



Lingfield United Trust - Safeguarding Policy

The purpose of this Policy is to demonstrate that the charity is capable of dealing quickly and effectively with any concerns about physical, sexual, financial, material, discriminatory or emotional abuse.

Trustees recognise that all forms of abuse are unlawful.

Any allegation of abuse needs to be handled sympathetically and to ensure that the complainant is not in direct contact with the alleged abuser.

The trustees and Clerk of Lingfield United Trust acknowledge that all residents in our Alms houses, and all applicants for and beneficiaries of grants have a right to a safe and secure environment and respect for their dignity, privacy, independence and individuality.

This safeguarding policy has been developed to protect people who live in our Almshouses or apply to the charity for housing or a grant. The Trust undertakes to ensure that concerns about abuse or neglect will be dealt with quickly and effectively.

Residents or applicants should be advised of the name of the designated Trustee who has responsibility for implementing the policy

The Person designated to deal with safeguarding issues is ...

Rev'd. Kathryn Percival.....

Telephone: ... 01883 724501

Email: kathrynpercival@btinternet.com.....

In their absence the Clerk or Chairperson should be notified of a safeguarding concern.

Depending upon the circumstances of the individual case:

- Ensure the individual is safe
- If necessary seek medical assistance
- **Ascertain the basic facts including**
 1. Date, time and place of alleged abuse
 2. Name of complainant
 3. Where different, name of person who has allegedly been abused
 4. Nature of alleged abuse
 5. Description of any injuries observed
 6. Account of the incident which has been given

- Inform the trustees and clerk immediately
- If a complainant requests that the information is kept secret it is important that they are advised sensitively that cases of alleged abuse will be referred to the appropriate agencies.

The designated person will gather information and arrange a meeting between the designated person, chair of trustees and clerk to establish the facts. A full record of the meeting will be made.

After considering the facts the trustees will decide whether the incident should be reported to the Local Authority (Surrey) Safeguarding Department. If the police or other emergency services were called the incident must be reported to that Authority and to the Charity Commission.

Rev'd Kathryn Percival will maintain regular contact with the complainant to offer support and reassurance as necessary.

This policy has been approved for issue by the board of Trustees of Lingfield United Trust

Signature: 

Name Marion Wardell

Role Chairman

Date 1st October 2018

Registered Charity no 1150971

Chairman – *Mrs Marion Wardell, 5 Wallace Square, Lavington Park, Petworth, West Sussex, GU28 0FJ
tel 01798 867661*

Clerk to the Trustees – *Mrs Marlene Hughes, 'Spindrift', Plaistow Street, Lingfield, Surrey RH7 6AL tel
01342 835250*

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