Safeguarding Policy

February 2023

Policy Purpose

Our charitable activities include working with people in Lowdham and surrounding villages, and with people in other organisations some of whom may be vulnerable people. We do not knowingly work with children or vulnerable adults but there may be children and vulnerable adults in the properties we assist. The purpose of this policy is to protect children and vulnerable adults and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

Safeguarding Principles

We believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of all of our beneficiaries, staff and volunteers, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

Safeguarding Policy Applicability

This safeguarding policy applies to anyone volunteering on our behalf, including our charity trustees and other volunteers.

Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work.

Safeguarding should be appropriately reflected in other relevant policies and procedures.

Types of Abuse

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation.

Reporting Safeguarding Concerns

If a crime is in progress (e.g. a burglary), or an individual is in immediate danger, call the police, as you would in any other circumstances.

If you are a beneficiary, or member of the public, make your concerns known to a member of our team, who will alert the volunteer co-ordinator.

For members of the charity, make your concerns known to a trustee.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of Serious Incident Reporting and, if applicable, other regulators.

Trustee Safeguarding Responsibilities

Responsibilities should be made clear and individuals provided with any necessary information and resources to enable them to carry out their role.

Trustees

This safeguarding policy will be reviewed and approved by the Board annually.

Trustees are aware of and will comply with the Charity Commission guidance on safeguarding and protecting people and also the 10 actions trustee boards need to take to ensure good safeguarding governance

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/756636/10_safeguarding_actions_for_charity_trustees_infographic.pdf).

Potential safeguarding issues are shown on the risk register which is reviewed annually.

The Chairman has responsibility for the oversight of all aspects of safety, including whistleblowing and H&SW. This will include:

- Creating a culture of respect, in which everyone feels safe and able to speak up, and any concerns are reported to the Chairman.
- An annual review of safety, with recommendations to the Board.
- Receive reports, to ensure this and related policies are being applied consistently and to log any safeguarding concerns that are raised.
- Providing oversight of any lapses in safeguarding.
- Ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Leading the organisation in a way that makes everyone feels safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Planning programmes/activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required. Currently, as we do not work with children or vulnerable adults, no position requires a DBS check but the Chairman does hold a current / valid DBS certificate.
- Responding to any concerns sensitively and acting quickly to address these.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- Our safeguarding policy will be published on our website so that volunteers and others are aware of our safeguarding procedures and their specific safeguarding responsibilities under our policy.

Everyone.

To be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately (see above).

Safeguarding And Fundraising

- We will ensure that we comply with the Code of Fundraising Practice, including fundraising that involves children.
- We do not either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
- We are sensitive to any particular need that a donor may have.

Charity Commission - Online Safeguarding Procedures

We will identify and manage online risks by ensuring:

- Volunteers and trustees understand how to keep themselves safe online.
- The online services we provide are suitable for our users. For example, use age restrictions and offer password protection to help keep people safe.
- The services we use and/or provide are safe and in line with our code of conduct.
- Protect people's personal data and follow GDPR legislation.
- We have permission to display any images on our website or social media accounts, including consent from an individual, parent, etc.
- Users can report online concerns via the Contact Us button on the website. Concerns may be reported using this policy, or direct to a social media provider using their reporting process. See "Reporting Safeguarding concerns" above.

Date	Changes made	Review date