

# Wootton Community Managed Library

## Safeguarding Information for Volunteers

This information sheet is intended to provide you with an easy-to-understand summary of safeguarding procedures.

This summary should not be read in isolation. More detailed information including definitions and descriptions of types of abuse and/or vulnerabilities is available in the West Northamptonshire Council Corporate Safeguarding Policy (March 2024) [which can be viewed here](#) or in the Library Procedures folder under 'safeguarding'

### What is Safeguarding?

Safeguarding is the action taken to promote the welfare of vulnerable children and adults and to protect them from significant harm.

Safeguarding is everyone's business and therefore everyone working or volunteering in the library has a responsibility for safeguarding.

### Safeguarding Children

1. In an emergency where a child is in immediate danger call **999** to contact the emergency services.
2. For non-emergency child safeguarding concerns contact the Multi-Agency Safeguarding Hub (MASH) on **0300 126 7000** or email **MASH@NCTrust.co.uk**
3. Notify the Library Manager (Jussy McLean) in the first instance on mobile number provided or the Parish Clerk (Alison Reynolds) on mobile number provided.
4. Out of hours (e.g. Wed evening or Saturday morning) Notify the Library Manager and the Parish Clerk by phone or text (or email if not time sensitive)

### Safeguarding Adults

1. In an emergency where an adult is in immediate danger call **999** to contact the emergency services.
2. For non-emergency adult safeguarding concerns contact the Multi-Agency Safeguarding Hub (MASH) on **0300 126 7000** or email [SafeguardingWest.NCC@westnorthants.gov.uk](mailto:SafeguardingWest.NCC@westnorthants.gov.uk)

3. Notify the Library Manager (Jussy McLean) or the Parish Clerk (Alison Reynolds).
4. Out of hours (e.g. Wed evening or Saturday morning) Notify the Library Manager and the Parish Clerk by phone or text (or email if not time sensitive)

### **Volunteer responsibilities**

1. Make yourself aware of the types of abuse and vulnerabilities that you might encounter by reading paragraph 3.4 on pages 7-9 of the Corporate Safeguarding Policy.
2. Ensure that the vulnerable child or adult is kept safe. Do not place yourself in any danger - call the Police instead.
3. Report concerns appropriately. Do not promise confidentiality or that you will keep things secret. You are not required to undertake any investigations or resolve matters. West Northamptonshire Council is the statutory authority for Wootton Library which will carry out all enquiries into safeguarding issues.
4. It is best practice to obtain consent from the vulnerable child or adult before making a safeguarding referral, however bear in mind that children and vulnerable adults may be unable to give informed consent. If in doubt report it.

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