

## **Adult Safeguarding – Easy Read**

### **Why This Policy Matters**

We want **everyone** to feel **safe, happy, and welcome** at Llanelli Centre for the Deaf.  
We support **young people and vulnerable adults** to grow, have fun, and feel included.

### **Who to Talk To**

If you have a concern or worry, speak to our **Safeguarding Officers, Kaz Jefferies, Angharad Rees or Jessica Griffiths**. Their names are on the **notice board by the entrance**.

If your concern is **about Kaz, Angharad or Jessica** or you feel your concern **was not handled properly**, please speak to the **Club Secretary or the Chairman**.

### **What We Do at Llanelli Centre for the Deaf**

We run activities like:

- **Youth club**
- **Wellbeing days**
- **Family Sign Time**
- **Thursday social activities**
- **Other groups that work with us**

These activities help people **feel included, express themselves, and learn new skills**.

### **Keeping Everyone Safe – Key Rules**

#### **Who Helps Keep People Safe?**

We have a **Safeguarding Representative** who makes sure: ✓ All volunteers and staff have **DBS checks** (to make sure they can work safely with others).

✓ The safeguarding policy is **followed correctly**.

✓ Any safeguarding concerns are **reported** and recorded properly.

✓ Staff and volunteers **get training and supervision** to help them support others.

✓ Everyone **knows who the Safeguarding Representative is**.

### **How We Keep Records**

Each person must be **registered** with the group, with important information like: ✓  
Emergency contact details.

✓ Consent forms, signed by the person or their guardian.

✓ Attendance registers for every session.

### **Trips and Outings**

✓ Before a trip, we must have a **signed consent form** from the person or their guardian.

✓ All trips and activities must have **insurance**.

### **Staying Safe – Rules for Volunteers and Staff**

✓ **Never leave a young person or vulnerable adult alone.**

✓ Always have **at least two DBS-checked volunteers** in any room.

✓ Photos can **only be taken by authorized volunteers** and must be **deleted after use**.

✓ Digital images **must not be shared outside of agreed rules**.

✓ If you need to **be alone** with someone (for first aid or if they are upset), make sure another volunteer **knows where you are**.

✓ **Never arrange private meetings** outside of activities.

### **Safety in Our Building**

✓ The activity space must be **safe** to use.

✓ Workers and assistants must know:

- **Where the first aid kit is.**
- **Who is responsible for first aid.**
- **How to record accidents.**
- **Fire procedures** – we will **practice at least once a year**.

✓ Transport home is **not guaranteed** – volunteers **may offer lifts at their discretion**, but **they do not have to**.

### **New Workers and Volunteers**

We carefully select workers and volunteers using these steps: ✓ **Application form**.

- ✓ **Interview** with three committee members.
- ✓ **Identity checks** (passport, driving licence, etc.).
- ✓ **Reference checks** before starting.
- ✓ **DBS checks** if needed.
- ✓ **Probation period of 3 months** for new volunteers.
- ✓ **Regular training and supervision.**

### What is Safeguarding?

Safeguarding means **protecting everyone** from **harm, abuse, or neglect**.

- ✓ **Always listen** to concerns – **never say "it can wait"**.
- ✓ **Do not keep secrets** if someone is in danger.
- ✓ **Take concerns seriously** and write down exactly what was said.
- ✓ **Do not investigate yourself** – report concerns to the **Safeguarding Officer**.
- ✓ If necessary, speak to the **Local Authority** or **Police** for urgent help.

### What You Should NOT Do

- ✗ Do **not** talk about concerns with people who are not in charge.
- ✗ Do **not** investigate the issue yourself.
- ✗ Do **not** ignore concerns.
- ✗ Do **not** make false promises.

### Helpful Things to Say

- ✓ "What you are telling me is important."
- ✓ "This is not your fault."
- ✓ "I am sorry this happened to you."
- ✓ "You were right to tell someone."

✓ "I will find the best way to help you."

### **What NOT to Say**

✗ "Are you sure?"

✗ "Why did this happen?"

✗ **Do not show shock or disbelief.**

### **How to Complain**

If you feel a **safeguarding issue** was **not handled properly**, please **write a letter** to the **Club Secretary or the Chairman** with your concerns.

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