

SAFEGUARDING 2020



**Dorset
Community
Action**



Why are we talking about this now?

- Action with Communities in Rural England (ACRE) has been awarded over £100k from the National Lottery Community Fund to promote good safeguarding practice to village and community halls throughout England
- We will be working with RCCs to make sure that the voluntary management committees that run halls and community buildings have the knowledge and confidence to provide a safe environment for all.
- We will share advice and examples of best practice with those managing and using village and community halls so that they fully understand their responsibilities and have appropriate and proportionate policies and procedures in place.



The Charities Commission says

- **Manage the risks**
- Protecting people and safeguarding responsibilities should be a governance priority for all charities. It is a fundamental part of operating as a charity for the public benefit.
- As part of fulfilling your trustee duties, you must take reasonable steps to protect from harm people who come into contact with your charity.
- **Policies, procedures and practices you need to have**
- Your charity's policies and procedures for protecting people and where appropriate, safeguarding should be:
 - put into practice
 - responsive to change
 - reviewed as necessary, always following a serious incident and at least once a year
 - available to the public
- **Code of conduct**
- If you have staff or volunteers you must have a clear code of conduct which sets out:
 - your charity's culture and values
 - how people in your charity should behave



- **Other policies you need to have**
- You also need to make sure your charity has:
- suitable health and safety arrangements in place
- first aid, fire safety and digital safety policies that everyone understands
- welfare, discipline and whistleblowing policies for staff if you have them
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- **Checking your charity's policies, procedures and practice**
- Trustees must be assured that all policies, procedures and practice are checked and challenged to ensure they're fit for purpose.
- **Get checks on trustees, staff and volunteers**
- You must make sure that trustees, staff and volunteers are suitable and legally able to act in their positions. This includes people from or working overseas.
- **Protect volunteers and staff**
- If your charity has volunteers or staff, you need to protect them from harm.
- Have clear policies and procedures on:
- bullying and harassment
- whistleblowing
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- **Safeguarding children**
- Safeguarding children duties apply to any charity working with, or coming into contact with, anyone under the age of 18.
- **Safeguarding adults at risk**
- Safeguarding adults at risk means protecting their right to live in safety and free from abuse and neglect. Your charity may have trustees, staff, volunteers, beneficiaries or other connections who are classed as adults at risk.



The importance of safeguarding

You must have safeguarding policies and procedures if you are a charity or you work with vulnerable adults and children.

You must make sure that everyone has read and understood the documents and uses them in their day to day operations. Even though one person may be a designated officer, it is up to everyone to be responsible and understand the procedures to follow if there is an incident.

The Policies and procedures must be easily accessible whether on line or on paper. If a review is done, you must show the changes made and make everyone aware of them.

Understand the risks and who would be at risk of most harm eg children, vulnerable adults, staff



Types of abuse and harm

- You need to be aware of several types of harm.
- Physical
- Sexual
- Emotional
- Psychological
- Neglect
- Radicalisation
- Discriminatory
- Financial



Recognising signs of harm and abuse

- People in your organisation should know the signs and symptoms of harm and abuse. Signs and symptoms are not always obvious or clear. However, the more that staff and volunteers know about possible warning signs, the more likely they are to recognise abuse and take action. You must understand the particular risks and circumstances of the children and adults you work with so you can decide what staff and volunteers need to know about. As a general rule, the more directly your staff or volunteers work with children or adults at risk, the more detail about recognising the different types of harm and abuse they should know.



Safeguarding day to day

- Safeguarding must be at the core of what you do each day, every day. You can set that expectation by reflecting it in all your organisation's key documents.
- It's a good idea to also show that you take your organisational values seriously, through senior staff leading by example and by finding time to incorporate safeguarding every day. This will demonstrate your commitment and show everyone how safeguarding works in practice.



Responding to safeguarding concerns and reporting them

- You must make it clear to all staff and volunteers in your organisation that they are expected to record safeguarding concerns, disclosures or allegations and take action in response. You need to develop procedures for everyone to follow.
- You must have a procedure that sets out how to report different types of incident. Who you need to tell may be different depending on:
 - whether your organisation is a registered charity or not
 - whether it's a child or adult at risk
 - if you or someone implicated belongs to a professional body
 - if you or someone implicated is part of a regulated activity
 - whether it is a safeguarding concern or a workplace harassment issue.



Different types of reports

- There are several types of report an organisation may need to produce. This will depend on what's happened and the nature of your organisation.
- Types of report could include:
 - an internal incident report
 - a referral report to social services
 - a referral report to the police
 - a report to the Charity Commission or other organisations.
- Your procedures will state which of these elements you need to include, depending on your level of risk and where you are in the country. In addition to your reporting procedures you will want a whistleblowing policy or other guidance for what people should do if they don't think concerns are being dealt with properly.



Further Information

<https://knowhow.ncvo.org.uk/safeguarding/steps-to-a-safer-organisation>

<https://knowhow.ncvo.org.uk/coronavirus/involving-volunteers#section-10>

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

SCIE website (Social Care Institute for Excellence)

<https://www.scie.org.uk/safeguarding>

Specific safeguarding guidelines for adults and children with care and support needs.

Skills for Care guide for safeguarding for adult social care

<https://www.skillsforcare.org.uk/Leadership-management/managing-a-service/safeguarding/Safeguarding.aspx>

<https://learning.nspcc.org.uk/safeguarding-child-protection/voluntary-community-groups>

<https://learning.nspcc.org.uk/safeguarding-child-protection/safeguarding-examples-issues-concerns>



Further Information

<https://www.anncrafttrust.org/resources/>

<https://safeguarding.culture.gov.uk/>

ICO data protection and coronavirus hub

<https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/>

ACRE link for safeguarding

<https://acre.org.uk/our-work/safeguarding.php>

Code of conduct

[Charity Governance Code](#)

[Small Charities Coalition](#)

[Charity Ethical Principles](#)

