



Friends of the Fal

SAFEGUARDING POLICY

JULY 2021

VERSION: V2.0

DATE: 27TH JULY 2021

POLICY BAND OWNER: SARAH ROBERSON

APPROVED BY: FRAN SWANSON, DATE: 22ND NOVEMBER, 2023



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INTRODUCTION

This safeguarding policy applies to everyone involved in the delivery of maintenance services and projects for Friends of the Fal, including Trustees, members, key volunteers, and at the minimum, contractors.

This policy applies to all adults who provides authorised activities on behalf of Friends of the Fal during agreed;

- Project/ Maintenance
- Contractor/ Volunteer
- Dates
- Times
- Task
- Exact location

This policy outlines Friends of the Fals' approach to preventing and reducing harm to adults and children who are experiencing or are at risk from, abuse and neglect.

This policy and its attendant responsibilities apply to Trustees, members, key volunteers, and volunteer officers.

Friends of the Fal expects all partners and contractors from whom it commissions external services, to adhere to this policy as a minimum where appropriate.

Responsibility for the safeguarding policy lies with the Trustees. The Trustees will appoint a specific trustee as the trustee responsible for safeguarding.

Friends of the Fal Safeguarding Champion is the Secretary, and the Champion will ensure that suitable and sufficient procedures and information are made available to Friends of the Fal workers to enable effective safeguarding. The Champion will oversee safeguarding standards.

Implementation of safeguarding policy and procedure is the responsibility of all involved, associated or affiliated with Friends of the Fal.

FRIENDS OF THE FAL BELIEVE THAT:

- Adults, children and young people should never experience abuse of any kind.
- 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 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.

FRIENDS OF THE FAL RECOGNISES THAT:

- The welfare of adults and children is paramount in all the work we do and in all the decisions we take all adults and children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some adults and children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with adults, children, young people, their parents, carers, teachers, and other agencies is essential in promoting all people's welfare.



SAFEGUARDING POLICY APPLICABILITY:

This safeguarding policy applies to anyone working on our behalf, including our 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. These may, but are not limited to:

Other [UK regulators](#), if applicable, such as [Ofsted](#) or [CQC](#). Other authorities, such as the [DfES](#) or [NHS](#).

REPORTING SAFEGUARDING CONCERNS:

If a crime is in progress, or an individual 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 Trustee/ Lead who will be onsite.

For members of the Group, make your concerns known to the nearest Trustee/ Task Lead.

The Trustees are mindful of their reporting obligations and we believe in following the procedure belonging to the Charity Commission [Serious Incident Reporting](#) which incorporates UK Government [guidance on handling safeguarding allegations](#).

TRUSTEE SAFEGUARDING RESPONSIBILITIES:

This safeguarding policy will be reviewed and approved by the Group 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.

10 actions trustee boards need to take to ensure good safeguarding governance
Safeguarding should be a key governance priority for all charities

Ensure your charity has an adequate safeguarding policy, code of conduct and any other safeguarding procedures. Regularly review and update the policy and procedures to ensure they are fit for purpose	Identify possible risks, including risks to your beneficiaries or to anyone else connected to your charity and any emerging risks on the horizon	Consider how to improve the safeguarding culture within your charity	Ensure that everyone involved with the charity knows how to recognise, respond to, report and record a safeguarding concern	Ensure people know how to raise a safeguarding concern
Regularly evaluate any safeguarding training provided, ensuring it is current and relevant	Review which posts within the charity can and must have a DBS check from the Disclosure and Barring Service	Have a risk assessment process in place for posts which do not qualify for a DBS check, but which still have contact with children or adults at risk	Periodically review your safeguarding policy and procedures, learning from any serious incident or 'near miss'	If you work overseas, find out what different checks and due diligence you need to carry out in different geographical areas of operation

 **CHARITY COMMISSION**
FOR ENGLAND AND WALES



A lead trustee/committee will be given responsibility for the oversight of all aspects of safety, including whistleblowing and Health and Safety at Work etc. Act 1974 (H&SW). This will include:

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- An annual review of safety, with recommendations to the Group.
- 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 (e.g., DBS) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- 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.
- 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).

ONLINE SAFEGUARDING PROCEDURES

We will identify and manage online risks by ensuring:

- Members, volunteers and Trustees understand how to keep themselves safe online.
- 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.
- Concerns may be reported using this policy, or direct to a social media provider using their reporting process.



CONTACT DETAILS

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POLICY REVIEW

This policy was last reviewed on: 21st November 2023

Signed:

Name: Sarah Roberson

Position: Secretary

Name: Fran Swanson

Position: Chair