

**THE ALLAN AND NESTA FERGUSON CHARITABLE TRUST**  
**("the Charity")**  
**Registered Charity Number: 275487**

**SAFEGUARDING POLICY**

**1. Preliminary Text**

- 1.1 The Charity Commission has specified that safeguarding should be a key governance priority for all charities, regardless of size, type, or income and should not just be for those charities working with children or vulnerable adults.
- 1.2 Further guidance has also specified that it is essential for charity trustees to have and implement safeguarding policies and procedures and that they have to be adequate and appropriate for the Charity's particular circumstances.
- 1.3 This Policy applies to all volunteers of the Charity. In this Policy, "volunteers" means and includes the Charity's trustees and all other volunteers (if any).

**2. Commitment to safeguarding**

- 2.1 Those who are beneficiaries of the Charity are referred to in this Policy as its "Beneficiaries".
- 2.2 Beneficiaries may be at risk due to age, illness or disability, gender or sex, race or ethnicity, religion or belief, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy and maternity. The Charity is committed to working in their interests, to promote their welfare, and to put in place safeguards and measures to protect them. In providing benefits for Beneficiaries, the Charity will endeavour at all times to minimise risk to them and to ensure that they are as safe as the Charity can make them.
- 2.3 The Charity aims to protect all of its Beneficiaries from any act or behaviour of any volunteer which, whether deliberately or unknowingly on the part of that volunteer, gives rise to harm or ill treatment.
- 2.4 Such harm or ill treatment includes abuse (physical, sexual, emotional, discriminatory, institutional or organisational, financial or material), neglect, or impairment of the health or development of the Charity's Beneficiaries.
- 2.5 The Charity also aims to ensure the well-being and welfare of its Beneficiaries.
- 2.6 The Charity recognises that it has a duty to act on reports or suspicions of abuse or neglect. It adopts a "zero-tolerance" policy of abuse within the Charity.
- 2.7 The Charity will work in partnership with local / national agencies to put in place appropriate procedures for reporting, making referrals, and accessing training and specialist support, as and when required.

### **3. Safe recruitment**

- 3.1 To aim to protect its Beneficiaries, the Charity will seek to recruit volunteers
- 3.2 using appropriate procedures, safeguards and checks.
- 3.3 The Charity will take up two references for all volunteer roles prior to appointment.
- 3.4 The Charity will provide appropriate training and ongoing/refresher training for them at regular intervals, to enable all volunteers to undertake their roles safely, effectively and confidently. The training will make it clear to them that they have an obligation to implement this Policy and to learn about protection issues and their related responsibilities.
- 3.5 Where the Charity should do so, it will use the Disclosure & Barring Service (“DBS”) checks to help it to assess suitability of a candidate for a particular volunteer role which is treated by the DBS as Regulated Activity and is therefore subject to a barring list check. In relation to a post or role which is eligible for an enhanced DBS check, where it considers it appropriate it will carry out an enhanced DBS check. The Charity will assess any criminal record information that is disclosed in line with its data protection and equalities (treating ex-offenders fairly) policies.
- 3.6 The Charity will regularly review its recruitment procedures in response to changes in legislation and systems external to the Charity, e.g. DBS and barring list checks.

### **4. Volunteers**

- 4.1 Volunteers will be treated equally and all volunteers will be offered the same opportunities for advancement, responsibility, training and acknowledgement for their contribution to the Charity.
- 4.2 Before they take up their role, they will each be given a clear description of the requirements and responsibilities of their role and an existing trustee will discuss their role with them, to ensure that they understand what is expected of them.
- 4.3 Any volunteer roles, which would be Regulated Activity if unsupervised, will be appropriately supervised in accordance with statutory guidance.

### **5. Safeguarding Officer**

- 5.1 The Charity’s appointed Safeguarding Officer as from 4th October 2019 is Letitia Glaister and they are supported by Eleanor Banister as Deputy Safeguarding Officer. They will have access to appropriate training to support them in these roles.
- 5.2 They will be available to all volunteers and Beneficiaries to speak to when they have any concerns, issues, or complaints regarding the safety, well-being or conduct of Beneficiaries or volunteers.

5.3 The Safeguarding Officer and Deputy Safeguarding Officer will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records, keep confidentiality, adhere to and promote this Policy within the Charity, and support or provide access to support for individuals suffering harm or abuse.

## **6. Awareness of harm and abuse within the Charity**

6.1 All incidents of harm to any Beneficiary will require an appropriate response to reduce risks and improve the Charity's activities.

6.2 Harm is caused by accidents, deliberate abuse (physical, psychological, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes, or a failure to enable a person to participate in activities that are open to most of their peers. It can also include abuse via use of ICT facilities (e.g. grooming, bullying via the internet).

6.3 Deliberate acts of harm (physical, psychological, sexual, emotional and financial) and neglect are abuses against the person. Those acts will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies, and the DBS if the act is by someone in Regulated Activity. If a criminal offence is thought to have been committed by any volunteer, the police will be informed.

## **7. Confidentiality**

All reports and logs will be kept securely and confidentially in line with the General Data Protection Regulation ("GDPR"), until or unless it is necessary to share this material with the agencies named above. Information will be shared by the Charity on a "need-to-know" basis only.

## **8. Reports of possible or actual harm**

8.1 The Charity supports and encourages all Beneficiaries and volunteers to promptly speak up and contact the Safeguarding Officer or Deputy Safeguarding Officer where there is a concern (i.e. a worry, issue or doubt about practice or about treatment of a Beneficiary or colleague, or their circumstances), or a disclosure (i.e. information about a person at risk of or suffering from Significant Harm) or an allegation of an incident or a possibility that a volunteer has caused harm or could cause harm to a person in their care.

8.2 Volunteers can report, and have a responsibility to report, something that they become aware of if they suspect or discover that it is not right or is illegal or if it appears to them that someone is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing. They may become aware of any of these things from what they see or hear or from something another person has disclosed to them.

- 8.3 In the first instance the volunteer making a report should speak with the Safeguarding Officer or Deputy Safeguarding Officer. However, if the report implicates the Safeguarding Officer or Deputy Safeguarding Officer the volunteer making the report should instead speak directly to another trustee.
- 8.4 The Charity prefers that anyone should use internal processes whenever possible to make a report as above, but this does not prevent them from making a report or referral, in their own right as a private individual, to statutory agencies such as social services or the police.
- 8.5 The Charity cannot promise confidentiality to volunteers making an internal report (to the Safeguarding Officer, Deputy Safeguarding Officer or a trustee) where it is has to be shared with any statutory agencies.
- 8.6 The Charity also supports its volunteers to raise concerns or to disclose information, which they believe shows malpractice - whistle-blowing (disclosure in the public interest).

## **9. Safeguarding Officer's action**

Where there is risk of Significant Harm to any Beneficiary, volunteers, the Safeguarding Officer and Deputy Safeguarding Officer have the power to act as necessary and, in particular, as follows:

- log all conversations regarding the issue
- sign and request signatures on reports and statements
- confidentially seek advice from expert sources
- share concerns (with consent where required and appropriate)
- share concerns and make referrals to external agencies such as social services or the police, as appropriate to the circumstances
- make a referral to the DBS regarding volunteers in Regulated Activity whose conduct is harmful to Beneficiaries and refer them to DBS when they are removed from Regulated Activity.

## **10. Communication by the Charity about safeguarding and this Policy**

- 10.1 All volunteers have an obligation to learn about protection issues and their related responsibilities.
- 10.2 The Charity will communicate this Policy (using appropriate methods, formats and language to communicate the substance of it) to all of its volunteers and Beneficiaries and their families / carers, and it will also make it available to the public. Letitia Glaister will be responsible to the trustees for communicating this Policy to them.
- 10.3 To encourage everyone involved in the Charity to understand that safeguarding is the business of everyone, and to assist all volunteers to learn

about protection issues and their related responsibilities, the Charity will place safeguarding on the agenda for meetings of the trustees for discussion about issues and concerns, policy and procedures to reflect, review and to continue to learn and improve in relation to the Charity's safeguarding responsibilities.

**11. Implementation of this Policy**

11.1 This Policy must be followed by all volunteers of the Charity and must be promoted by all of its trustees. Failure to follow it will be treated as a very serious matter.

11.2 This Policy needs to be read in conjunction with other procedures of the Charity (if any).

**12. Adoption, coming into effect, and review, of this Policy**

12.1 This Safeguarding Policy was approved by the trustees of the Charity on 4th October 2019. It also comes into force on that date.

12.2 The trustees will, as appropriate, monitor and enforce this Policy,

12.3 The trustees will revise this Policy from time to time. The next date for review of this Policy by the trustees will be April 2021.

Signed by LETITIA GLAISTER



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