

United Services Club Machen Club Policies

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United Services (Machen) Club and Institute Environmental Policy

The United Services (Machen) Club and Institute (USC), registered under the Industrial and Provident Acts has at the heart of its constitution the ability to *‘provide a means of social intercourse, mutual helpfulness, mental improvement and recreation’*. The club promotes well-being among local residents through socialising, mental stimulation, exercise and supports local charities with a location to meet and hold events.

USC recognises the importance in reducing pollution, waste and minimising the consumption of resources. In recognising that club activities have the potential to impact upon the environment the committee are committed to environmental improvement and pollution prevention and seek to promote sound practice following these principles:

- To ensure compliance with relevant regulatory requirements
- To promote awareness of environmental policy to users
- To minimise waste through reuse and recycling
- To minimise energy and water consumption and promote the efficient use of resources

In line with these principles:

USC will help educate, and motivate volunteers to consider and take responsibility for reducing the environmental impact within their individual areas of responsibility.

USC will proactively encourage and enhance biodiversity and ecology by planting a range of plants that encourage pollinators in its immediate area.

USC will continually work to reduce its carbon footprint and have started installing low energy lighting with the aspiration to replace all inefficient lighting within 12 months.

USC has a policy that, when finances allow, it will introduce systems and procedures to improve environmental efficiencies including more energy efficient heating.

USC will make every effort to purchase “environmentally friendly” cleaning products and purchase products locally, wherever possible.

USC will encourage any good ideas and these will be quickly captured and acted upon.

All club users are asked to support the Environmental Policy by:

- Switching lighting and heating off whenever possible.
- Ensuring windows, doors and curtains are closed when appropriate .
- Reducing waste by not using disposable items such as plastic plates and cutlery
- Recycling bottles, tins, paper and plastics by using the bins and bags

This policy will be communicated to club users and volunteers by placing a copy on its notice board and via its social media platform.

This policy will be reviewed on an annual basis and any new committee members will be provided with an understanding of their responsibilities in line with this.

Date of last review 3/10/23

United Services (Machen) Club and Institute

Safeguarding Vulnerable Adults Policy

Name of Safeguarding Officer : Mark Kilbane (Club Secretary)

Tel no: 07817820375

Policy aims

The aim of this policy is to ensure the safety of vulnerable adults by outlining procedures, and ensuring that all committee members, staff and volunteers of United Services (Machen) Club and Institute are clear about their responsibilities.

All committee members, staff, and volunteers are required to abide by this policy and to follow its guidance whenever their work brings them into contact with vulnerable adults and it is their responsibility to familiarise themselves with this policy. The policy document will be kept on display at the club premises and additional paper or email copies will be available.

Organisations and charities who use the club premises to further their own charitable and community centred aims and have contact with vulnerable adults are responsible for developing their own policies to reflect and cover their work.

Scope

This policy covers all interactions with people defined as vulnerable adults. A vulnerable adult is a person aged 18 years or over who is, or may be, in need of community care services by reason of mental or other disability, age or illness; and who is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

The official definition of "Adult safeguarding" is working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities (Care Act 2014).

The safeguarding duties therefore apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting those needs)
- is experiencing, or is at risk of, abuse or neglect
- is unable to protect themselves from either the risk of, or the experience of, abuse or neglect, as a result of those care needs

People can have care and support needs for a variety of reasons, for example they may have a learning disability, a physical disability, a chronic health condition or have a mental health challenges. Such conditions may bring with them vulnerabilities, however having care and support needs does not mean that people are automatically adults at risk and need safeguarding.

United Services (Machen) Club and Institute recognises the need to provide a safe and caring environment for vulnerable adults and acknowledges that vulnerable adults can be victims of physical, sexual, emotional, material, financial, psychological and discriminatory abuse, and neglect. United Services (Machen) Club and Institute has adopted the procedures set out in this document as well as its Equality and Diversity policy.

Suspicion of abuse

All committee members, staff, or volunteers, and have a duty to identify and report any concerns and/or abuse against vulnerable adults.

Safeguarding adults is underpinned by The Care Act 2014 Mental Capacity Act (MCA) 2005.

Types of abuse suffered by adults identified in the Care Act 2014 are:

- Physical
- Sexual
- Psychological/Emotional/Mental
- Financial and material
- Neglect and act of omission
- Discriminatory
- Organisational
- Modern Day Slavery
- Domestic Violence
- Self Neglect – including hoarding

Safeguarding procedures

If a person discloses abuse directly, use the following principles to respond to them:

- Assure them you are taking the concerns seriously
- Do not be judgmental or jump to conclusions
- Listen carefully to what they are saying, stay calm, use open questions to get a clear picture.
- Do not start to investigate or ask probing questions.
- Explain you have a duty to tell the Safeguarding Officer.
- Take action to keep the person safe -if urgent police or medical assistance is required call 999.
- Inform your safeguarding officer as soon as is practicable
- Clearly record what you have witnessed or been told, your responses and any action taken

The written record should include details of the allegation or suspicion of abuse (see summary at the end). The Safeguarding Officer should carry out a risk assessment regarding contacting the local Social Services Team or police if needed.

If a volunteer/staff member has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the individual to make a referral to another agency. However, the gaining of consent is not essential for information to be passed on. Consideration needs to be given to:

- The scale of the abuse or impact of any incident
- The risk of harm to others
- The capacity of the individual to understand the issues of abuse and consent
- Whether or not it is necessary to prevent serious harm or distress or a life threatening situation
- The risk of repeated incidents for the person or others
- The person's individual circumstances and the length of time it has been occurring

If there is material doubt about whether to report an issue then it should be reported as per the local authority safeguarding procedure at www.gwentsafeguarding.org.uk

If a crime has been or may have been committed, seek the person's consent to report the matter immediately to the police in addition to raising a safeguarding concern with the local authority. If urgent action is needed because you suspect an immediate risk of harm call the police on 999. If you need to report a crime, but the person is not in imminent danger contact 101.

If the person has mental capacity in relation to the decision and does not want a report made, this should be respected unless there are justifiable reasons to act contrary to their wishes, such as:

- The person is subject to coercion or undue influence, so that they are unable to give consent, or
- There is an overriding public interest, such as where there is a risk to other people or
- It is in the person's vital interests (to prevent serious harm or distress or in life-threatening situations)

There should be clear reasons for overriding the wishes of a person with the mental capacity to decide for themselves. If the person does not have mental capacity in relation to this decision, a 'best interests' decision will need to be made in line with the Mental Capacity Act.

Documentation

All actions and decisions must be fully recorded in a clear and accurate manner.

Records should include:

- The nature of the safeguarding concern/allegation.
- The wishes and desired outcomes of the adult at risk.
- The support provided to the adult
- The decision of the organisation to raise a concern or not.

Allegations against staff members

Date of last policy review: 24/05/2023. Date of next review: May 2024

Reviewed by

(Thomas) Mark Kilbane Secretary &
Martin Beechey Chairman

Safeguarding incident report

The person who receives the allegation or has the concern, should complete an incident report form and ensure it is signed and dated and has the following information

Name:

Address:

Telephone:

Briefly describe the nature of the concern and what happened (include times and dates)

The wishes and desired outcomes of the adult at risk

The support provided to the adult

Names and contacts of witnesses

Name of person completing form

Date

Name of Safeguarding officer responsible for investigation

Action taken

Date

United Services Club (Machen) Club and Institute Ltd

Equal Opportunities Policy

United Services Club (Machen) Club and Institute Ltd aims to improve the quality of life of its members and their visitors by providing a means of social intercourse, mutual helpfulness, mental improvement and recreation while engaging in activity that also help the local community.

United Services Club (Machen) Club and Institute Ltd believes that freedom from discrimination and equality of opportunity are fundamental rights and that each person should be valued regardless of age, race, gender, disability, sexual orientation, religion or belief, HIV status, and social class.

United Services Club (Machen) Club and Institute Ltd recognises that discrimination and victimisation is unacceptable and that it is in the interests and aim of the club to ensure that no employee or member receives less favourable facilities or treatment (either directly or indirectly) on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics under the Equality Act 2010).

United Services Club (Machen) Club and Institute Ltd will organise all its activities to ensure that diversity is valued and equality of opportunity promoted. It will promote policies, services and actions that serve this purpose, in its work with its different user organisations, and in its involvement with volunteers and members.

Harassment of any kind (specifically in the areas covered by the policy) will be considered unacceptable. Harassment may involve derogatory and discriminatory remarks, ridicule, unwanted physical contact, demands for favours, or physical assault; staff members, volunteers or anyone connected with the organisation could be liable for dismissal for gross misconduct and any volunteer or member found to have breached this policy will be asked to resign membership. Harassment of any kind is breach of this policy; it could be construed as gross misconduct and would be liable to dismissal if by an employee and if the case is proven.

We will ensure all member, volunteers, employees and the public are treated fairly and consistently without discrimination.

Clwb Gwasnaethau Unedig Machen

Polisi'r Iaith Gymraeg

Cyflwyniad

Mae Clwb a Sefydliad Machen Gwasanaethau Unedig (y Clwb) yn cydnabod bod gan yr iaith Gymraeg statws swyddogol o dan Fesur y Gymraeg (Cymru) 2011, a dylid ei thrin yn gyfartal â Saesneg.

Mae'r Clwb yn credu ei fod yn ymarfer da i ddarparu gwasanaethau yn iaith ein haelodau ag unigolion o ei'n gymuned. Credwn fod yn dangos parch tuag at ein staff cyflogedig drwy annog a hwyluso defnyddio iaith maent yn ddewis yn y gweithle.

Mae'r Polisi Iaith Gymraeg yma yn nodi ein hymrwymadau cyfredol ynghylch defnyddio'r Gymraeg.

Dylid dehongli cwmpas ein hymrwymadau yn y polisi hwn yn rhesymol – ac wedi eu cyfyngu i weithgareddau a gwasanaethau y gallwn ni eu rheoli neu ddylanwadu arnynt.

Darparu gwasanaeth

Bydd arwyddion yn cael eu harddangos yn hysbysu ein cwsmeriaid o sgiliau Cymraeg y staff a'u croesawu i ddefnyddio'r Gymraeg gyda'r rhai sy'n arddangos neu'n gwisgo'r logo 'Iaith Gwaith,' oren swigod lleferydd. Byddwn yn ymdrechu i fodloni ceisiadau unrhyw ddefnyddwyr am wasanaethau Cymraeg yn unol ag ystyriaethau ariannol cyfyngedig y clwb a'r ffaith bod y clwb yn rhedeg ar ewyllys da gwirfoddolwyr. Rydym yn dibynnu ar sgiliau iaith gwirfoddolwyr.

Cymraeg Gwaith

Bydd eitemau i sicrhau bod y rhai sy'n gallu siarad Cymraeg ar gael i staff a Gwirfoddolwyr sy'n dymuno eu defnyddio, yn enwedig y bathodyn 'Cymraeg'.

Sgiliau iaith

Byddwn yn creu cofnod o sgiliau iaith staff/gwirfoddolwyr sef sgiliau siarad, darllen ac ysgrifennu.

Dysgu a defnyddio'r Gymraeg

Byddwn yn ymdrechu i greu amgylchedd sy'n annog staff a gwirfoddolwyr i ddefnyddio'r Gymraeg. Byddwn yn sicrhau bod cyfleusterau'r Clwb ar gael yn rhad ac am ddim i staff a gwirfoddolwyr gyda'r cymwysterau angenrheidiol i gynnal cyrsiau iaith neu ar gyfer grwpiau i gwrdd i ymarfer a chymdeithasu yn y Gymraeg.

Yn ein hamserlen bresennol o ddigwyddiadau artistig byddwn yn annog ac yn hyrwyddo cynnwys artistig cyfrwng Cymraeg.

Welsh Language Policy

Introduction

United Services Machen Club and Institute (the Club) acknowledge that under the Welsh Language (Wales) Measure 2011 the Welsh language has official status, and should be treated no less favourably than the English language.

The club believe that it is good practice to provide services in the language of choice of our members and those who we relate to. We also believe that it shows respect to our employed staff to encourage and facilitate the use of their chosen language in workplace.

This Welsh Language Policy sets out our current commitments in relation to using Welsh.

The scope of our commitments in this policy should be interpreted reasonably, and limited to activities and services which we can control or influence.

Service delivery

Signage will be on display informing our customers of the staff's Welsh language skills and welcoming them to use Welsh with those displaying or wearing the 'Iaith Gwaith,' orange speech bubble logo. We will strive to meet any users' requests for Welsh language services in line with the club's limited financial considerations and the fact the club runs on the goodwill of volunteers. We rely on volunteers' language skills.

Working Welsh

Items to ensure those able to speak Welsh are easily identifiable will be available to staff and volunteers who wish to use them, in particular the 'Cymraeg' badge.

Language Skills

We will create a full record of staff/volunteer language skills according to speaking, reading and writing skills.

Learning and using the Welsh language

We will strive to create an environment which encourages staff and volunteers to use the Welsh language. We will make the Club's facilities freely available for staff and volunteers with the necessary qualifications to run language courses or for groups to meet to practice and socialise in Welsh.

Within our existing schedule of artistic events we will encourage and specifically promote Welsh language artistic content.

Updated Nov 2023