



## **SAFEGUARDING POLICY**

**SWPride will revise and review this policy regularly.**

**Version:9**

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Version	Date	Changes	Changed by
4.0	06/01/2020	Updated Committee Safeguarding officer.	Jo Sharpe
5.0	13/07/2020	6 Month Review: Appendix 2 updated / Cover Page updated.	Jo Sharpe
6.0	19/01/2021	6 Month Review: Trustee Meeting	Jo Sharpe
7.0	28/06/2021	6 Month Review: Committee Safeguarding officer updated.	Jo Sharpe
8.0	02.02.2022	6 Month Review: Updates to Responsibility & Accountability, minor update to wording	Phoenix Stewart Denise Dymond
9.0	30/01/2023	12 Month Review: No changes	Paul Stewart

## **Swindon & Wiltshire Pride Safeguarding Policy**

### **1. Purpose**

This policy sets out Swindon & Wiltshire Pride's (SWPride) approach to safeguarding and promoting the welfare of children and vulnerable adults. It applies to all aspects of our work and to everyone volunteering and working for SWPride, including permanent and temporary employees, contractors and self-employed contracted inspectors.

In implementing this policy, we refer Trustees and Executive Committee Members to the charity commission guidelines as published at: -

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

### **2. Strategic context**

Our policy is underpinned by 3 core principles:

- children and vulnerable adults first
- independence
- accountability and transparency

This means that everything we do should be in the interests of children and young people.

We will seek to fulfil our legal obligation and commitment to proactively safeguard and promote the welfare of the Charity's beneficiaries and fundraisers through:

- a. the production of a policy and procedures with a clear line of accountability, to which all will comply;
- b. an appointed safeguarding lead – to take leadership responsibility for the Charity's safeguarding arrangements; to act as the organisational interface with the Local Authority whenever a situation arises;
- c. a culture of listening to children and vulnerable adults and taking account of their wishes and feelings, both in individual decisions and the development of any events/services;
- d. clear whistleblowing procedures which are suitably referenced in Executive Committee Members & Volunteer (where applicable) training and codes of conduct;
- e. arrangements which set out clearly the processes for sharing information with other professionals and with the Local Safeguarding Children Board (LSCB) and equivalent Local Safeguarding Adults Board (LASB);
- f. the safer recruitment for individuals whom the Charity will permit to work regularly with children or vulnerable adults, carrying out the appropriate level of Disclosure and Barring Service (DBS) (and Devolved administration equivalents) checks, depending on their access to children and or vulnerable adults;

g. appropriate supervision and support for Executive Committee Members, including undertaking safeguarding training (where appropriate);

h. ensuring that Executive Committee Members are competent to carry out their responsibilities for safeguarding;

i. clear policies in line with those from the LSCB /LASB for dealing with any allegations; responding without delay to concerns and complaints regarding actual or potential abuse, harm or maltreatment.

This policy applies to all Executive Committee Members, Employees, Trustees, Volunteers and anyone working on behalf of SWPride. It is as relevant to our fundraising as it is to our volunteers.

### **3. Responsibility & Accountability**

The Trustees are overall responsible for safeguarding, even if certain aspects of the work are delegated to the Safeguarding Officer/lead. They should proactively safeguard and promote the well-being and welfare of the Charity's beneficiaries, Committee Members and volunteers and others who come into contact with the Charity. This is a key governance priority.

The issue of safeguarding is subject to regular reviews at Trustee Board level and is reported on by exception at Board of Trustees' meetings. Given the nature of the Charity's activities, there is no requirement for a lead Safeguarding Trustee to be appointed.

The Charity's nominated Committee Safeguarding officer is **Sarah Mason (Vice Chair)**.

Our Trustees / Executive Committee Members have a duty to manage risk and to protect the reputation and assets of the Charity. It is therefore vital that Trustees assess the risks that arise from the Charity's activities and operations involving children and vulnerable people and develop and put in place appropriate safeguarding policies and procedures to protect them. They must also undertake on-going monitoring to ensure that these safeguards are being effectively implemented in practice. This is critically important because on occasion charities may be targeted by people who abuse their position and privileges to gain access to vulnerable people, or their records, for inappropriate or illegal purposes.

Key safeguarding risks for the Charity are:

- potential abuse of children, young people or vulnerable adults occurring during Charity fundraising activities, through failure to safeguard them;
- potential abuse of children, young people or vulnerable adults occurring during third-party organised activities;
- ensuring that those who run activities that include vulnerable beneficiaries have the expertise, knowledge and skills to do so properly;
- failure to deal with any incident responsibly, appropriately and in a timely manner;
- failure to ensure that Trustees are clear about their responsibilities for safeguarding;
- failure to ensure that Executive Committee Members, Trustees and volunteers coming into frequent contact with children, young people or vulnerable adults are appropriately vetted;
- the reputational risk of damaging public trust and confidence in the Charity through the occurrence of any alleged or actual incident.

The Charity seeks to manage effectively the risks associated with activities and events through departments/teams:

- completing a risk assessment process which involves identifying risks and means of reducing or eliminating them, for any new activities or events involving or potentially involving children and or vulnerable adults, and if changes are being made to activities or events potentially involving children and or vulnerable adults;
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis;
- ensuring that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals working with children or vulnerable adults;
- requiring that new employees and individuals working with children or vulnerable adults familiarise themselves with the content of this policy.

#### **4. Definitions**

We use definitions of the term 'safeguarding' from statutory guidance.

Safeguarding children is defined in [Working together to safeguard children](#) as:

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

Safeguarding vulnerable adults is defined in the [Care and support statutory guidance](#) issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being

#### **5. Recruitment**

All Executive Committee Members will complete an application form supplying the following information:

- Personal details
- Competencies and Previous experience
- Any criminal convictions
- Signature and date

Please note independent reference may be requested, this will be at the discretion of the Trustees / Chair.

A Conflict of Interest Form will be completed, to ensure you act in the best interest of SWPride, as inevitably, Trustees / Members have a wide range of interests in private, public and professional life; these may directly or indirectly affect Trustees / Members capacity to be objective and unbiased.

Please note:

- All Trustees must undertake a DBS check as part of their role. A record of their DBS expiry will be kept by the Committee Safeguarding Officer. The DBS must be physically seen by Safeguarding Officer and this visual check recorded.
- Trustees/Executive Committee Members cannot commence in their role without a cleared DBS. In the event of an expired DBS they should not continue to volunteer.
- Volunteers working directly with children will be encouraged to complete LSCB Child Protection Training (SWPride does not hold any sensitive information with regard to child).
- All volunteers will be required to read the Safeguarding Policy as part of their induction.

## **6. Expectations of Executive Committee Members and Volunteers**

Everyone volunteering or working for SWPride has a responsibility to familiarise themselves with this safeguarding policy, other policies (located on the Google Drive) and the procedures that go with it.

They must maintain a proper focus on the safety and welfare of children and vulnerable adults in all aspects of their work.

Anyone who volunteers for SWPride must inform The Charity's nominated Committee Safeguarding officer if they or any adult living in their household become(s) the subject of an allegation of abuse against a child or vulnerable adult or a police enquiry, irrespective of the nature of that enquiry.

Any allegations of misconduct towards children and/or vulnerable adults by those volunteering or working for SWPride will be managed using the procedure set out in the safeguarding guide.

## **7. Safeguarding training**

SWPride is committed to ensuring that everyone who works for us understands their safeguarding responsibilities and keeps their knowledge up to date.

Levels of training available as defined in the LCSB Core Training Pathway:

- Level One - Required for Committee Members, who may be in infrequent contact with children, young people and/or parents/carers.
- Level Two – In addition to level 1, level 2 is required for Committee Members, working frequently with parents, children or young people.
- Level Three – In addition to levels 1 and 2, level 3 is required for Committee Members working predominantly with parents, children and young people. These are frontline practitioners who could contribute to the assessment, planning, intervention and review of children where there is safeguarding concerns. These people are able to identify concerns about maltreatment and act upon them.

- Level Four – In addition to levels 1, 2 and 3, for specialists' roles, managers supervising child protection cases and named and designated professionals.

Requirements for volunteers differ and training may be given directly as and when required.

## **8. Acting on safeguarding concerns**

No one working/volunteering for SWPride should investigate concerns about individual children or vulnerable adults who are or may be being abused or who are at risk. However, this does not mean that we should do nothing when we learn of a concern. We all have a responsibility to make sure that concerns about children and vulnerable adults are passed to the agency that can help them without delay.

If anyone is concerned that a child or vulnerable adult is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will take action to protect that person (refer to Appendix B).

Concerns about children should be referred to the children's social care department of the local authority where the child lives. Similarly, concerns about vulnerable adults should be referred to local authority adult services (refer to Appendix B).

If anyone working or volunteering for SWPride is in any doubt about what to do, they should consult the Committee Safeguarding Officer.

Anyone on the committee for SWPride who has concerns about the behavior of a colleague must always raise this with the Safeguarding Officer as quickly as possible and look to escalate to a trustee as soon as possible.

## **9. Incident Reporting**

Executive Committee Members, volunteers and Trustees need to be aware of their responsibilities for reporting concerns in relation to safeguarding matters and the circumstances in which they should make a referral to the Local Authority (as above) or police if necessary.

Safeguarding concerns about children, young people and vulnerable adults and others who come into contact with SWPride will be diligently and promptly responded to, recognising the sensitivity it may hold for those involved. Where there is a concern, this should be reported to the appropriate person (Safeguarding Officer in first instance or Trustee or Chair) immediately where possible, but at least within 24 hours, to determine what action, if any, must be taken. This will enable each situation to be investigated thoroughly, whilst treating the parties involved fairly and with sensitivity. It will also ensure that suitable steps are taken as a result of any investigations, which may include contacting the police and/or fulfilling the legal duty to refer information to the DBS and/or the Local Safeguarding Children Board (LSCB) or Local Safeguarding Adults Board (LSAB) as required. Not all concerns justify a notification to the LA but must still be recorded.

The Trustees acknowledge their duties to make a Serious Incident report to the Charity Commission and a report of a Notifiable Event made to the Office of Scottish Charity Regulator (OSCR) and other relevant bodies if:

- there has been an incident where someone has been abused or mistreated (alleged or actual) and this relates to the activities of SWPride;
- beneficiaries of SWPride have been, or are alleged to have been, abused or mistreated while under the care of us, or by someone connected with SWPride, for example a Trustee, Committee member or volunteer; or
- there has been a breach of procedures or policies at SWPride which has put beneficiaries at risk, including a failure to carry out checks which would have identified that person is disqualified under safeguarding legislation, from working with children or adults.

## **10. Learning and improving**

We are determined to keep improving our knowledge and understanding of how best to protect children and vulnerable adults. We will review our own practice regularly to check that we are placing the right emphasis on safeguarding in our work.

We will carry out in-depth reviews of our actions in cases where children suffer serious harm while under the care of providers that we regulate or inspect, and where these cases raise questions about SWPride's practice that need to be examined. The main purpose of the reviews is to learn lessons about when our systems need to improve to protect children better in future. We will also promote a culture in which we are able to highlight and review near misses to learn and improve our practice.

## **11. Partnering Organisations**

We must exercise due diligence with our partnering organisations that deliver welfare services on our behalf and conduct face-to-face, in-person visits to our financially supported beneficiaries.

In engaging with other charities or organisations under contract to deliver service provision/welfare support e.g. No added Sugar, Out of the Can, it is our responsibility to ensure that each of these organisations provides assurances to SWPride that it has adequate safeguarding policies and procedures (this is a contractual obligation), that are reviewed regularly, under which the quality of delivery would be subject to routine scrutiny, and that the details of any safeguarding incident which might have an impact on SWPride or its reputation are advised to us in a timely manner. Without such policies and procedures, we will not engage or contract any organisation to deliver welfare services on our behalf.

## **12. Guide**

As SWPride is a charity based in the Swindon / Wiltshire, we primarily deal with adults as part of our activities. However, there are occasions where our Trustees and Committee Members will visit schools and colleges to promote the activities of SWPride, as a minimum there will always be at least one member that is DBS checked.

Trustees / Members / Volunteers / Employees who undertake direct activities on behalf of SWP in the community are expected to adhere to the safeguarding agenda as set out by the Swindon Borough Council as best practice.

Employees should speak to a trustee if there are any specific queries.

## **Appendix 1**

Table 1 – SWPride Reporting Procedures

Situation	Step 1	Step 2	Step 3
You are a volunteer with a safeguarding concern (not relating to the trustee / member)	Report to safeguarding officer  If not available proceed to step 2	Report to trustees  If not available proceed to step 3	Contact relevant Local Safeguarding Children Board (LSCB) – refer to Appendix 1
You are a volunteer with a safeguarding concern relating to trustee / member	Report to safeguarding officer  If not available proceed to step 2	Contact relevant Local Safeguarding Children Board (LSCB) – refer to Appendix 1	
You are a parent or carer of a child / adult with a safeguarding concern (not relating to the safeguarding trustee / member)	Report to safeguarding officer  If not available proceed to step 2	Report to trustees  If not available proceed to step 3	Contact relevant Local Safeguarding Children Board (LSCB) – refer to Appendix 1
You are a parent or carer of a child / adult with a safeguarding concern relating to the safeguarding trustee / member	Report to safeguarding officer  If not available proceed to step 2	Contact relevant Local Safeguarding Children Board (LSCB) – refer to Appendix 1	
Your safeguarding concern relates to the behaviour of volunteer or trustee/member	Report to Safeguarding Officer  If not available proceed to step 2	Report to trustees  If not available proceed to step 3	Contact relevant Local Safeguarding Children Board (LSCB) – refer to Appendix 1
Your safeguarding concern relates to the behaviour of the Safeguarding Officer	Report to Trustee  If not available proceed to step 2	Contact relevant Local Safeguarding Children Board (LSCB) – refer to Appendix 1	
Your safeguarding concern relates to the behaviour of the Member	Report to Safeguarding Officer  If not available proceed to step 2	Report to trustees  If not available proceed to step 3	Contact relevant Local Safeguarding Children Board (LSCB) – refer to Appendix 2



## **Appendix 2**

Swindon Local Safeguarding Children Board (LSCB)

<https://safeguardingpartnership.swindon.gov.uk/>

### **If you need to speak to someone**

E-mail: Swindonmash@swindon.gov.uk

Telephone: 01793 466903 (during normal office hours which are 8.30am to 4.40pm Monday to Thursday, and 8.30am to 4.00pm Friday)

The Emergency Duty Service (EDS) is available outside office hours on 01793 436699

Wiltshire Police 101 or 999

Local Safeguarding Adult Board (LSAB)

[https://www.swindon.gov.uk/swindonlscb/info/1/swindon\\_lscb/15/adult\\_safeguarding](https://www.swindon.gov.uk/swindonlscb/info/1/swindon_lscb/15/adult_safeguarding)

[https://www.swindon.gov.uk/info/20011/adult\\_social\\_care\\_and\\_support/435/local\\_safeguarding\\_adult\\_board](https://www.swindon.gov.uk/info/20011/adult_social_care_and_support/435/local_safeguarding_adult_board)

Complete the online referral form:

**[Multi agency safeguarding adults online referral form](#)**

If the adult is in immediate danger, in need of medical attention or if a crime has been committed, contact the Emergency Services (Police and/or ambulance Service)

To get further advice or information contact

Adult Safeguarding Team, Swindon Borough Council

Tel: 01793 463555

Email: [adultsafeguarding@swindon.gov.uk](mailto:adultsafeguarding@swindon.gov.uk) (During office hours - Monday to Friday inclusive, 8:30am to 5:00pm)