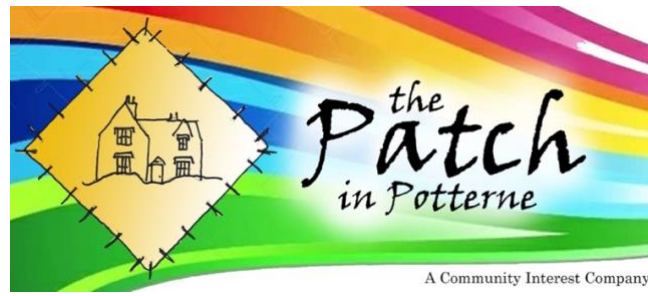


**CASE FOR SUPPORT & BUSINESS PLAN**  
**COMMUNITY REGENERATION PROJECT**



**THE VISION**

To transform Potterne's former village school, a lovely Victorian building, into a thriving, multi-use space for education and community benefit

**GOALS**

**Social responsibility**

Benefit the whole community, while giving essential support to those in greatest need

**Encouraging activity, culture and education**

Offer new space for arts, clubs, crafts and exhibitions, suitable for all ages and backgrounds

**Financial Sustainability**

Ensure long-term viability with an extensive mix of education and community use, supported by professional staff and local volunteers

**Balancing heritage and innovation**

Enhance the look and feel of this versatile building to provide a stimulating community hub



***"I am delighted by the plans to turn Potterne school into a thriving hub to benefit the village and wider community, and I wish The Patch in Potterne every success."***

*Danny Kruger MP for Devizes, Co-Chair, All Party Parliamentary Group for Philanthropy and Social Investment*

## INTRODUCTION

### Background

While rural villages may seem charming and idyllic, this often masks very different experiences within the community, such as inequality and significant financial hardship.

Community life has been getting harder for many years as local services (health, schools, banks etc) have been moved or merged. This gives less opportunity for communities to interact, for instance at the school gate. The latest cost-of-living crisis makes life more difficult for those less able to fend for themselves, increases hardship for the underprivileged and amplifies concerns about mental well-being.

In Potterne, the recent withdrawal of a local service - the village school - presents a unique opportunity to reverse some of this decline. The school building is to be bought, with the aim to become an education and community hub.

The ongoing plans include working with village volunteers, partner charities, and local organisations to create a multi-purpose village centre. This should eventually include provision of local services (health practitioners, physio, mental health), lifelong learning opportunities (e.g. computing, cooking) and other community activities.

Current census figures show the population of Potterne, Devizes, Wiltshire, to be **1,623** people. Also:

- **11.3%** of under 20 year olds live in **poverty** in Devizes area )
- **10%** of pupils are entitled to **free school meals** in Devizes area ) *Source:*
- **11.8%** of households live in **fuel poverty** in Wiltshire ) *WiltshireIntelligence.org.uk*
- By 2030 there will be an estimated **41% increase in over 65s** in Wiltshire )

*Thanks to local philanthropy, a village volunteer group already has the capacity to provide free food and drinks to those in from difficult families, and others less able to fend for themselves.*

### The Building

Potterne school has been a children's place of learning since 1831. A Community Interest Company known as [The Patch in Potterne Ltd](#) (C.I.C. No 14133290) has therefore been formed to lead the project and create truly inspiring plans for the building and its future.

### Alterations to the Building

Interior renovations will be relatively minor, and local crafts people have offered services at below market rates. Space on the first floor is suitable for conversion to a small apartment, education provision or as rented office space.

The car park is essential for The Patch and associated village activities, with potential space for vehicle charging points.



## THE PROJECT

### Executive Summary

*The Patch in Potterne* is a regeneration project that will breathe new life into the former village school, turning it into a vibrant hub that offers community and commercial activity - cultural, social and well-being:

- Community Objectives: to empower and support a wide variety of community activities for all ages, including special provision for the vulnerable and those most in need.
- Commercial Use: at least 25% of the building will be rented as office space and / or for functions, to generate sufficient income to meet annual running costs.

The market value of this building is around £300,000. However, as a community asset the unique opportunity exists to purchase it for just **£105,000**. Highest running costs will be in Year 1, with an additional spend to cover refurbishment, capital items as well as gradual take up of facilities. An income / cost summary is attached at **Annex B**.

The refurbished building will be available to all ages, for practical skills, physical and mental awareness, creative learning and development. **It will complement, rather than compete with, existing village venues.** Here are some of the proposals made by volunteers from Potterne community:

- IT learning skills / technology security sessions / computers for job seekers
- DIY make and repair sessions, arts groups, puppy classes (yes, really!)
- Free cooking sessions and meals for under-privileged children during school holidays
- Visiting health practitioners / keep fit / self-protection for all
- Village museum with displays of history / photography / archives, all of local interest
- Future use may include vehicle charging points and a mobile banking facility

### The Interior

For community use, the hub of the centre will include space for smaller evening events, and where local craft and artisan traders can display and sell their wares. Music and art will be part of venue activity for artists to use as a practice or learning centre. Other uses include a designated museum of village history.



***"Meditation can give a sense of calm, peace and balance to benefit emotional well-being and overall health, and I look forward to holding regular sessions at The Patch in Potterne."***

*Paul Moss, Potterne Resident*



## Key Features

Once completed users will enjoy the following facilities:

- A community tea room offering affordable meals and refreshments
- Free cooking classes and meals for vulnerable children
- Display space for works of art, local history and archives
- Conference and workshop facilities with break-out rooms
- Wi-Fi broadband and IT classes
- Performance space for auditions, music and dance



*"My passion is to encourage all ages to enjoy the gift of language, and would use The Patch in Potterne to help those who would benefit from fun French sessions."*

*Sabine, Native French Speaker, Potterne Resident*

## MANAGEMENT

### The Patch In Potterne Community Interest Company (C.I.C.)

The C.I.C leadership will oversee the planning and implementation of this regeneration project. It will also manage the new facility. The C.I.C. currently has 5 directors and over 70 members, and will hold its AGM every May.

The financial data that sets out the management arrangements and projected annual income from hirings is attached: see **Annex B** to this document.

## FUNDRAISING

### Financial Summary – £250,000 target:

<u>Item</u>	<u>Cost</u>
Purchase of school building	£ 105,000
Legal and professional fees	£ 10,000
Capital items: fittings, IT, furniture	£ 25,000
All refurbishment, install kitchen, toilets etc	£ 80,000
First year running costs	£ 30,000
<b><u>Total</u></b>	<b><u>£ 250,000</u></b>

Through crowd-funding, online auctions, an arts fair, group and individual giving, the village has already raised an impressive **£80,000**.

Our fundraising target of £250,000 relies on gifts from individuals, trusts, businesses and statutory grant-making bodies. Below is an example of how a possible scale of giving could look:

GIFT £	NO OF GIFTS	TOTAL £
15,000	x 5	75,000
10,000	x 5	50,000
5,000	x 8	40,000
3,000	x 11	33,000
2,000	x 16	32,000
1,000	x 20	20,000
<b>Total:</b>		<b>250,000</b>
<i>Funds raised to as at Jan 2024:</i>		<i>-80,000</i>
Remaining amount needed:		170,000

### Donor Recognition and Naming Opportunities

Donor and sponsor gifts and pledges can be associated with particular areas of the development, for example:

- £ 15,000      could name the Village Museum
- £ 10,000      could name the large Activity Room
- £ 5,000        could name a small Activity Room

### WHO BENEFITS?

#### Consensus

This regeneration project has drawn wide-spread public support to retain the school building as a community hub that **aims to complement, rather than compete with, existing village groups and venues.**

#### Potential Users

- Businesses and Charities:      group meetings, hot-desking, printing and other office facilities
- Vulnerable people:            education and outreach, disadvantaged children, job seekers
- Residents of the area:         exhibiting local historical records; charging points for electric vehicles
- Arts & Crafts, Clubs:         art displays, flower arranging, camera club, table tennis, puppy classes
- Music & Dance Societies:     dancing classes, drama rehearsals, traditional music clubs, cultural activities
- Well-being:                        keep fit, slimming, and affordable meals

#### ATTACHED:

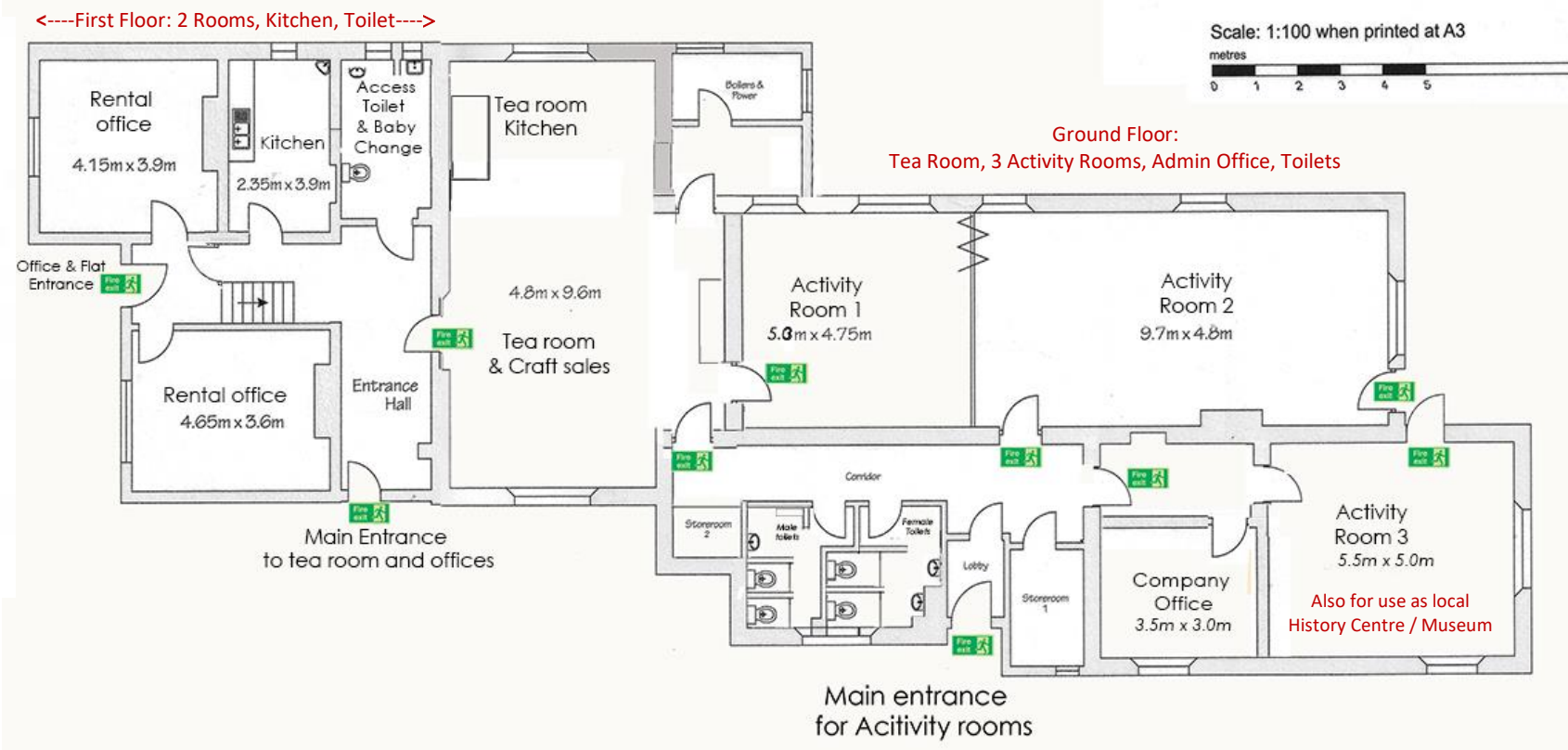
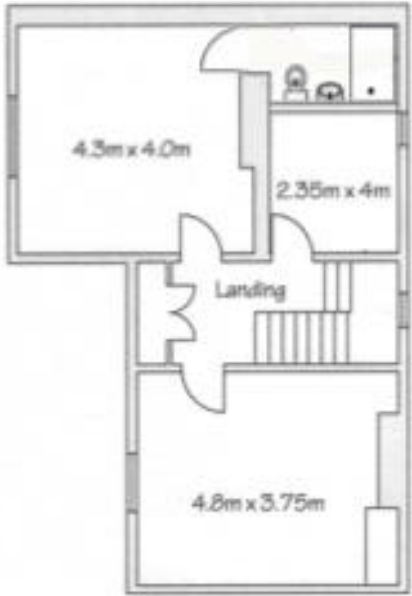
- Annex A - Floor Plan
- Annex B - Risks and Mitigations
- Annex C - Financial Data
- Annex D - Time Chart
- Annex E - Organisation and Governance
- Annex F - Draft Policy Documents

# ANNEX A

## FLOOR PLAN

1st Floor

Ground Floor



## ANNEX B

### RISKS AND MITIGATIONS in form of SWOT ANALYSIS

Key: S = strengths W = weaknesses O = opportunities T = threats



- Retains much needed car parking for the village
- Building structure is sound
- Building layout is supportive to intended use
- Building has emotional value to large section of local community
- Has integral parking
- Numerous rooms; various sizes
- Multiple occupancy
- Storage good for users
- Centre Manager is funded position
- Established local commitment to assets/initiatives
- Directors with good experience and desire willing to succeed
- Situated amid large residential area
- Community comprises mixed age population
- Competitively priced room hire



- Volunteers hard to recruit in village
- No single communication method for village
- Energy efficiency is low
- No back up for Centre Manager if absent
- No back up if rental/building custodian role is gapped
- Cost for staff training



- Enhancement of other village assets by mutually supporting with communications
- Enables larger community events to be spread over multiple sites
- Links to business start-ups
- Managed workspace
- New markets: business meetings, exhibitions
- Private parties; greater demand at weekends



- Not supported by some sectors of community
- Post-COVID anxiety prevents some of target audience from attending
- Restrictions imposed by trustees
- Competitor assets
- Loss of key staff
- Inadequate training for staff / volunteers
- Suitable cleaning provision
- Insufficient insurance cover
- Significant ongoing repairs & maintenance

## ANNEX C

### FINANCIAL DATA - THE PATCH IN POTTERNE

#### Rate Card Commercial

#### Rate Card Charity

**25% discount**

Code	Weekday				Weekend				Weekday				Weekend			
	Hourly	8am - 1pm	1pm - 6pm	6pm - 12pm	Hourly	8am - 1pm	1pm - 6pm	6pm - 12pm	Hourly	8am - 1pm	1pm - 6pm	6pm - 12pm	Hourly	8am - 1pm	1pm - 6pm	6pm - 12pm
E Event space	£20	£80	£80	£100	£25	£100	£100	£125	£15	£60	£60	£75	£19	£76.00	£76.00	£95
EM Event space + meeting room	£27	£108	£108	£135	£34	£136	£136	£170	£21	£84	£84	£105	£26	£104	£104	£130
M Meeting room	£12	£48	£48	£60	£15	£60	£60	£60	£9	£36	£36	£45	£12	£48	£48	£48
ES Extra seating provided from outside: Set up charge and one day rate	£20				£20				£15				£15			
ED Extra seating provided from outside: Additional day rate	£5				£5				£4				£4			
K Use of kitchen for catering other than providing liquid refreshments	£20 per session				£25 per session				£20 per session				£25 per session			

**Notes:**

*Charges for periods less than full session are by the hour*

<i>weekend uplift</i>	25%
-----------------------	-----



## Target Income from Space Hire

	Commercial	Charity		Commercial	Charity	
	Frequency per annum	Frequency per annum	Assumed average requirement for event	Annual income	Annual income	rate card key
<b>Event space</b>						
Income from kitchen / café food & drink sales			Regular café sales throughout year	8,000		
Computer security & IT workshops	4		One weekend session + kitchen	£500	£0	E K
Parties & private entertainment weekend	4		Event plus meeting room +kitchen	£644	£0	EM K
Ad hoc and regular event space single sessions	4	2	3 hours	£240	£90	E
Event space for physical activities (evening)	8	4	Evening session	£800	£300	E
Event space for other day function	4	2	Afternoon session	£320	£120	E
Event Space Weekend days	4	2	whole day	£800	£304	E
Exhibition use, weekday	2	2	Total days use	£520	£390	E
Miscellaneous one-off use, weekday	3	1	Total days use	£780	£195	E
Miscellaneous one-off, weekend	2	0	Total days use	£650	£0	E
Meeting room hire for 1 day, week	4	2	Whole day (2 sessions)	£384	£144	M
Meeting room hire for 1 day, weekend	2	2	Whole day (2 sessions)	£240	£192	M
Meeting room hire - short session	6	2	one hour	£72	£18	M
Letting of top floor apartment, or as business office rental				£7,200	£0	ES
Ongoing fundraising activity				£0	8,000	

### Total Initial Target Annual Income

Year Total	<b>£21,150</b>	<b>£9,753</b>	<b>£30,903</b>
Monthly average	<b>£1,763</b>	<b>£813</b>	<b>£2,575</b>

*Differential of annual income over annual expenditure from Year 2* **£953**

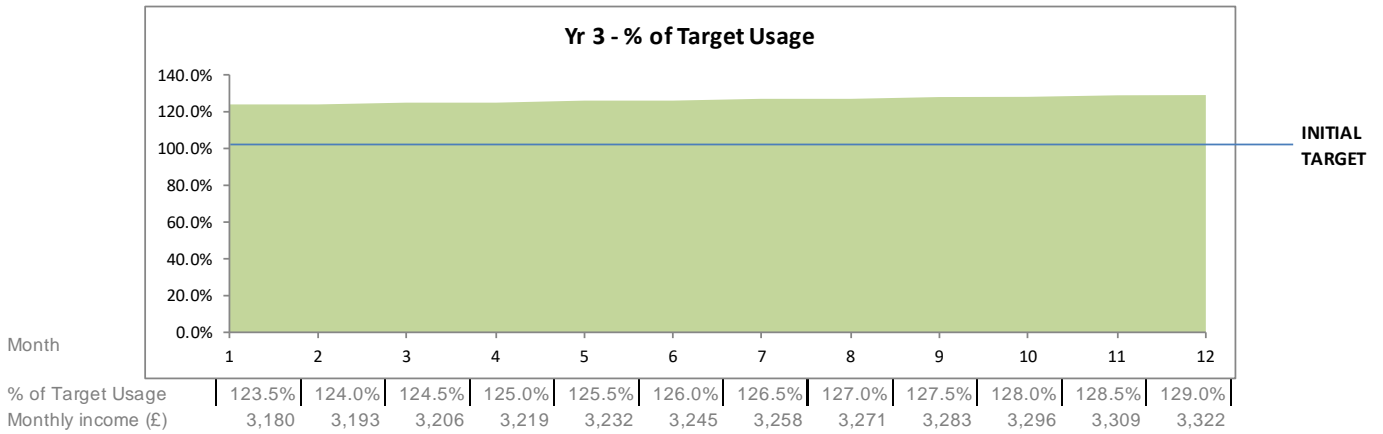
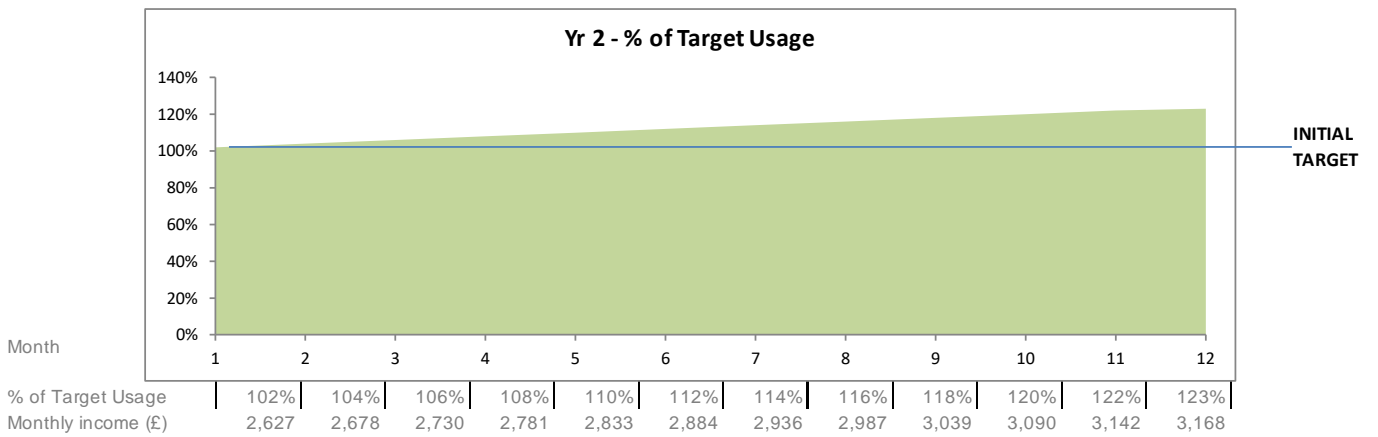
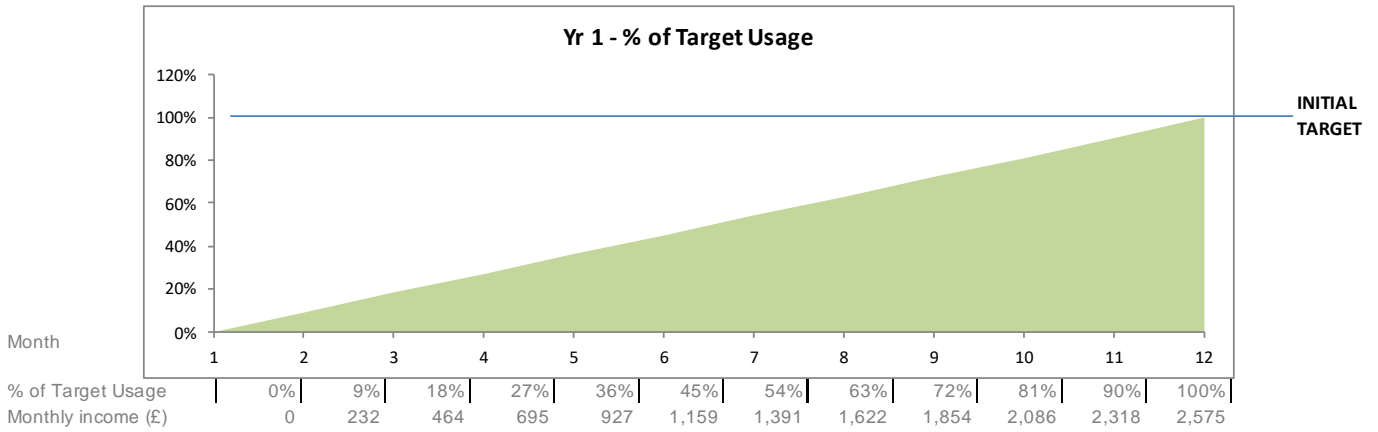
## Year 1 Operating Costs and Capital Expenditure

Cost per Year	Assumptions and Benchmarks		
£			
<b>Running Costs</b>			
Office Consumables, Postage & sundries	1,000		
Printer/copier inc booklet maker & pdf/jpg scanner	500		
Advertising & promotion budget	500		
Telephone, 2 lines	700	c.f. Nursted Centre	£709
Accountancy Fee	600		
Licences	1,000		
Directors Indemnity Insurance	500	c.f. Salisbury Arts centre	£750
Other volunteers expenses	500		
Part-time Administrator	8,970	10 hours/week @	£17 per hour incl Employer NI costs
IT and Broadband	600	Estimate	£50 / month
<b>Sub Total</b>	<b>14,870</b>		
<i>plus</i>			
Business Rates (estimate) TBC	3,500		
Heating Oil (estimate) TBC	5,000		
Water supply	500	c.f. Nursted	£709
Electricity supply	1,250	c.f. Nursted	£960; St Johns £1,488
Insurance - building & contents	3,250	c.f. St Peters	£3,423
Water maintenance	400		
Electricity maintenance	500		
Boiler appliance maintenance	600		
Fire extinguisher maintenance	80		
<b>Sub Total</b>	<b>£15,080</b>		
<b>Total Running Costs</b>	<b>£29,950</b>		
<b>Capital Items</b>			
	<b>Capital Costs</b>		
	£		
Purchase price, renovation, decoration	198,000		
Install fire doors	15,000		
Office equipment: PCs	1,800	3 @	£600
Admin office furniture, desks	600	3 @	£200
Admin office chairs	290	2 @	£145
Filing cabinets	525	3 @	£175
Telephones	140	4 @	£35
Meeting Room seats	1,600	20 @	£80
Meeting Room Tables	600	4 @	£150
Video equipment	1,500		
<b>Total of Above Capital Costs</b>	<b>220,055</b>		
<b>Total Running plus Capital Costs Year 1</b>	<b>£250,005</b>		
	<i>Funds already raised</i>		<i>(80,000)</i>
<b>Net requirement</b>	<b>£170,005</b>		

### Notes:

1. £80,000 funds already raised = as at Jan 2024.
2. All costs include irrecoverable VAT.
3. The above "net requirement" of £170,000 constitutes funding requested from the Community Ownership Fund, comprising:
  - £140,000 - capital funding
  - £ 30,000 - Year 1 income funding
4. Match funding raised to date is £80,000 as shown above in red. £20,000 might be given by Parish Council at a time tbc.
5. Match funding sources: HNW Individuals; Businesses; Grant-Making Trusts and Foundations; Wiltshire Council; Local Residents.

## PERCENTAGE TARGET USAGE



# ANNEX D

## TIME CHART - THE PATCH IN POTTERNE

	← PLANNING, SURVEYS & PURCHASE ACTIVITY →										← REFURBISH PHASE →			← PREMISES OPEN →	
Year:	2024										2025				
Month:	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Ongoing Fundraising Activity															
Structural Survey & Fire Safety Inspection Check heating, plumbing, electric, as nec															
Take out insurance: property, contents, 3rd party, etc															
Complete purchase															
Establish policies for: Health & Safety, Fire Regs, Safeguarding, DBS Checks, Data Protection, etc															
Structural repairs as required Update heating, plumbing, electric, as nec															
General refurbishment Clear out unwanted junk & redecorate															
Update and refurbish kitchen & toilets															
Restore / install mini-museum area															
Purchase & install furnishings, appliances & utensils; Procure computers															
Recruit Management Group / Committee															
Advertise for, and appoint, p/t staff for 2025															
Complete DBS Checks, Health & Safety Training Advertise office space to let															
Install computers & set up broadband															
Begin employ p/t staff and install tenants to rental space															

## ANNEX E

### ORGANISATION AND GOVERNANCE

#### 1. CIC DIRECTORS

##### **Robert W Berry**

As a founding Director of the Community Interest Company Bob Berry's vision and inspiration is driven by a love of the former school building and all that could be achieved in it.

Along with his wife Gill he is a traditional English Folk Musician. After a spell in the army Bob became a building restoration specialist. He therefore brings artistic understanding, practical skills and know-how to our project. He has lived in Potterne since 1987 and has excellent social and business links in the area.

##### **John Chandler**

John Chandler has lived in Potterne for 50 years. He is a farmer and very well-known locally, whose experience includes Chairmanship of the local Royal British Legion branch, oversight of the village Youth Club and the general care of several other village amenities.

John has a wide network of contacts and local knowledge to greatly assist recruitment of asset users and volunteers.

##### **Andrew Huntley**

Andrew is a former Technical Manager for a local manufacturing firm. He has lived in Potterne for many years, and devotes much of his time to numerous local projects for community benefit.

He brings considerable professional expertise in such matters as governance and health and safety, which will be so important once The Patch is up and running.

##### **John (known as Robin) Jequier**

Since joining as a Director on the Board Robin has brought his professional fundraising skills to the project.

He is a retired army officer, fundraising consultant and author, and has made great strides in the company finances with a substantial rise in the capital pledges and gifts of support. Robin's voluntary work has included Chairmanship of a grant-making charity, and he is an accomplished organist. His management, fundraising and musical skills will be very considerable assets to the success of our project.

##### **Paul E Moss**

Paul Moss has lived in Potterne for five years. He is a former horticultural worker and retired primary school teacher. He is a member of the village Youth Club Committee, an author, and a specialist in meditation and mindfulness.

Paul's experience in education and working with young people will be invaluable, as will his passion for village life and levelling up within the community.

#### 2. VOLUNTEER STAFF

##### **Gill Berry**

Gill's professional experience is in the field of legal accounting and practice management. As CIC Financial Controller, her financial, regulatory and compliance skills are already being applied to the CIC accounts and legal registrations.

#### 3. CIC MEMBERSHIP

##### **CIC Members**

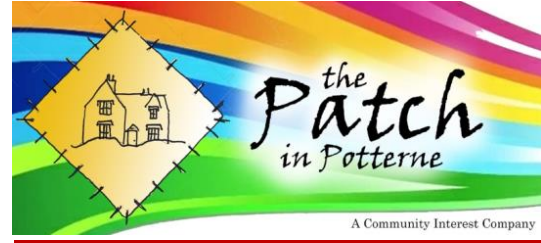
There are over 70 subscribed members of the CIC, all drawn from the local community. Each member has the right to vote at the CIC AGM which is held annually in May. The Membership is a pool of potential talent and users of the asset, as well as a source of volunteers to help with running the new facility.



# ANNEX F

## DRAFT POLICY DOCUMENTS

3 January 2024



### FRAUD POLICY

### THE PATCH IN POTTERNE

#### CONTENTS

1. Objective
2. Scope and Applicability
3. Policy / Process
  - 3.1 Policy
  - 3.2 Actions Constituting Fraud
  - 3.3 Investigation Responsibilities
  - 3.4 Confidentiality
  - 3.5 Authority to Investigate Suspected Fraud
  - 3.6 Reporting Procedures
  - 3.7 Termination
4. Special Circumstances and Exceptions
5. Non-compliance and Consequences

#### 1. Objective

The objective of this Anti-Fraud Policy is to implement monetary and risk controls that will aid in the detection and prevention of fraud against The Patch in Potterne Community Interest CIC (hereafter referred to as "the CIC"). It is the intent of the CIC to promote consistent organisational behaviour and to uphold highest standards of moral and ethics while conducting its activities.

19 Whistley Road  
Potterne  
Devizes  
Wiltshire  
SN10 5QY

07714 550990  
info@thepatchinpotterne.org.uk

www.thepatchinpotterne.org.uk

---

#### Directors

Robert W Berry  
John Chandler  
Andrew Huntley  
John (Robin) Jéquier  
Paul Moss

Registered CIC No  
14133290

## 2. Scope and Applicability

This policy applies to all directors, employees, volunteers, as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the CIC.

The Anti-Fraud Policy is applicable to any and all act(s) or omission(s) that constitutes fraudulent or suspected fraudulent activity that includes, but not limited to, monetary items such as cash, funds, stock, proprietary information, intellectual property, material of value, content, data, assets, properties, consumables, office articles and supplies including stationery, deals, contracts, bribes, gifts, favours, influencing, undue prioritisation, etc., for personal gain either individually or collectively by its employees, volunteers or associates of the CIC.

**This policy is owned by <Name of the Person> contactable at <Contact Number> and <email address>**

## 3. Policy / Process

### 3.1. Policy

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of self gain, profiteering or inducing another to perform fraudulent acts alone or in partnership. It is a breach of trust and gross violation of the Code of Conduct.

Any irregularity that is detected or suspected must be reported immediately to the <Designated person> of The Patch in Potterne, who coordinates all investigations for taking appropriate action.

### 3.2. Actions Constituting Fraud

The terms misappropriation and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act, including forgery, falsification of documents and instruments, misrepresentation, impersonation and other activities
- Misappropriation of funds, securities, supplies or other assets
- Impropriety in handling or reporting of money or financial transactions
- Disclosing confidential and proprietary information to outside parties
- Disclosing to other persons securities activities engaged in or contemplated by the CIC
- Accepting or seeking anything of material value from contractors, vendors or persons providing services / materials to the CIC.
- Destruction, removal or inappropriate use of records, furniture, fixtures and equipment and/or
- Any similar or related irregularity

### 3.3. Investigation Responsibilities

The Financial Controller has primary responsibility for investigating suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activity has occurred, the Financial Controller will submit reports to the Board of Directors.

Decisions to prosecute or refer the investigation results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decisions on disposition of the case.

### 3.4. Confidentiality

The Financial Controller will treat all information received in strict confidence. Any employee or associate who suspects dishonest or fraudulent activity will notify the Financial Controller immediately and should not attempt to personally conduct investigations or interview / interrogation related to any suspected fraudulent act. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This will avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the CIC.

### 3.5. Authority to Investigate Suspected Fraud

Members of any Investigation team will have:

- Free and unrestricted access to all CIC records and premises, whether owned or rented; and
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.
- Employees under investigation may be asked not to enter CIC premises or to access any CIC web pages, drives or links either personally or through colleagues or other means, until the investigations are complete.
- The CIC reserves the right to question an employee's or associate's colleagues, friends, relatives, outside service providers, etc., whom the CIC or its investigating team suspects of their involvement.

### 3.6. Reporting Procedures

Great care is to be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is underway. An employee or associate who discovers or suspects fraudulent activity will contact the Financial Controller immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her solicitor or representative or any other inquirer should be directed to the Investigation team. No information concerning the status of an investigation will be given out.

The individual who reports a fraud should be made aware of the following:

- Do not contact the suspected individual in an effort to determine facts or demand compensation.
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Financial Controller

### 3.7. Termination

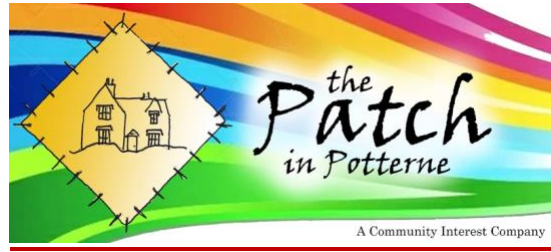
If an investigation results in a recommendation to terminate the services of an individual, the recommendation from the Investigating team will be reviewed for approval by the Board of Directors and, if necessary, by outside counsel, before any such action is taken.

## 4. Special Circumstance and Exception

Any changes to this policy have to be approved by the Board of Directors.

## 5. Non-compliance and Consequence

Any breach of this policy is subject to disciplinary action, up to and including termination.



3 January 2024

## **SAFEGUARDING POLICY**

### **1. Purpose**

#### **Safeguarding & promoting welfare of children & adults at risk from abuse or neglect.**

This policy defines how **The Patch in Potterne** operates to safeguard children, young people and adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events.

We also have a duty to safeguard and support our Directors, Volunteers and Staff.

### **2. Definitions**

**Children and young people** are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health and development;
- ensuring that children grow up in circumstances consistent with provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

#### **Adult at risk of abuse or neglect**

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

### **3. Persons affected**

- All directors, volunteers, and staff
- All those attending any activity or service being delivered from the premises
- All visitors and contractors

### **4. Policy principles**

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation, and mistreatment.

19 Whistley Road  
Potterne  
Devizes  
Wiltshire  
SN10 5QY

07714 550990  
info@thepatchinpotterne.org.uk

www.thepatchinpotterne.org.uk

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#### **Directors**

Robert W Berry  
John Chandler  
Andrew Huntley  
John (Robin) Jéquier  
Paul Moss

**Registered Company No**  
14133290

All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

The Patch in Potterne has a zero-tolerance approach to abuse, and recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

The Patch in Potterne is committed to promoting wellbeing, preventing harm and to responding effectively if concerns are raised.

The Patch in Potterne is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse.

This policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

The Patch in Potterne Committee is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount;
- All children, young people and adults at risk have the right to protection from abuse;
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and

All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

## 5. Procedures

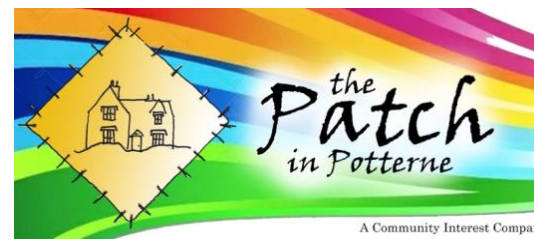
1. All members of the committee will have signed the Statement of Eligibility form\* which includes a declaration that they have no convictions in relation to abuse.
2. All members of the committee will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation and ensure that they understand the principles set out in this policy at 4 above.
3. All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
4. All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
5. The Management Committee will follow safe recruitment practices.
6. A member of the committee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

The named person is **\*\*\*tbc\*\*\*** until December 2025.

- All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adult at risk who has:
  - behaved in a way that has / may have harmed a child or adult at risk.
  - possibly committed a criminal offence against or related to a child or adult at risk; or
  - behaved towards a child or adult at risk in a way that indicates they may pose a risk of harm to children.
- The committee will ensure that all hirers of the premises have signed a hiring agreement. This will require all hirers who wish to use the premises for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).



3 January 2024



## POTENTIAL RISKS

### THE PATCH IN POTTERNE

Possible Risks	Likely? 1 to 5	When?	Mitigation	Likely again?
Volunteer roles not filled	3	Oct 2024	Take soundings from CIC directors; advertise early to recruit suitable members and residents.	2
Slow uptake of new users	3	2024-25	Establish promotional Focus Group to advertise via media, existing users & local interest groups.	2
Managerial absence	2	2024-25	Install caretaker in rent-free accommodation on premises. Ongoing succession planning.	1
Unsustainable annual costs	2	2025 +	Conduct bi-annual cost reviews. Maintain fundraising activity, approaches to grant-makers.	1
Poor communications = initiatives not supported	2	2024-25	Develop Communications and Marketing Strategy. Consult supportive business people.	1
Poor committee dynamics and decision making	2	2024-25	Appoint highly suitable management volunteers. Encourage members to attend meetings.	1
Disruption to income streams (letting, space hire)	3	2024-25	Enact Communications and Marketing plans. Aim to build a contingency fund.	2
Injury on site	1	Ongoing	Adopt comprehensive Health & Safety and Safeguarding Policies; ensure all are trained & aware.	1
Inadequate staff / volunteer training	2	2024-25	Develop a CPD programme for all staff and volunteers; constantly monitor progress.	0
Fraudulent activity	1	Ongoing	Adopt Anti-Fraud Policy. Use Financial Controller skilled in accounting and management.	1