



**MAIDSTONE HACKSPACE**

Learn, Create, Inspire!

## **Safeguarding Policy**

### **Introduction**

Maidstone Hackspace is committed to ensuring the safety and well-being of all members, visitors, and participants in our activities, particularly children, young people, and vulnerable adults. This policy outlines our approach to safeguarding and protecting individuals from harm.

### **Purpose**

The purpose of this policy is to:

- Protect children, young people, and vulnerable adults who engage with Maidstone Hackspace.
- Provide staff, volunteers, and members with clear guidance on their responsibilities to safeguard individuals.

### **Scope**

This policy applies to:

- All staff, volunteers, and members of Maidstone Hackspace.
- Visitors, participants, and anyone engaging in Maidstone Hackspace activities.

### **Policy Statement**

Maidstone Hackspace:

- Believes that safeguarding is everyone's responsibility.
- Recognises that all individuals, regardless of age, gender, disability, ethnicity, sexual orientation, or belief, have the right to be protected from harm.
- Ensures that all concerns and allegations of abuse are taken seriously and responded to promptly and appropriately.

## Definitions

- **Safeguarding:** Protecting individuals from harm, abuse, and neglect.
- **Vulnerable Adults:** Individuals aged 18 or over who may be unable to care for themselves or protect themselves from harm due to age, disability, or other factors.
- **Abuse:** Includes physical, emotional, sexual abuse, neglect, exploitation, and any other harm.

## Roles and Responsibilities

- **Safeguarding and Welfare Officer:** A designated individual responsible for overseeing safeguarding measures and responding to concerns.
- **Staff and Volunteers:** Must adhere to this policy and undertake safeguarding training as required.
- **Members and Visitors:** Are encouraged to report any safeguarding concerns to the Safeguarding and Welfare Officer.

## Safe Practices

To minimise risks, Maidstone Hackspace will:

- Require DBS checks for staff and volunteers working with children or vulnerable adults. Where a DBS check is not possible, alternative risk mitigation measures will be implemented, such as ensuring individuals work in pairs, and supervised at all times.
- Ensure all workshops and activities are appropriately supervised.
- Provide safeguarding training to staff and volunteers.
  - This is currently training material owned and provided by [Mentell](#).
- Maintain a code of conduct that outlines acceptable behaviour.

## Recognising and Responding to Concerns

Staff, volunteers, and members must:

- Be vigilant for signs of abuse or neglect.
- Report concerns immediately to the Safeguarding and Welfare Officer.
- Avoid investigating or confronting individuals directly.

## Reporting Procedures

- Concerns should be reported to the Safeguarding and Welfare Officer as soon as possible.
- In cases of immediate danger, contact emergency services (999) and inform the Safeguarding and Welfare Officer thereafter.
- Record all safeguarding incidents accurately and confidentially.

## Managing Allegations Against Staff or Volunteers

- Allegations will be taken seriously and investigated promptly.
- The Safeguarding and Welfare Officer will liaise with relevant authorities as necessary.
- Individuals facing allegations may be suspended from duties pending investigation.

## Confidentiality

- All safeguarding concerns will be handled with sensitivity and in accordance with data protection laws.
- Information will only be shared on a need-to-know basis.

## Monitoring and Review

- This policy will be reviewed annually or following any significant safeguarding incident.
- Feedback from members, staff, and external authorities will be considered in updates.

## Contact Details

- **Safeguarding and Welfare Officer:** Gavin Blair
- **Local Authority Designated Officer (LADO):** 03000 410888
- **NSPCC Helpline:** 0808 800 5000
- **Emergency Services:** 999

## Approval and Review

This policy was approved by the Maidstone Hackspace Directorship on 18th November 2024 and is due for review on 18th November 2025.