



Local Alliance Partnership CIC Company Number 1622926

## **Child protection and vulnerable adults safeguarding policy.**

### **1. Purpose of this Policy**

This policy outlines our commitment to safeguarding the wellbeing of children and vulnerable adults attending our community event. While most children will be accompanied by parents or carers, we recognise that some **teenagers or vulnerable adults may attend independently**, and we aim to ensure their safety and welfare throughout the event.

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### **2. Scope**

This policy applies to all volunteers and staff involved in the organisation or delivery of the event hosted by **The Local Alliance Partnership**, taking place at Shadwell's Open Space Playground, Shadwell's Road, Lancing, West Sussex, BN15 9EJ on Saturday 30<sup>th</sup> August 2025.

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### **3. Our Commitment**

We are committed to:

- Creating a safe, inclusive, and respectful environment.
  - Safeguarding all attendees, including unaccompanied young people and vulnerable adults.
  - Ensuring that all volunteers are DBS checked and trained to understand safeguarding responsibilities.
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### **4. Supervision and Responsibilities**

- Parents/carers are expected to supervise their children.
- For **unaccompanied teenagers or vulnerable adults**, volunteers will:
  - Treat them with respect and ensure their wellbeing.
  - Avoid being alone with them.
  - Engage in ways that are supportive, appropriate, and non-intrusive.

- A designated **Information Point** will be set up at the event.
    - If a child or vulnerable adult is lost or separated from their group, they can be taken to this point.
    - Volunteers will stay with the individual in a safe, visible, and public area until they are reunited with their parent/carer or responsible adult.
    - If reunification is not possible within a reasonable time, the Safeguarding Lead will decide on next steps, which may include contacting the police or local safeguarding authorities.
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## 5. Safeguarding Lost or Distressed Individuals

Volunteers will:

- Stay calm and provide reassurance.
  - Avoid taking individuals away from the main event area.
  - Notify the Safeguarding Lead immediately if a child or vulnerable adult is found alone or appears distressed.
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## 6. Volunteer Code of Conduct

All volunteers agree to:

- Act respectfully and responsibly at all times.
  - Never be alone with a child or vulnerable adult.
  - Avoid inappropriate contact or communication.
  - Report all safeguarding concerns immediately to the Safeguarding Lead.
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## 7. Safeguarding Lead

**Designated Safeguarding Lead (DSL):**

**Name:** Linda McCanna

**Phone number (during event):** 07983411899

The DSL is responsible for handling any concerns, disclosures, or incidents involving children or vulnerable adults.

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## 8. Photography and Media

- We may take general photos of the event for use in newsletters, websites, or social media.
  - Clear signage will indicate that photography may take place.
  - Volunteers will seek verbal or written consent before taking identifiable photos of children or vulnerable adults.
  - Any request not to be photographed will be fully respected.
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## 9. Health & Safety

- A risk assessment has been completed for the event.
  - Volunteers will be briefed in training on emergency procedures, first aid availability, and food hygiene.
  - All food provided will meet basic safety and allergy-awareness standards and there will be clear signage to indicate any foods that might be allergen sensitive.
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## 10. Reporting Concerns

Any volunteer who has a safeguarding concern must:

- Report immediately to the Safeguarding Lead.
  - If there is an immediate risk of harm, call **999**.
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## 11. Review

This policy will be reviewed after each event and prior to any future planned events to ensure it adequately meets the needs and scope of the particular event with a view to making improvements as needed.

**Event Date:** Saturday 30<sup>th</sup> August 2025

**Policy Approved by:** Directors: Linda McCanna, Carole King, Christopher McCanna

**Date Approved:** 19<sup>th</sup> May 2025

**Review Date:** September 2025