



The Monday Night Club
The Lodge, Dingle Road, Leigh
Worcester WR6 5JX
Tel: 07973788029

www.themondaynightclub.org.uk
Registered charity number 1160646

Safeguarding Policy

Introduction

This policy follows guidelines set out in the Worcestershire Safeguarding Adults Board (WSAB) Guidance and West Midlands Adult Safeguarding Policy and Procedures (which must be read in conjunction with this policy).

The Monday Night Club (MNC) is committed to supporting the right of adults at risk to be protected from abuse, and to ensuring all staff, volunteers and trustees work together to prevent, recognise and respond to safeguarding concerns. We act promptly and always place the welfare of the adult at risk at the centre of our decisions.

Our Principles

- **Safeguarding is everybody's business** – it is the responsibility of all trustees, staff, volunteers, members, and visitors.
- **Doing nothing is not an option** – if we know or suspect that an adult at risk is being abused, we must take action, record it properly, and follow safeguarding procedures.
- Adults at risk are at the heart of what we do – our loyalty is to the person with care and support needs, above any organisational, personal, or relational concerns.
- Trustee responsibility – the Trustees of The Monday Night Club hold ultimate responsibility for ensuring safeguarding is embedded across the charity in line with Charity Commission guidance.

Safeguarding Leads

Designated Safeguarding Lead (DSL):
Helen Gill, Chief Executive Officer
helen@themondaynightclub.org.uk
07973 788029

Deputy Safeguarding Lead:
Karen Smith
karen@themondaynightclub.org.uk

All safeguarding concerns must be reported to the DSL or Deputy DSL immediately.

Adults at Risk

Under the Care Act 2014, safeguarding duties apply to any adult (18+) who:

- has needs for care and support (whether or not the local authority is meeting any of those needs), and
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Adults at risk may include older people, people with learning disabilities, autistic people, people with physical or sensory impairments, those with mental health conditions, people living with long-term illness, or carers.

Types of Abuse

Abuse is a violation of an individual's human and civil rights. It may be a single or repeated act, intentional or unintentional. Abuse can include:

1. Physical – hitting, slapping, pushing, misuse of medication, restraint, inappropriate sanctions.
2. Psychological / Emotional – threats, humiliation, blaming, intimidation, controlling behaviour, verbal abuse, isolation.
3. Financial / Material – theft, fraud, misuse of property or money, coercion in relation to wills or inheritance.
4. Sexual – any sexual activity without consent, exploitation, harassment, inappropriate touching, sexual assault.
5. Discriminatory – harassment, slurs or unequal treatment based on race, gender, disability, age, religion, sexual orientation or other protected characteristics.
6. Organisational (formerly Institutional) – neglect or poor practice within an organisation, unsafe working practices, lack of dignity, poor governance or oversight.
7. Neglect & Acts of Omission – ignoring care needs, failing to provide essentials (food, medication, warmth), self-neglect, or preventing access to services.

Recognising Abuse

Concerns may come from:

- A direct disclosure by the adult at risk.
- A complaint or expression of concern from another person.
- An observation of behaviour, appearance, or interaction.

Our Commitments

The Monday Night Club is committed to:

- Identifying and responding to safeguarding concerns promptly.
- Supporting and protecting adults at risk.
- Promoting awareness of safeguarding among members, volunteers and staff.
- Embedding safeguarding in all areas of activity.
- Ensuring compliance with WSAB procedures, national legislation and best practice.

- Monitoring and reviewing safeguarding practice annually.

Confidentiality & Consent

We respect confidentiality, but safeguarding concerns cannot be kept secret.

- Wherever possible, the adult at risk's consent will be sought before sharing information.
- Where the adult lacks capacity, decisions will be made in line with the Mental Capacity Act 2005.
- Information may be shared without consent if others are at risk, a crime has been committed, or there is an overriding public interest.

Whistleblowing

All staff, volunteers, members and trustees are encouraged to raise safeguarding concerns without fear of victimisation. Concerns can be raised directly with the DSL, Deputy DSL, or with the Worcestershire Adult Safeguarding team.

DBS checks and safer recruitment

The Monday Night Club operates a **Safer Recruitment Policy**.

- All staff and volunteers are recruited following safer recruitment principles, including references and induction.
- The level of DBS check required for each role is determined by a **role-specific risk assessment** in line with current DBS eligibility guidance.
- Although The Monday Night Club does not deliver regulated activities, enhanced DBS checks are sought wherever roles involve regular contact with adults at risk.
- Ongoing safeguarding training and supervision are provided for all staff and volunteers.

What to Do if You Suspect Abuse

Act immediately:

1. Make Safe – ensure the immediate safety of the person and seek urgent medical help if required.
2. Do Not Confront – do not discuss allegations with the alleged perpetrator. Do not disturb potential evidence.
3. Inform – tell the DSL or Deputy DSL as soon as possible. If they are unavailable or implicated, contact WSAB or the Police directly.
4. Record – write down what happened as soon as possible, including dates, times, what was said, observed, or disclosed.

Referral Contacts

- Worcestershire County Council Adult Safeguarding Team
01905 768053 (Mon–Fri, 9am–5pm) adultprotection@safeguardingworcs.org.uk
- Out of hours: 01905 768020

- Police (emergency): 999
- Police (non-emergency): 101

If the Allegation Concerns a Staff Member or Volunteer

- Immediate steps will be taken to ensure the safety of all members.
- The individual may be suspended while enquiries are carried out.
- The Disciplinary Policy and Safer Recruitment Policy will apply.
- Support will also be provided to the staff member/volunteer during the process.

Review

This policy will be reviewed annually by the Board of Trustees and updated in line with changes to legislation, WSAB guidance, or best practice.

Name: Laura Gill

Position: Chair of Trustees

Date of last review: 7th October 2025

Date of next review: 13th October 2026

The Monday Night Club DBS Policy

The MNC DBS Policy must be read in conjunction with the MNC Safeguarding Policy.

Further information:

West Midlands Adult Safeguarding Policy and Procedures www.worcestershire.gov.uk

Recognising and Responding to Abuse Guidance www.worcestershire.gov.uk

Model Safeguarding Procedure

1. You think abuse has or may have occurred. Act immediately.

- Make sure the person is safe.
- Inform your line manager immediately.
- Contact the police if it is thought a crime has been committed. Record details of the allegation.

2. Bringing the concern to the attention of Helen Gill who in turn will contact Worcestershire Safeguarding Adults Board, or the Police.

Helen Gill is obliged to discuss the concerns with another Trustee, or contact the local authority referral agency or the police straight away.

Social Services or the Police will decide what to do next.

A Model Procedure in Detail

You think abuse has or may have occurred. Act immediately.

It is the responsibility of the person first becoming aware of a situation where there may be a people with care and support needs subject to, or at risk of, abuse to:

Make Safe

Deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the adult is in no immediate danger and seeking medical treatment if required as a matter of urgency.

Do NOT discuss the allegation of abuse with the alleged perpetrator.

Do NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected do not wash or bathe the person unless this is associated with first aid treatment necessary to prevent further harm.

If the allegation is about a staff member or volunteer of any organisation, ensure that the allegation is properly managed. This may include suspending the member(s) of staff or volunteer. The staff member or volunteer is also entitled to support at this stage. Please refer to the Disciplinary Policy and Procedure.

Inform

Tell the DSL, or Deputy DSL if the DSL is not available or is implicated in the allegation.

Contact the police if it is thought a crime has been committed.

Record

Record details of the allegation as soon as possible somewhere that can be kept secure. Include:

- a. The allegation or concerns, including the date and time of the incident, what the people with care and support needs said about the abuse and how it occurred or what has been reported to you.
- b. The appearance and behaviour of the victim.
- c. Any injuries observed.

It is the responsibility of the DSL or Deputy DSL to:

1. Decide without delay on the most appropriate course of action once the allegation or suspicion of abuse has been raised.
2. Deal with any immediate needs:
 - a. Ensure that the victim of the alleged abuse is safe
 - b. Ensure that any necessary emergency medical treatment is arranged
 - c. Ensure that no forensic evidence is lost

d. If the alleged perpetrator is also a person with care and support needs, ensure that a member of staff is allocated to attend to their needs and ensure that other service users are not put at risk.

3. Clarify the facts stated by the member of staff, session staff, or volunteer, but do NOT in any circumstances discuss the allegation of abuse with the alleged perpetrator or, if possible, the victim.

4. Check that the circumstances fall within the safeguarding adults procedures i.e. meeting the definition of abuse as defined in this Policy and Procedures.

5. Address issues of consent and confidentiality.

6. A formal referral must be made on the same day as the alert is raised wherever:

- A crime has been, could have been, or yet could be committed. There is a suspicion that an abuse has taken place.
- The allegation involves a member of staff or paid carer.
- Other people with care and support needs are at risk.
- The alleged perpetrator is a person with care and support needs They are unsure if abuse has taken place

7. Where a decision is made NOT to refer, the alert must be recorded, with the reasons for the decision not to refer. Bring the concern to the attention of the Chief Executive and one other Trustee.

8. The person making the referral must ideally have the following information available; however, the lack of any of this information must not delay the referral:

- The name of the person
- Date of birth and age
- Address and telephone number
- Why the adult is considered to have care and support needs
- Whether consent has obtained for the referral, and if not the reasons e.g. the person lacks mental capacity or there is an over-riding public interest (e.g. where other people with care and support needs are at risk).
- Whether there are any concerns or doubts about the mental capacity of the person.
- Whether the police are aware of the allegation, and whether a police investigation is underway.

Name: Laura Gill

Position: Chair of Trustees

Date of last review: 7th October 2025

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