

# **SAFEGUARDING POLICIES AND PROCEDURES**

**updated Sept 2020**



**Dorset  
Community  
Action**



# SAFEGUARDING PRINCIPLES

1. The principles of safeguarding remain the same but do you need to amend your policies and procedures?
2. What is the role of the nominated protection lead and how will you continue to recruit new staff or volunteers safely?
3. How will you continue to work with children and families?
4. Are there any specific areas of concern? Including online safety, domestic abuse and mental health.
5. How will you report concerns?



# POLICIES AND PROCEDURES

A reminder of the policies and procedures you should have in place:

- Safeguarding Policy
- Reporting Procedure
- Code of Conduct
- Risk policy and register - See The Charity Commission [guidance on risk management](#). NCVO members can use this [risk register template](#).
- Trustees annual report

The [Charity Ethical Principles](#), aim to make charities a safer place.

To see if there is a specific guide that suits your organisation's work with children, look at [safeguarding children for voluntary and community groups](#) (from NSPCC Learning)

Whoever you work with, use a checklist or framework that helps you pick the right guide for what you do.

These are tools for looking at overall good practice in your organisation.

The [Governance Code](#), which makes sure your trustees are carrying out their duties correctly



# Types of Abuse

There are numerous [types and indicators of abuse](#) that we should look out for:

- Physical abuse
- domestic violence or abuse
- sexual abuse
- psychological or emotional abuse
- financial or material abuse
- modern slavery
- discriminatory abuse
- organisational or institutional abuse
- neglect or acts of omission
- self-neglect.



# Financial Abuse



- Don't feel pressured to accept help from a stranger.
- Never hand-over money, bank details or bank cards to someone you don't know who is offering to help you. Offers of help for most things should be free of charge, for example dog walking.
- If someone offers to do your shopping, ask for a receipt so that you can pay them on their return to cover the cost of the items.
- If someone claims to be from a recognised organisation, then don't be afraid to ask to see proof or check with the organisation itself.
- If you think you have been a victim of a scam and would like further information you can contact Action Fraud or contact your local police force to report a theft.
- If possible, call a friend or family member to discuss the help you've been offered.



**Action Fraud 0300 123 2040 [www.actionfraud.police.uk](http://www.actionfraud.police.uk)**

# Domestic Abuse

You can get support and advice from:-

Domestic Abuse helpline 0808 2000 247

helpline@womensaid.org.uk Action

Elder Abuse helpline 0808 808 8141

The Police You can call the local police on the 101 non-emergency number or call 999 immediately



# Neglect

If you usually receive care and support in your own home this should continue as normal. Care staff have received additional information and guidance about how to look after people and ensure the virus doesn't spread.

- Care services might be busier as staff may be off sick. There may be changes to your normal services.
- Contact the Adult Social Care team at your local council if you are experiencing any difficulties.





# Online Safety

## Using social media safely

There are lots of benefits of using social media. This includes staying connected with friends and family, enabling innovative ways of learning and creating new ways for to express yourself.

It can also have many benefits to organisations, for example:

- staying in contact people outside of face-to-face meetings, activities and events
- providing specialist support, such as counselling and therapy
- promoting events
- livestreaming activities
- creating online groups, forums and communities.



# Putting measures in place

It's important for organisations and groups to put safeguarding measures in place if they are communicating online.

- safeguarding policies and procedures
- appropriate language and behaviour
- privacy and consent
- setting up and managing online forums and communities safely
- livestreaming safely.

More advice on using the internet safely can be found here:-

<https://www.saferinternet.org.uk/>



# What can you do to help?

As a frontline worker you are the eyes and ears that may first pick up any signs of abuse. Here is a checklist of things you can do:



- Talk to your patients, residents or clients about the increased risk of abuse at this time.
- Be aware that any changes in behaviour or demeanour could indicate abuse.
- Advise people not to answer the door to strangers – and be aware of fake ID.
- Try not to alarm people but ask them to be wary of offers to help, particularly from strangers.
- Advise people to check with family, friends or paid support that offers of support, advice and help are legitimate.
- Warn people against responding to any text, email or phone call from an unidentified source. Explain that fraudsters will imitate official bodies such as the government or the NHS - and they do it very well!
- Advise people that they should never give their personal data, passwords or pin numbers to anyone. Official financial bodies and other organisations will never ask for them.
- If you know of a person who has been subjected to, or is at risk of, domestic abuse – if it is safe to talk to them, try to assess the current situation. Make sure they know that help is available if they need it and who to contact both for advice and support and in an emergency.



# CHECKLISTS, TOOLS AND FRAMEWORKS

You can use checklists, tools and frameworks to review what your organisation is already doing for safeguarding and what else needs doing.

- Work with 0-18 year olds and want to focus on safeguarding? NSPCC Learning has a [checklist](#) for you to use. This takes you through the [NSPCC's Safeguarding Standards](#) and helps you check that you have everything in place. It can be used by any organisation that works with children and young people.
- Want to look at safeguarding children and young people alongside wider practice in youth work? UK Youth has [safeguarding information including a quality assurance framework](#). You can download an interactive PDF that covers safeguarding, youth engagement and helping young people be heard.
- Thinking about safeguarding adults? The Ann Craft Trust has a [safeguarding adults checklist](#). You can complete it as an individual or as an organisation. It helps you assess your understanding of safeguarding and provides links to resources so you can learn more.



The **NSPCC's** Consultancy team in England is currently offering a free 30 minute call, to provide advice and support specific to your safeguarding arrangements. We can help you review and update your safeguarding policies using our suite of Health Checks, which can be carried out remotely.

<https://learning.nspcc.org.uk/services/child-protection-consultancy>

### **Age Concern – Staying Safe during the Coronovirus outbreak:-**

<file:///C:/Users/Sarah%20Pickering/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/70A54S25/staying-safe-during-the-coronavirus-outbreak.pdf>

Social Care institute for excellence:-

<https://www.scie.org.uk/care-providers/coronavirus-covid-19/safeguarding-adults>

### **Dorset Community Action**

There's lots of helpful advice on our website -

<https://www.dorsetcommunityaction.org.uk/>

If you need more specific help contact our Advisors –

<https://www.dorsetcommunityaction.org.uk/request-an-advisor/>



# Helpful contact numbers:

## Coronavirus information

If you are worried that you or someone you know is at risk of abuse or neglect you can speak with:

- Age UK Advice Line (8am –7pm 7 days a week) 0800 678 1174  
contact@ageuk.uk | Adult Social Care at your local council | Your GP or other NHS health providers
- The Silver Line 0800 4 70 80 (24 hours a day)
- Action on Elder Abuse helpline: 0808 808 8141
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- The Police - You can call the local police on the 101 non-emergency number or call 999 immediately in an emergency.



# Village Hall Good Practice, Policy & Procedures in light of Covid 19

- **Previous Webinars -**  
<https://www.dorsetcommunityaction.org.uk/support-webinars-during-covid-19/>
- **Follow the guidance & assess the risks -**  
<https://www.dorsetcommunityaction.org.uk/covid-19-updates/>
- **Review relevant policies and procedures**
  - Hall Hire terms & conditions
  - Health and Safety
  - GDPR
  - Management & Supervision
  - Financial Controls
  - Communications
  - Fundraising





# Fundraising Good Practice, Policy & Procedures in light of Covid 19

- **Previous Webinars** - 8<sup>th</sup> July & 12<sup>th</sup> August.
- <https://www.dorsetcommunityaction.org.uk/support-webinars-during-covid-19/>
- **Follow the guidance** – <https://www.institute-of-fundraising.org.uk/guidance/coronavirus/>
- **Assess the risks**
- **Review relevant policies and procedures**
  - Funding / Fundraising
  - Financial Controls
  - GDPR
  - Reserves
  - Social Media
  - Claiming Expenses



# Fundraising Good Practice, Policy & Procedures

- **Demonstrate Good Governance**
  - <https://www.charitygovernancecode.org/en>
- **Internal financial controls & procedure**
  - <https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities>
- **Follow the Code of Fundraising practice**
  - <https://www.fundraisingregulator.org.uk/code>
- **Fundraising Policy**
  - <https://www.gov.uk/government/publications/charities-and-fundraising-cc20/charities-and-fundraising>



# Funding / Fundraising Policy

A Statement that sets out the guiding principles of how your organisation raises funds. Covers:

- The organisations approach to fundraising
- Use and handling of donations,
- complaints,
- acceptance / refusal criteria

Some useful examples;

- <https://www.childlife.org.uk/policies/ethical-fundraising/>
- <https://www.girlguiding.org.uk/making-guiding-happen/policies/fundraising-policy/>
- <https://littlepeopleuk.org/about-us/policies/fundraising-policy>
- <https://www.ageuk.org.uk/southampton/about-us/fundraising/fundraising-policy/>



# Funding Update

- **[DORSET COUNCIL COMMUNITY IMPACT FUND \(CORONAVIRUS SUPPORT\) ROUND 5.](#)** Funding of up to £5,000 (for constituted groups) and up to £1,000 (for new / emerging groups) to support local communities and disadvantaged groups to stay safe and well and to start to recover after lockdown. **Deadline midnight on Sunday 20<sup>th</sup> September 2020.**
- **[THE SOCIAL ENTERPRISE SUPPORT FUND](#)** - final chance for social enterprises whose trading income has been adversely impacted by COVID-19 to apply to the Social Enterprise Support Fund. Grants are usually up to £50,000 with no matched funding requirement. **Round 3 of the programme opens at 1pm this Thursday, 10 September and will close to applications on Thursday 17 September.**
- **[TESCO BAGS OF HELP – OCTOBER TO DECEMBER 2020](#)**. At the end of September the Tesco Bags of Help COVID-19 Communities Fund will close. In its place during October, November and December grants of £1000 will be available to support projects focused on local children and young people.



- **THE MORRISONS FOUNDATION** - grants of between £1,000 and £25,000 to local and national registered charities for new projects that will benefit their local community. Initiatives that support people who are disadvantaged and that have struggled to secure funding from other sources are likely to be prioritised. A wide range of projects can be supported through the Fund, including arts, community, culture, education, health and many others.
- **NINEVEH CHARITABLE TRUST** funds a broad range of projects and activities that promote a better understanding of the environment and countryside, whilst facilitating improved access, education and research. Based on previous awards, the maximum grant available is £5,000 per year for up to three years.
- **RURAL COMMUNITY ENERGY FUND (RCEF)**. Community based rural organisations can apply to develop renewable energy projects which provide economic and social benefits to their communities and earn money selling back to the grid. Two grants are available ; a feasibility grant of up to £40,000 approx to investigate the renewable energy project and up to £100,000 grant for viable green projects.

