

# Safeguarding Policy

*Reviewed by Trustees 28/05/20*

## **Purpose**

It is one of the duties of a Trustee to take reasonable steps to protect from harm anyone who comes into contact with their charity. This policy explains the agreed CCF policy on safeguarding and the responsibilities of CCF staff, volunteers and Trustees which may arise from their work for CCF. CCF will ensure that all staff, volunteers and Trustees are aware of these responsibilities by ensuring that the policy is drawn to their attention on their joining CCF.

## **Context**

There have been recent cases of charities, both in the UK and overseas, failing to prevent those working for them from engaging in harmful and exploitative behaviour. Charities need to make prevention of this a high priority. In addition there are legal responsibilities with respect to dealings with children and vulnerable adults.

## **Safeguarding responsibilities**

CCF has responsibility for safeguarding all those who come into contact with it. And all CCF staff, volunteers and Trustees are answerable for doing this. To ensure the operation of the policy and to provide an overview of its working, the Trustees will nominate a Safeguarding Officer.

The role of the Safeguarding Officer will be:

- (i) to be the first point of call for safeguarding concerns, to resolve such concerns and/or to report them to the Trustees as appropriate
- (ii) to maintain a list of the kinds of situations to be aware of, and to look out for safeguarding gaps or vulnerabilities
- (iii) to review the implementation and adequacy of this policy and report on that to Trustees at regular intervals.

## **Children and vulnerable adults**

Appropriate dealing with children and vulnerable adults brings particular concerns and legal responsibilities. Organisations employing people, or deploying volunteers, who work on a frequent or intensive basis with children or vulnerable adults in settings such as schools, other educational establishments, care homes or residential homes are 'regulated activity employers' and are legally required to ensure that their employees and volunteers undergo a check with the Disclosure and Barring Service (DBS).

CCF is not a regulated activity employer because it does not directly undertake, or support volunteers in undertaking, activities which are regulated under the scheme. Nevertheless CCF staff and volunteers do have the responsibilities noted below with respect to safeguarding children and vulnerable adults.

## **Basic responsibility for children and vulnerable adults**

When coming into contact with children and vulnerable adults in the course of their work for CCF, employees and volunteers have the obligation to act appropriately, with restraint and sensitivity. If at any time it appears that there is a risk of harm or of the interaction becoming inappropriate, the employee or volunteer should withdraw.

**Relations with other organisations**

A further responsibility arises from possible relations with other organisations, such as schools, youth groups or community groups, which work with children or vulnerable adults. When CCF acts in partnership with such an organisation, which will be a regulated activity employer and have relevant policies in place, CCF staff or volunteers may need to be willing to undergo DBS checks. CCF policy is to arrange any such checks for its staff or volunteers as are necessary to support such partnership arrangement.

**Obligation to report**

A third responsibility with respect to children and vulnerable adults arises from an obligation to refer certain conduct to the DBS. Where a CCF member of staff or volunteer, in the course of their work, has evidence of harm or risk of harm to children or vulnerable adults, it is required that the matter is referred to the DBS. In order to manage the competing claims of protection and the rights of individuals not to have malicious or unsubstantiated allegations made against them, CCF staff and volunteers have a duty to record any relevant information or allegations in a factual way as soon as possible, and to discuss the matter in the first instance with a line manager or the Safeguarding Officer. The Safeguarding Officer and Chair of the Trustees will be informed in every case. Any CCF staff member, volunteer or Trustee involved in such a case will ensure that allegations are carefully discussed to establish the facts of the matter, and sensitively investigated as necessary. And they will ensure that all information and recording is treated in strict confidence, with particular attention to electronic security. A decision will be taken by the Safeguarding Officer and Chair of the Trustees as to whether the matter will be referred to the DBS on behalf of CCF, and the employee or volunteer reporting the matter will be informed about the decision-making process and the decision itself. In the event that a decision is taken *not* to refer the matter to the DBS on behalf of CCF, it is also possible for individuals to refer their concerns to the DBS in a personal capacity.