

SAFEGUARDING POLICY



We hold the safety and wellbeing of our volunteers, trustees, staff and all participants in our programmes as our first concern.

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.

Trustees' Responsibilities

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.

A lead trustee/committee will be given responsibility for the oversight of all aspects of safety, including whistleblowing and H&S. This will include:

- Creating a culture of respect, in which everyone feel safe and able to speak up.
- An annual review of safety, with recommendations to the Board.
- Receiving regular reports, to ensure this and related policies are being applied consistently.
- Providing oversight of any lapses in safeguarding.
- And 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 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.
- Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
- 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.
- Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up-to-date.
- Ensuring that safeguarding requirements (eg DBS) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.

SAFEGUARDING POLICY



GRANDFRIENDS
THE COMPANY OF ELDERERS

- Listening and engaging, beneficiaries, staff, volunteers and others and involving them as appropriate.
- 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.
- Making staff, volunteers and others aware of:
 - Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
 - The signs of potential abuse and how to report these. (Appendix 2)

Volunteers' Safeguarding Training

As part of our training programme for our GrandFriend volunteers we have a module to deliver the full Safeguarding Package provided by BANES Council. It is obligatory for our volunteers to complete this module, and receive a certificate, before they participate in any of our programmes.

We work with St John's Catholic Primary School with our Lunch Time Visits Programme and have built their SafeGuarding Policy, Child Protection Policy and Health and Safety Policy into our training programme and they are included in the volunteers' Welcome Packs.

All partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet any additional legal or regulatory requirements specific to their work.

Online Safety

We identify and manage online risks by ensuring:

- Volunteers, staff and trustees understand how to keep themselves safe online. We encourage high privacy settings and password access to meetings to support this.
- We protect people's personal data and follow GDPR legislation.
- We seek written permission to display any images on our website or social media accounts, including consent from an individual, parent, etc.
- We clearly explain how users can report online concerns.

Fundraising

- We comply with the Code of Fundraising Practice, including fundraising that involves children.
- Staff and volunteers are made aware of the Institute of Fundraising guidance on keeping fundraising safe and the NCVO Guidance on vulnerable people and fundraising.
- Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- 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.

Reporting Concerns

If a crime is in progress, or an individual in immediate danger, our staff, trustees and volunteers must call the police, as they would in any other circumstances.

If a member of staff, or a trustee or a volunteer had any concerns, however small, about the safety and wellbeing of any child, young person or adult who they meet during the course of working and volunteering with the charity, we encourage concerns to be brought to the attention of the organisation's Designated Safeguarding Leads who are Lavinia Thomas Buhagiar, Chief Executive and Jayne Watkins, Volunteers Manager. All concerns will be recorded using our Welfare Concern Sheet. (Appendix 1)

The DSLs will be responsible to take immediate and sensitive action according to their training. Concerns are usually shared with the person in the first place in an appropriate way, then with the parent or guardian of the child or young person, unless to do so may place that person at increased risk of harm. Where suitable, concerns are forward to social care professionals.

Alternatively people are able to make a direct report to the BANES Safeguarding Team by calling the local rate number 0300 247 0201, and this information is on the Welfare Concern Sheet.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of Serious Incident Reporting and, if applicable, other regulator. They are aware of the Government guidance on handling safeguarding allegations.

Statutory Guidance

Gov.UK – The role of other agencies in safeguarding

CC: Infographic; 10 actions trustees need to take.

CC: Safeguarding duties of charity trustees

CC: Safeguarding - policies and procedures

CC: How to protect vulnerable groups

CC: Managing online risk.

Useful Links

NCVO: Online safeguarding resources.

NSPCC: Writing a safeguarding policy

Related Documents

SAFEGUARDING POLICY



Bullying and Harassment Policy
Health and Safety Policy

Document Review: Safeguarding Policy				
Version	Approved By	Approval Date	Main Changes	Next Review
1	Board of Trustees	5 th Dec 2022		Dec 2024

SAFEGUARDING POLICY

APPENDIX 1 Record of Concern Form

GrandFriends Safeguarding Procedures for Child, Young Person and Adult Welfare RECORD OF CONCERN

For completion by Staff, Trustees, Volunteers or guests participating in GrandFriends Programmes if they feel concern to any degree about the welfare of another person met through the charity.

Please make a note of your concerns, however small, using the following form. Once completed, please return it our Designated Safeguarding Leads who are Lavinia Thomas Buhagiar, Chief Executive and Jayne Watkins, Volunteers Manager.

Your concern will be handled immediately, sensitively, and confidentially. The information you provide about yourself will be disclosed only to those staff who need to know for the purposes of child or adult protection. Concerns are usually shared with the person in the first place in an appropriate way, then with the parent or guardian of the child or young person, unless to do so may place that person at increased risk of harm. Where suitable, concerns are forward to social care professionals.

Alternatively you could make a direct report to the BANES Safeguarding Team by calling the local rate number 0300 247 0201.

Name of person about whom concern has been raised	
Age	
Contact details	
Name and role of person completing this record.	
Contact Details	
Date	

SAFEGUARDING POLICY



GRANDFRIENDS
THE COMPANY OF ELDERS

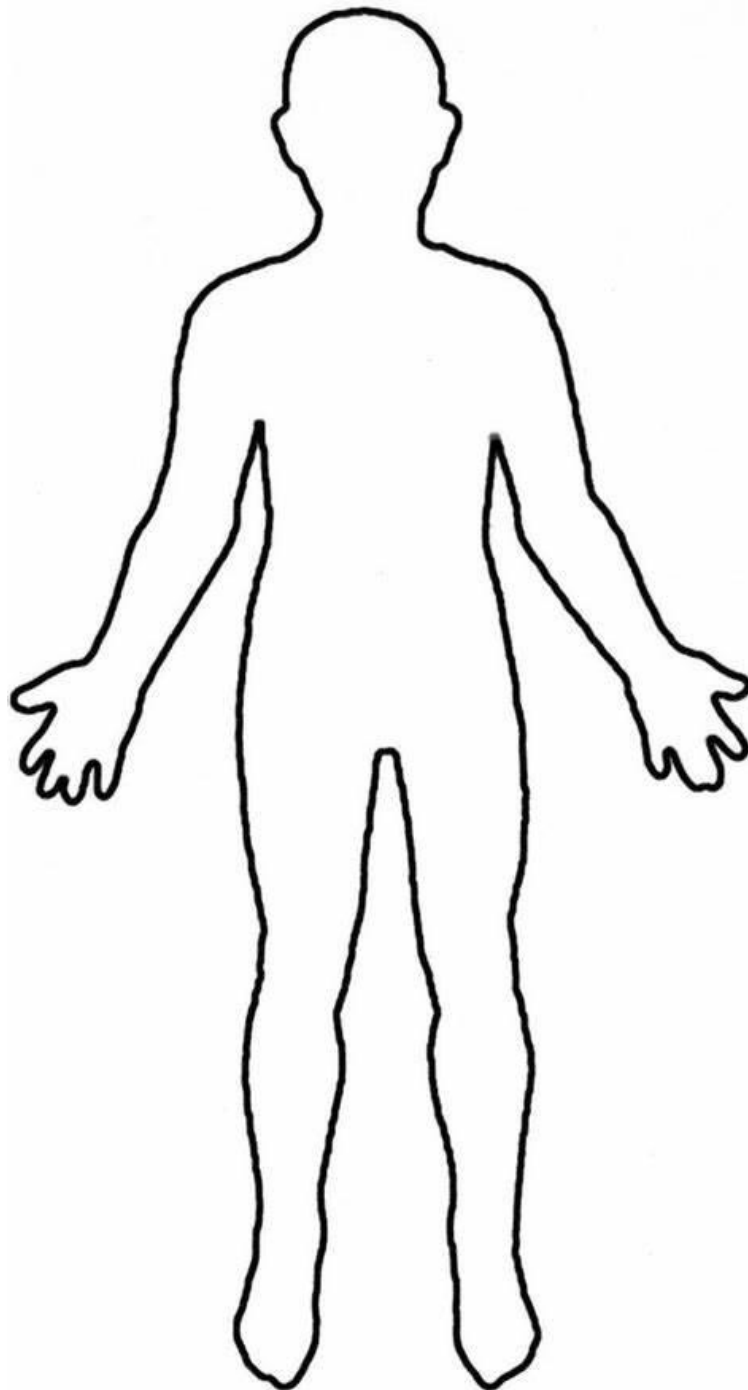
<p>Nature of concern in your own words. Please try and write down all details you can remember which might be helpful to build a picture, including conversations and observations .</p>	
<p>Notes from first review by DSLs</p>	
<p>First Action</p>	
<p>Second Action</p>	
<p>Third Action</p>	
<p>Final Outcome (with date)</p>	

SAFEGUARDING POLICY



GRANDFRIENDS
THE COMPANY OF ELDERS

Please make notes to show any physical observations which have concerned you:



SAFEGUARDING POLICY



GRANDFRIENDS
THE COMPANY OF ELDERS

Please make notes to describe any observations which have concerned you about the person's mental or emotional state, or their behaviour, or something they may have told you:

APPENDIX 2 Signs of Possible Abuse

<https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

The signs of child abuse aren't always obvious, and a child might not feel able to tell anyone what's happening to them. Sometimes, children don't even realise that what's happening to them is abuse.

There are different types of child abuse and the signs that a child is being abused may depend on the type. For example, the signs that a child is being neglected may be different from the signs that a child is being abused sexually.

Common signs

Some common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour – but we can help you to assess the situation.

You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing.

Signs of Possible Abuse in Adults

<https://www.tameside.gov.uk/AdultServices/Safeguarding-Adults-Signs-and-Symptoms-of-Abuse>

Possible Indicators of Physical Abuse

- Multiple bruising
- Fractures
- Burns
- Bed sores
- Fear
- Depression
- Unexplained weight loss
- Assault (can be intentional or reckless)

Possible Indicators of Neglect and Acts of Omission

- Malnutrition
- Untreated medical problems
- Bed sores
- Confusion
- Over-sedation
- Deprivation of meals may constitute “wilful neglect”

Possible Indicators of Psychological and Emotional Abuse

- Fear
- Depression
- Confusion
- Loss of sleep
- Unexpected or unexplained change in behaviour
- Deprivation of liberty could be false imprisonment. Aggressive shouting causing fear of violence in a public place may be an offence against Public Order Act 1986, or harassment under the Protection from Harassment Act 1997

Possible Indicators of Sexual Abuse

- Loss of sleep
- Unexpected or unexplained change in behaviour
- Bruising
- Soreness around the genitals
- Torn, stained or bloody underwear
- A preoccupation with anything sexual
- Sexually transmitted diseases
- Pregnancy
- Rape – e.g. a male member of staff having sex with a Mental Health client (see Mental Health Act 1983)
- Indecent Assault

SAFEGUARDING POLICY



Possible Indicators of Financial and Material Abuse

- Unexplained withdrawals from the bank
- Unusual activity in the bank accounts
- Unpaid bills
- Unexplained shortage of money
- Reluctance on the part of the person with responsibility for the funds to provide basic food and clothes etc.
- Fraud
- Theft

Possible Indicators of Organisational Abuse

- Inflexible and non-negotiable systems and routines
- Lack of consideration of dietary requirements
- Name calling; inappropriate ways of addressing people
- Lack of adequate physical care – an unkempt appearance

Possible Indicators of Self-Neglect

This includes various behaviours; disregarding one's personal hygiene, health or surroundings resulting in a risk that impact on the adult's wellbeing, this could consist of behaviours such as hoarding.

Possible indicators of Modern Slavery

Modern Slavery is an international crime, it can include victims that have been brought from overseas, and vulnerable people in the UK. Slave Masters and Traffickers will deceive, coerce and force adults into a life of abuse, callous treatment and slavery.