



**Cirencester & District  
TALKING NEWS**

## **SAFEGUARDING POLICY & PROCEDURES 2026**

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**Charity Registration Number: 1218012**

**Member of the Talking News Federation**

# Cirencester & District Talking News ('C&DTN')

## Safeguarding Policy and Procedures 2026

### Principles

Cirencester & District Talking News (C&DTN) takes its responsibility to protect and safeguard the welfare of its Listener(s) seriously as they may be regarded as vulnerable adults at risk because they are visually impaired and may also have additional disabilities.

### Purpose

The purpose of this policy and procedures is:

- To meet the statutory requirements of the Care Act 2014 in respect of our responsibilities towards adults at risk.
- To ensure liaison and co-operation as necessary with the Gloucestershire Safeguarding Adults Board ('GSAB').
- To ensure that trustees and volunteers are aware of their responsibilities for safeguarding and have clear procedures to follow when dealing with issues concerning safeguarding.
- To ensure that listener are aware that CDTN has a safeguarding policy in place.

### Glossary of Terms

**Safeguarding Adults** is used to describe all work to help adults at risk stay safe from abuse.

**Adult at Risk** means an adult at risk of abuse or neglect. This is usually an adult who has care and support needs, and who is unable to protect themselves from abuse or neglect because of their care and support needs.

**Abuse** is a violation of an individual's human and civil rights by any other person or persons. It can take many forms, including physical, sexual, emotional/psychological, financial, neglect, discriminatory, organisational abuse. It may also include domestic violence, modern slavery, and self-neglect.

**Disclosure and Barring Service (DBS)** is the public body set up to help prevent unsuitable people from working with adults with care and support needs or

with children. The DBS keeps a list of people who are not allowed to work with adults with care and support needs.

**Lead Person for Safeguarding (LPS)** is a trustee or volunteer appointed by the trustees and is the person to whom volunteers should report any concerns. The LPS will be responsible for deciding whether to report such concerns to the multiagency safeguarding adults contact point

**Listener** means someone who receives the services provided by CDTN

**Volunteer** means a person who helps to produce and provide the services

**Trustee** means a volunteer elected or appointed to be a trustee of CDTN. There is a committee of Trustees whose responsibility is to oversee the provision of the service provided by CDTN. The committee elects a Chair, Secretary & Treasurer additional Trustees.

**Information and Responsibility:** All Volunteers who interact with our Listeners will be given a copy of this document and all volunteers will be made aware of it.

All Listeners will be made aware of the policy and procedures by means of an item annually on the talking newspaper.

**Trustees and Volunteers who may visit Listeners in their homes are required to have a current DBS Certificate. In addition, all Volunteers who visit Listeners in their homes to deliver USB players must have a Safeguarding certificate following an online training course.**

**Home visits should be scheduled in advance to allow Listeners to organise for a relative, caregiver, or friend to be with them at the time of the pre-arranged visit.**

The LPS will give an annual report to the Trustees on changes to safeguarding policy; identify Volunteers who have received a copy of this document during the year; give the number of safeguarding incidents (without detail or name); and give the names of Volunteers who have undergone DBS checks and Safeguarding training

This policy and procedures document will be reviewed annually by the Trustees.

All action shall be taken in line with the Safeguarding Adults Multi-Agency Policy and Procedure for Gloucestershire

## **C&DTN IS RESPONSIBLE FOR REFERRAL OF CONCERNS BUT NOT THEIR INVESTIGATION**

### **Raising a Concern**

Raising a safeguarding concern means reporting any concerns that a person over 18 years of age:

1. Has or may have needs for care and support (whether the local authority is meeting any of those needs),
2. Is experiencing, or is at risk of, abuse or neglect, and
3. As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

### **Guidance for Volunteers**

Every person working with adults with care and support needs has a duty of care within this safeguarding adult's procedure.

If a person directly discloses abuse, the following principles should be followed:

1. Assure them that you are taking concerns seriously.
2. Do not be judgemental or jump to conclusions.
3. Listen carefully to what they are telling you, stay calm, get as clear a picture as you can. Use open-ended questions.
4. Do not start to investigate or ask detailed or probing questions.
5. Explain that you have a duty to tell the LPS.
6. If you believe that a crime may have been committed, explain that you or the LPS will notify the Police.
7. Reassure the person that they will be involved in making any decisions about them.
8. Make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed.

### **Alleged Abuse by Volunteers**

When concerns or allegations involve Volunteers, immediately contact the LPS or if that is not possible contact the chair of Trustees. See below for contact details.

If neither can be contacted, call the GSAB.

If you think that a crime has been committed, call the Police on 999.

### **Alleged Abuse by Other Persons**

Volunteers having a concern through a disclosure or some other means about a Listener receiving abuse from another person or persons, contact the LPS as soon as reasonably possible or if that is not possible contact the chair of Trustees. See below for contact details.

If neither can be contacted, call the appropriate safeguarding board number given below.

If you think that a crime has been committed, call the Police on 999.

### **Contacts to Raise a Safeguarding Concern Lead person for Safeguarding:**

Name: Jenny Hincks, Chair of Trustees  
Telephone: Mobile: 07858 747292

### **Contacts to Raise a Safeguarding Concern LPS:**

**Gloucestershire Safeguarding Adults Board, Shire Hall, Westgate Street,  
Gloucester, GL1 2TR**

During normal working hours: **01452 426868**

Outside normal working hours: **01452 426868**

Email: **gsab@gloucestershire.gov.uk**