Liberty Tea Rooms

Safeguarding Children and Vulnerable Adults Policy

This policy was updated, agreed and signed by the Chair of trustees on 9th July 2026.

Liberty Tea Rooms commits itself to ensuring the implementation of this policy, government legislation and guidance, and safe practice. The strategic leadership responsibility for this policy lies with the board of trustees.

Liberty Tea Rooms is committed to the safeguarding and protection of all children, young people and vulnerable adults and affirms that the needs of children or of people when they are vulnerable are paramount. Liberty Tea Rooms is focused on valuing all people and, therefore, aims to protect them from harm.

Liberty Tea Rooms recognises that none of us is invulnerable but that there is a particular care needed for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity.

This policy addresses the safeguarding of children, young people and vulnerable adults. It is intended to be a dynamic policy. It is intended to support Liberty Tea Rooms in being a safe supportive and caring community for children, young people, vulnerable adults, for survivors of abuse, for communities and for those affected by abuse.

Liberty Tea Rooms recognises the serious issue of the abuse of children and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual, institutional, domestic abuse or neglect from self or others. It acknowledges the effects these may have on people. It accepts its responsibility for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them. It takes seriously the issues of promotion of welfare.

Liberty Tea Rooms commits itself to respond without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed. It commits itself to challenge the abuse of power of anyone in a position of trust.

Liberty Tea Rooms commits itself to the provision of support, advice and training for employed staff that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable. Liberty Tea Rooms affirms and gives thanks for the work of those who are workers with children and vulnerable adults and acknowledges the shared responsibility of all of us for safeguarding vulnerable adults who are on our premises.

The board of trustees will ensure that there are mechanisms in place to assist staff and volunteers in understanding their safeguarding roles and responsibilities and appoints Nicole Jefferson as Safeguarding Representative and supports her in her role which is to:

Support and advise the trustees and employed staff in fulfilling their roles

Provide a point of reference to train and advise on safeguarding issues

Promote safeguarding best practice within the charity

Be a point of contact for vulnerable adults and children

a) Purpose

The purposes of this safeguarding policy are to ensure procedures are in place and people are clear about roles and responsibilities for children and vulnerable adults using our premises and for any activities hosted outside of the premises.

b) Good Practice

We believe good practice means that:

i) All people are treated with respect and dignity.

ii) Those who act on behalf of the charity should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for the smooth running of the charity and connected organisations using the building. Decisions relating to what is necessary to be made by the Chair of Trustees or Safeguarding Representative.

iii) Any charity-organised transport of children or vulnerable adults will be checked to ensure the vehicle is suitable and insured and that the driver and escort are appropriate.

iv) All individuals to report any safeguarding concerns to the Safeguarding Representative as soon as possible. Please see reporting procedure for step by step guidance.

c) Appointment and training of workers

Employed workers will be appointed after a satisfactory DBS disclosure. Each worker will be expected to undergo basic safeguarding training, within the first year of appointment. Trustees and staff will undergo refresher training every 3 years or sooner if deemed necessary by the safeguarding officer. The other training needs of each worker will be considered outside of this policy (e.g. food hygiene, first aid, lifting and handling, etc.)

d) Volunteers

In terms of safeguarding, volunteers will be supported in their role with the provision of basic safeguarding training following the start of their role. DBS checks will be completed where deemed appropriate by the trustees.

f) Ecumenical events

Where ecumenical events happen on charity premises, safeguarding is the responsibility of the trustees.

h) Other groups on charity premises

Where the building is hired for outside use, the users will be given a copy of this policy. The trustees will consider the various users of the building in making lettings to determine if any further action, in relation to safeguarding, is required.

i) Complaints procedure

It is hoped that complaints can generally be dealt with outside of this policy. However, where a complaint involves a safeguarding issue it will be referred to the Safeguarding

Representative for review.

j) Allegations procedure

If a complaint made is an allegation against the conduct of a staff member it should be reviewed by the Safeguarding Representative to determine if there is a safeguarding element and whether it needs to be reported to the Children's or Adult's Services at Herts County Council. Where there is no safeguarding element allegations should be dealt with under the complaints or appropriate HR policy.

k) Record keeping

If a safeguarding concern is raised to the safeguarding lead a log will be completed as well as a record of the decision made and any actions taken. These records will be kept separate from the main shared drive to ensure confidentiality.

l) Review

This policy will be reviewed annually by the trustees. The date of the next review is Feb 2026.

l) Key concepts and definitions:

Vulnerable Adults: any adult aged 18 or over, who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.

Safeguarding and protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.

Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.

Abuse and neglect may occur in a family, in a community and in an institution. It may be perpetrated by a person or persons known to the child or vulnerable adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.

Key types of abuse: Physical, Emotional and Psychological, Sexual, Neglect and Acts of Omissions, Financial, Self Neglect, Discriminatory, Institutional, Modern Slavery and Domestic Abuse.

Further definitions surrounding key terms can be found in the Care Act 2014 and the Children Act 1969.

Herts County Council contacts for Safeguarding purposes –

Adult Care Services – 0300 1234042

Children's Services – 0300 1234043