



Warm hubs – safeguarding checklist

Safeguarding is about protecting children and adults from abuse or neglect and educating those around them to recognise the signs and dangers.

This checklist has been produced to support groups that are setting up warm hubs/spaces with putting appropriate safeguarding arrangements into place for their activities.

Item	Comment	✓
SAFEGUARDING ARRANGEMENTS		
Safeguarding policy which covers the activities and beneficiary groups (eg adults, children)	Clear policy to follow, especially if a range of partners are involved, e.g. those who operate the venue are different to those who support the warm hub activity	
PEOPLE WITH SPECIFIC RESPONSIBILITIES (Duties may be allocated to one or more people)		
	Incident recording/reporting procedure across all roles?	

Designated safeguarding person (DSP)	Identified person, ideally on the premises or whose contact details are clearly displayed, for all leading/attending to raise any issues of concern	
Health & Safety Officer	Person with emergency telephone numbers and access to landline/mobile phone with reception.	
First aider	Qualified first aid person and access to first aid equipment.	
Safeguarding training	<p>Group A (online module or equivalent) for all</p> <p>Group B training for specific roles eg supporters of parent-baby sessions</p> <p>Group C training for DSP and deputy(ies)</p> <p>Access to and use of the Wales Safeguarding Procedures - www.safeguarding.wales</p>	
Safeguarding information	<p>Supplied/provided on the premises so users may recognise a safeguarding issue and raise it with the DSP, eg posters clearly displayed in public areas</p> <p>Local authority and Police information and contact details provided</p>	

	Other agency information for signposting eg NSPCC, Age Cymru, Citizens Advice, etc	
Safeguarding reporting procedure	Understood and actionable by DSP and others who might fill the role in their absence, to ensure that relevant information is shared with the local authority where there is reasonable cause to suspect abuse, neglect or harm	
Ground rules	Basic code of conduct and expectations of staff/volunteers and users. Breaches to be reported to DSP or another identified person. Establish grounds for which someone might be asked to leave/stay away	
Information sharing	Established process for sharing information across staff/teams who support the hub on different days/sessions, eg weekly team meetings with safeguarding as an agenda item	
PRACTICAL CONSIDERATIONS FOR KEEPING PEOPLE SAFE		
Are there sufficient and appropriate washrooms/toilets for increase in numbers staying for lengthy periods of time?		
Do you have sufficient staff/volunteer numbers to support the possible number of users, activities, spaces to be supervised etc?		

Do you have staff/volunteers with training, experience, skills, to support the range of activities provided?	
Are there different spaces/time slots for users who may have different vulnerabilities/needs? Eg a parent-and-baby room/session located or timed apart from other sessions	
Are there private spaces for conversations with advice and support personnel? Eg access to benefits	
Is there wi-fi bandwidth to support greater user access?	

RESOURCES

[Welsh Government Safeguarding Code of Practice](#)

[Wales Safeguarding Procedures](#)

[Third Sector Support Wales](#)