

# The Wyvern Safeguarding Policy

## 1. Purpose and Commitment

The Wyvern is committed to ensuring that all children and adults involved in our Community Interest Company activities are protected from harm, abuse, and neglect. We believe that everyone, regardless of age, gender, race, disability, religion, sexual orientation, or background, has the right to be safe and respected.

The Wyvern operates as a community sports, hospitality, and events venue open to the public, partner organisations, and hirers. This policy outlines our approach to safeguarding and provides guidance to all staff, volunteers, users of the venue, and visitors on what to do if they have concerns about the welfare of a child or an adult.

## 2. Definition of Safeguarding

Safeguarding means protecting people's health, wellbeing, and human rights and enabling them to live free from harm, abuse, and neglect.

### **Safeguarding children means:**

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable children to have the best outcomes

### **Safeguarding adults (as defined in the *Care Act 2014*) means:**

- Protecting an adult's right to live in safety, free from abuse and neglect
- Ensuring that adults' wellbeing is promoted, including having regard to their views, wishes, feelings, and beliefs

An adult at risk is any person aged 18 or over who has needs for care and support and is unable to protect themselves from abuse or neglect as a result of those needs.

In addition to statutory safeguarding, The Wyvern recognises that any person may become temporarily vulnerable, including through distress, intimidation, harassment, or intoxication. The Wyvern will respond appropriately to support the safety and wellbeing of any person who appears vulnerable within the venue.

### **3. Scope**

This policy applies to:

- All directors, staff, volunteers, and contractors of The Wyvern Taunton CIC
- Visitors, guests, and users of the venue and its facilities
- All activities including those in the bar, hall, sports teams, and Wyvern-managed events
- External organisations, clubs hiring Wyvern facilities, particularly where activities involve children or adults at risk

Where external organisations or hirers deliver activities involving children or adults at risk, they remain responsible for the supervision and safeguarding of those individuals and must have appropriate safeguarding arrangements in place. The Wyvern may request confirmation of safeguarding policies, safeguarding leads, and DBS arrangements where applicable.

### **4. Roles and Responsibilities**

#### **The Board of Directors**

The Board of Directors holds overall accountability for safeguarding within The Wyvern Taunton CIC and is responsible for ensuring this policy is implemented, monitored, and reviewed.

#### **The Safeguarding Officer**

The Safeguarding Officer is the designated lead for safeguarding matters and is responsible for:

- Receiving and acting upon safeguarding concerns or reports
- Advising the Board, staff, volunteers, hirers, and users on safeguarding matters
- Maintaining appropriate records of safeguarding concerns
- Liaising with statutory agencies where necessary
- Monitoring the safeguarding email inbox daily and respond where necessary

### **Safeguarding Officer:**

Name: Megan Beale

Role: Director - Paramedic trained in level 3 safeguarding.

Email: wyvernsafeguarding@outlook.com

Phone: 07464710269

If the concern relates to the Safeguarding Officer, it should be reported directly to the Chair of the Board or Somerset Safeguarding Partnership.

Any allegation concerning a staff member, volunteer, director, or contractor must be reported immediately to the Safeguarding Officer (or Chair where appropriate) and may be referred to statutory agencies where required.

## **5. Reporting a Concern**

### **5.1 Formal Safeguarding Concerns**

Any person who has a safeguarding concern regarding a **child**, an **adult at risk**, or **suspected abuse, neglect, or exploitation** must:

- Report the concern **as soon as possible** to the Safeguarding Officer
- Contact emergency services (999) immediately if a person is in immediate danger
- Record the concern using The Wyvern Safeguarding Reporting Form as soon as practicable

If a person discloses abuse:

- Listen calmly and take them seriously
- Do not investigate or ask leading questions
- Do not promise confidentiality
- Reassure them they did the right thing by speaking up
- Report the concern to the Safeguarding Officer without delay

Confidentiality will be respected wherever possible. However, confidentiality cannot be guaranteed where a person may be at risk of harm.

Safeguarding concerns may also be referred to Somerset Children's Social Care or Adult Social Care, or to the Police, where appropriate.

## **5.2 Venue Welfare and Safety Concerns**

The Wyvern is a community venue and recognises that individuals may sometimes feel **unsafe, distressed, intimidated, or vulnerable**, including situations involving harassment, coercion, or intoxication.

Where a person requests help or appears unsafe (including "Ask for Angela" situations), staff should respond promptly and supportively. These situations should normally be handled by the **Duty Manager or Shift Supervisor**, who may:

- Provide a safe space
- Assist the person in contacting a friend, family member, or taxi
- Intervene where appropriate to address unsafe behaviour
- Contact emergency services if required

## **5.3 Escalation to the Safeguarding Officer**

The Safeguarding Officer must be notified where:

- The concern involves a child
- The individual appears to be an adult at risk

- Abuse, coercion, or exploitation is suspected
- Emergency services have been contacted in relation to the incident
- The concern indicates an ongoing or serious safeguarding risk

All incidents should be recorded appropriately. Welfare incidents may be reviewed to identify patterns or safeguarding risks where necessary.

## 6. Types of Abuse

Abuse may occur in many forms, including but not limited to:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Neglect or acts of omission
- Financial or material abuse
- Discriminatory abuse
- Bullying, including online abuse
- Organisational abuse
- Exploitation or coercive behaviour

Anyone can raise a concern regardless of whether abuse is suspected, disclosed, or observed.

Safeguarding concerns may arise where a child or adult at risk is being harmed, neglected, exploited, or placed in an unsafe situation.

The Wyvern also recognises that safeguarding concerns may emerge from situations involving **distress, intimidation, harassment, unsafe behaviour, or vulnerability**, including where an individual may be under the influence of alcohol or otherwise unable to safeguard themselves temporarily.

Any concern, whether observed, suspected, or disclosed, should be taken seriously and addressed in line with Section 5 of this policy.

## 7. Safe Practices

To promote a safe environment and reduce the risk of harm, The Wyvern is committed to:

- Applying safer recruitment practices where appropriate
- Ensuring all staff and volunteers in eligible roles are subject to appropriate DBS checks
- Providing safeguarding awareness where relevant
- Ensuring activities involving children or adults at risk are appropriately supervised
- Children must be appropriately supervised at all times
- Within licensed areas, children under the age of 14 must be **accompanied and supervised by a responsible adult** in accordance with the premises licence
- During organised activities, supervision may be provided by a parent, guardian, coach, or responsible adult acting on behalf of an external hirer or organisation
- **External organisations and clubs hiring Wyvern facilities for activities involving children or adults at risk must have appropriate safeguarding policies, named safeguarding leads, and DBS arrangements in place. The Wyvern may request confirmation of these as part of the hire agreement**
- Maintaining appropriate professional boundaries between adults and children, including avoiding one-to-one situations in private spaces wherever possible
- The Wyvern operates a Challenge 25 policy in line with its alcohol licensing obligations
- Children are not permitted in designated licensed areas where restricted by the premises licence

As a community venue, staff will respond appropriately where any person appears unsafe, distressed, intimidated, harassed, or vulnerable, including situations involving intoxication. Staff may provide assistance, seek support from the Duty Manager or Shift Supervisor, or contact emergency services where necessary.

All incidents should be recorded appropriately. Concerns indicating safeguarding risk must be escalated in line with Section 5.

## **8. Confidentiality and Data Protection**

Information about safeguarding concerns will only be shared with those who need to know, in accordance with data protection laws and the Wyvern's confidentiality policy. Information will be shared with appropriate authorities if it is deemed that a person is at risk of harm.

Data protection does not prevent information sharing where safeguarding concerns exist.

## **9. Policy Review**

This policy will be reviewed annually or sooner if there are changes in legislation, guidance, or structure to The Wyvern.

Date Approved: 11/02/2026

Next Review Date: 11/02/2027