safeguarding Team:  
**KSCP General Enquiries / Admin:**  
[KSCP.admin@kirklees.gov.uk](mailto:KSCP.admin@kirklees.gov.uk)  
Phone: **01484 225161**
- Police: 999 (immediate danger) or 101 (non-emergency)

### For Child Safeguarding Concerns:

- **Kirklees Duty and Advice Team**  
01484 456848
- **Kirklees Emergency Duty Service**  
01484 414960 (outside office hours)
- NSPCC Helpline: 0808 800 5000

16 **A short, public-facing Safeguarding Statement** which can be displayed ( on website, posters, or leaflets) alongside the full safeguarding policy:

### 17. **H.U.D.A.W.I Cultural Centre Safeguarding Statement**

At H.U.D.A.W.I Cultural Centre, we are committed to safeguarding and promoting the welfare of **children, young people, and adults at risk.**

We believe everyone has the right to feel safe, respected, and protected from harm. Safeguarding is everyone's responsibility, and we take all concerns seriously.

- We have a **Designated Safeguarding Lead (DSL)** who is the main point of contact for any safeguarding concerns : [info@hudawi.org.uk](mailto:info@hudawi.org.uk)
- All staff, volunteers, and trustees receive **safeguarding training** and follow safer recruitment practices.
- We work in partnership with safeguarding agencies to ensure concerns are dealt with appropriately.
- We have **zero tolerance** for abuse, neglect, or exploitation.

**Emergency services:** Call **999** if someone is in immediate danger.

**Together, we can create a safe and supportive environment for all.**

**Local Authority Designated Officer (LADO)** – responsible for allegations against adults in positions of trust with children:

Email: **LADO.cases@kirklees.gov.uk**

Phone: **01484 221126**

This is to certify that the Safeguarding Policy and Procedure has been agreed and passed by the HCC Board.

Name (please print): Dominic Pinnock

Position in organisation: Chair Review Date 16<sup>th</sup>/09/26

- **Version Control - Approval and Review**
- This policy will be reviewed by the Board annually, as part of our health and safety planning cycle.

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Consortium	16.09.25	Initial Draft Approved	Annually
2.0	Consortium	30.09.25	Amendment to Statement approved	
3.0	Chair	17.05.26	Change of legal status from CIO to CLG	To be reviewed pending outcome of CIO application

**H.U.D.A.W.I Cultural Centre - SAFEGUARDING INCIDENT LOG**

<b>Name of Adult at Risk / Child:</b>	
<b>DOB if known</b>	
<b>Name of person investigating incident/completing this form:</b>	
<b>Name of person reporting incident (if not the AaR or Child):</b>	
<b>Location of Adult at Risk / Child:</b>	
<b>Time and date of incident:</b>	
<b>Precise location of incident:</b>	

**Details of the incident** (include description of incident, as well as the names of any individuals who may have been involved, any witness, any injuries/was medical attention required. Remember to take care not to lead the person giving the statement):

**H.U.D.A.W.I Cultural Centre - SAFEGUARDING INCIDENT LOG**

**Response:** (immediate action taken to maintain safety of the person, who were contacted, document any outside agencies, and their response).

**DSL recommendations** – (What lessons have been learned from this incident and investigation? What actions will be taken to prevent further incidents?)

---

**NAME**

---

**DATE**

**SIGNATURE**

**Reported to Management Meeting by:** \_\_\_\_\_

**Date Reported:** \_\_\_\_\_

After completion, a designated member of staff is to file all records regarding the incident in a locked cabinet.

**CATEGORIES OF ABUSE**

**Self-Neglect**

This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one’s personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

**Domestic Violence and Abuse**

Domestic violence and abuse is “any incident of threatening behaviours, violence or abuse between adults who are or have been in a relationship together, or between family members, regardless of gender or sexuality”. It also includes honour-based violence.

Domestic abuse isn't always physical. Coercive control is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

### **Discriminatory**

Discrimination is abuse on grounds of race, gender and gender identity, disability, sexual orientation, religion, and forms of harassment, slurs or similar treatment

### **Physical**

This includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It also includes unauthorised restraint and inappropriate sanctions

### **Sexual**

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

### **Financial or Material**

This includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits. This includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

### **Emotional or Psychological**

Cyber Bullying This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, gaslighting, or withdrawal from services or supportive networks.

### **Cyber Bullying**

This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, gaslighting, or withdrawal from services or supportive networks. Cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention

of harming, damaging, humiliating, or isolating another person. It includes various different types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

### **Modern Slavery**

Modern Slavery includes slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

### **There are other types of abuse and harm that are relevant to Adults at Risk Organisational Abuse**

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

### **Neglect or acts of Omission**

Ignoring medical emotional or physical care needs failure to provide access to appropriate health, care and support or educational services the withholding of the necessities of life, such as medication, adequate nutrition and heating.

### **Forced Marriage**

This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

### **Mate Crime Radicalisation**

A "mate crime" is when "vulnerable people are befriending by members of the community who go on to exploit and take advantage of them". It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.

### **Radicalisation**

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

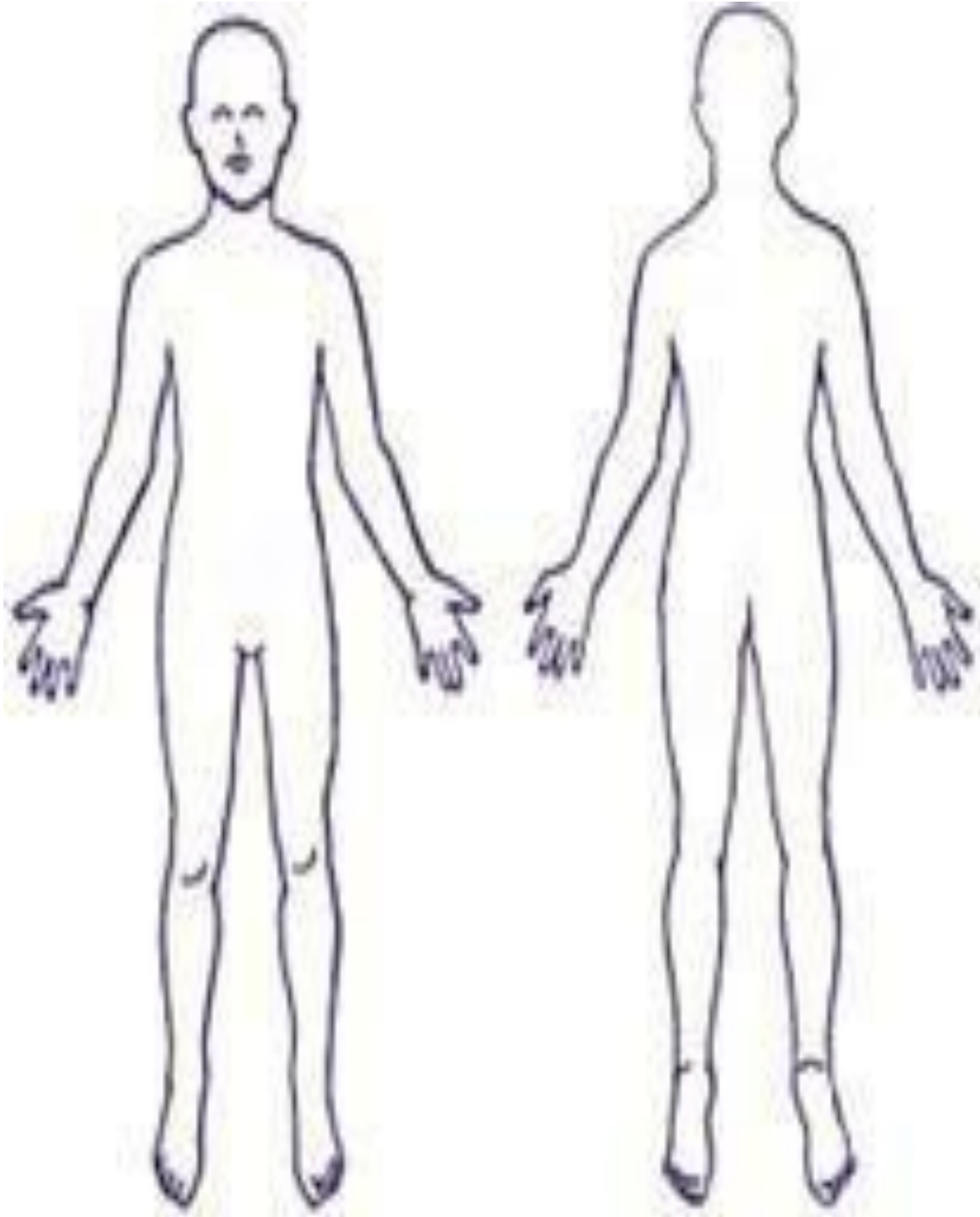
### **County Lines**

County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns.

### **Cuckooing**

Cuckooing is a practice where people take over a person's home and use the property to facilitate exploitation. It takes the name from cuckoos who take over the nests of other birds. There are different types of cuckooing:

- Using the property to deal, store or take drugs
- Using the property to sex work
- Taking over the property as a place for them to live
- Taking over the property to financially abuse the tenant



**BODY MAP FOR REPORTING SAFEGUARDING CONCERNS FOR CHILDREN & YOUTH**

