

SAFEGUARDING POLICY

Purpose

The Charity Commission has stated that safeguarding should be a key governance priority for all charities, regardless of size, type, or income, not just those charities working with children or vulnerable adults. It has also stated that it is essential for Foundation trustees to have and implement safeguarding policies and procedures and that they have to be adequate and appropriate for the Foundation's particular circumstances.

Scope

This Policy applies to all employees, contractors, agents, volunteers, Trustees, or other members or associates of the Foundation.

Commitment to safeguarding

Those who receive services provided by the Foundation are referred to in this Policy as its "Service Users". Service Users may be at risk due to age, illness or disability. The Foundation is committed to working in their interests, to promote their welfare, and to put in place safeguards and measures to protect them. In providing services for Service Users, the Foundation will endeavour at all times to minimise risk to them and to ensure that they are as safe as the Foundation can make them.

The Foundation aims to protect all of its Service Users from any act or behaviour of any member of staff or volunteer which, whether deliberately or unknowingly on the part of that member of staff or volunteer, gives rise to harm or ill treatment. Such harm or ill treatment includes abuse (physical, sexual, emotional, discriminatory, institutional or organisational, financial or material), neglect, or impairment of the health or development of the Foundation's Service Users. The Foundation also aims to promote the well-being and welfare of its Service Users.

The Foundation recognises that it has a duty to act on reports or suspicions of abuse or neglect. It adopts a "zero-tolerance" policy of abuse within the Foundation.

The Foundation maintains a Safe Working Practice Guidance. The Foundation will ensure that the Guidance is implemented by all within the Foundation and, for that purpose, it will ensure that its staff and volunteers have read and understood it.

The Foundation will work in partnership with local/national agencies to put in place appropriate procedures for reporting, making referrals, and accessing training and specialist support, as and when required.

Safe recruitment

To aim to protect its Service Users, the Foundation will seek to recruit staff and volunteers using appropriate procedures, safeguards and checks. The Foundation will take up at least two references for all staff posts and volunteer roles prior to appointment.

The Foundation will provide an induction programme, safeguarding training for all new volunteers and staff, along with this Policy, and associated Guidance and policies, and appropriate training and ongoing/refresher training for them at regular intervals, to enable all volunteers and staff to undertake their roles safely, effectively and confidently. The induction will make it clear to them that they have an obligation to implement this Policy and to learn about protection issues and their related responsibilities.

Where the Foundation should do so, it will use the Disclosure & Barring Service ("DBS") checks to help it to assess suitability of a candidate for a particular volunteer or staff role which is treated by the DBS as Regulated Activity and is therefore subject to a barring list check. In relation to a post or role which is eligible for an enhanced DBS check, where it considers it appropriate it will carry out an enhanced DBS check. The Foundation will assess any criminal record information

that is disclosed in line with its Data Protection, Equal Opportunities and Diversity, and Rehabilitation of Offenders policies.

The Foundation will regularly review its recruitment and other human resources procedures in response to changes in legislation and systems external to the Foundation, e.g. DBS and barring list checks.

Volunteers

All volunteer roles will be supported by a Volunteer Lead, who will maintain regular contact with them.

Volunteers will be treated equally alongside paid staff, and all volunteers will be offered the same opportunities for advancement, responsibility, training and gaining qualifications, and acknowledgement for their contribution to the Foundation. In turn, volunteers will be required to adhere to the applicable parts of the Code of Conduct at all times as a representative of the Foundation. Before they take up their role, they will each be given a clear description of the requirements and responsibilities of their role and the member of staff or trustee recruiting them will discuss their role with them, to ensure that they understand what is expected of them. Any volunteer roles, which would be Regulated Activity if unsupervised, will be appropriately supervised in accordance with statutory guidance.

Safeguarding Officer

The Foundation's appointed Safeguarding Officer is Rick Pendlebury and will be supported by Tammy Tywang as Deputy Safeguarding Officer. They will have access to appropriate training to support them in these roles and they will be available to all staff, volunteers and Service Users to speak to when they have any concerns, issues, or complaints regarding the safety, well-being or conduct of Service Users, volunteers or staff.

In the event of an urgent concern, issue or complaint and the Safeguarding Officer or Deputy Safeguarding Officer are unavailable, such concern, issue or complaint may be reported to the trustee with responsibility for Safeguarding (Jo Pennington), or ultimately the Foundation's Founder.

The Safeguarding Officer and Deputy Safeguarding Officer will liaise with appropriate local and national agencies, contribute to appropriate policies and procedures, maintain records, keep confidentiality, adhere to and promote this Policy within the Foundation, and support or provide access to support for individuals suffering harm or abuse.

Awareness of harm and abuse within the Foundation

All incidents of harm to any Service User will require an appropriate response to reduce risks and improve the Foundation's services.

Harm is caused by accidents, deliberate abuse (physical, psychological, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes, or a failure to enable a person to participate in activities that are open to most of their peers. It can also include abuse via use of ICT facilities (e.g. grooming, bullying via the internet).

Deliberate acts of harm (physical, psychological, sexual, emotional and financial) and neglect are abuses against the person. Those acts will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies, and the DBS if the act is by someone in Regulated Activity. If a criminal offence is thought to have been committed by any staff member or volunteer, the police will be informed.

Confidentiality

All reports and logs (including personnel records) will be kept securely and confidentially according to the Foundation's Data Protection Policy and Confidentiality Policy, until or unless it

is necessary to share this material with the agencies named above. Information will be shared by the Foundation on a “need-to-know” basis only.

Reports of possible or actual harm

The Foundation expects all Service Users, volunteers and staff to promptly report to the Safeguarding Officer or Deputy Safeguarding Officer any concern (i.e. a worry, issue or doubt about practice or about treatment of Service User or colleague, or their circumstances), or a disclosure (i.e. information about a person at risk of or suffering from Significant Harm) or an allegation of an incident or a possibility that a volunteer or staff member has caused harm or could cause harm to a person in their care.

Staff or volunteers can report, and have a responsibility to report, something that they become aware of if they suspect or discover that it is not right or is illegal or if it appears to them that someone at the Foundation is neglecting their duties, putting someone’s health and safety in danger or covering up wrongdoing. They may become aware of any of these things from what they see or hear or from something another person has disclosed to them.

In the first instance the staff or volunteer making a report should speak to their Volunteer Lead who will then liaise with the Safeguarding Officer, Deputy Safeguarding Officer or the Foundation’s trustee with responsibility for safeguarding who is Jo Pennington. However, if the report implicates their line manager, the staff member or volunteer making the report should instead speak directly to Safeguarding Officer, Deputy Safeguarding Officer or that trustee

The Foundation prefers that anyone should use internal processes whenever possible to make a report as above, but this does not prevent them from making a report or referral, in their own right as a private individual, to statutory agencies such as social services or the police.

The Foundation cannot promise confidentiality to staff or volunteers making an internal report (to the Safeguarding Officer, Deputy Safeguarding Officer, the Foundation’s trustee with responsibility for safeguarding or their Volunteer Lead) where it has to be shared with any statutory agencies.

The Foundation also supports its staff or volunteers to raise concerns or to disclose information, which they believe shows malpractice - whistleblowing (disclosure in the public interest).

Safeguarding Officer’s action

Where there is risk of Significant Harm to any Service User, volunteers or staff, the Safeguarding Officer and Deputy Safeguarding Officer have the power to act as necessary and, in particular, as follows:

- log all conversations regarding the issue on the designated CRM system
- confidentially seek advice from expert sources.
- share concerns (with consent where required and appropriate) internally with senior staff and/or Chair of the Board of trustees.
- share concerns and make referrals to external agencies such as social services or the police, as appropriate to the circumstances.
- make a referral to the DBS regarding staff or volunteers in Regulated Activity whose conduct is harmful to Service Users and refer them to DBS when they are removed from Regulated Activity.
- make a referral to a relevant LADO (Local Authority Designated Officer) should an allegation be made against childcare professionals and volunteers.

Record keeping

The Foundation will maintain accurate and up to date records of any concerns (i.e. a worry, issue or doubt about practice or about treatment of Service User or colleague, or their circumstances), disclosures (i.e. information about a person at risk of or suffering from Significant

Harm) and allegations of an incident or a possibility that a volunteer or staff member has caused harm or could cause harm to a person in their care.

Communication by the Foundation about safeguarding and this Policy

All staff and volunteers have an obligation to learn about protection issues and their related responsibilities.

The Foundation will communicate this Policy (using appropriate methods, formats and language to communicate the substance of it) to all of its staff, volunteers, and Service Users and their families/carers, and it will also make it available to the public. The Foundation's trustee with responsibility for safeguarding will be responsible to the Board of trustees for communicating this Policy to them.

To encourage everyone involved in the Foundation to understand that safeguarding is the business of everyone, and to assist all staff and volunteers to learn about protection issues and their related responsibilities, the Foundation will provide regular updates to staff and volunteers about safeguarding policy and procedures, place safeguarding on the agenda for meetings of the Board of trustees, and provide other opportunities for discussion about issues and concerns, policy and procedures to reflect, review and to continue to learn and improve in relation to the Foundation's safeguarding responsibilities.

Implementation of this Policy

This Policy must be followed by all staff and volunteers of the Foundation and must be promoted by all of its trustees and senior staff. Failure to follow it will be treated as a very serious matter.

This Policy should be read in conjunction with all other policies of the Foundation.

Adoption, coming into effect, and review, of this Policy

This Safeguarding Policy was approved by the Board of trustees of The Maggie Oliver Foundation. It also comes into force on that date.

The Board will, as appropriate, monitor and enforce this Policy.

The Board will revise this Policy from time to time. In the first year of this Policy coming into effect, it will be reviewed every two months by the Board to ensure proper adoption and ensure it remains fit for purpose and develops as the Foundation does. Thereafter, a review of this Policy by the Board will take place at least annually, or more frequently should the Board deem this necessary.

An extension of this Policy is the Safeguarding Procedure and the Safe Working Practice Guidance which will be reviewed as part of any review of this Policy