**Martha Gunn Trust: Policy and Safeguarding Statement**

The Martha Gunn Trust is committed to safeguarding children or vulnerable adults who are involved with the Trust or its activities. Safeguarding is everybody’s business so although the trust may not in most circumstances have a direct involvement it will seek to ensure, where possible, that the highest standards are met.

1 The trust will appoint a designated safeguarding officer.

2 All organisations or contractors who work with or are engaged by the Trust will be expected to meet the highest standards and have in place appropriate policies, procedures, and training in place to deal with any safeguarding concerns in line with local authority procedures.

In working with other organisations, or charities the Trust will, if appropriate, discuss safeguarding procedures in respect of given events.

3 Any person either in the trust or employed as a contractor by the trust may see or hear something which causes concern that abuse, or harm may be involved. The first responsibility is to respond and then report any concerns or Information relating to safeguarding children and adults at risk to the appropriate line manager or safeguarding officer or Safeguarding Team of that organisation.

4 It is generally the responsibility of the Safeguarding Officer of an organisation to make a referral and to communicate with the local authority. However, if the Safeguarding Officer is not available, or another worker believes a referral should be made and the Safeguarding Officer has not made one, any worker who is concerned should make a referral. Information in the written record should be used to make the referral. However, do not delay making the referral if a written record is not yet complete – it can be sent later.

5 For adults at risk, fill in the online form at <https://www.brighton->hove.gov.uk/report-safeguarding-concern If you need help filling in the form**, contact Brighton & Hove City Council Access Point on 01273 295555 or** **hascsafeguardinghub@brighton-hove.gov.uk**

For children, fill in the online form at https://www.brighton-hove.gov.uk/families-children-and-learning/tell-us-ifyou-are-worried-about-child. If you need help filling in the form, contact Brighton & Hove City Council Front Door for Families on **01273 290400 or** **FrontDoorforFamilies@brighton-hove.gov.uk**

**6 If you have an immediate concern about somebody’s safety, contact the police on 999”**

7 Anyone wishing to make an allegation about a staff member or trustee either in relation to any suspicion, allegation or incident of abuse or neglect should report it either verbally or in writing to the Trusts designated Safeguarding Officer in the first instance.

8 This policy will be reviewed annually or if there are changes in law in in local authority procedures.

9 The trust’s designated safeguarding lead is Gaynor Wingham

Approved by the board July 26th 2024

Signed by Gaynor Wingham, Chair