



Charities Commission Number: 1195980

Safeguarding Policy and Procedure

Purpose of this policy:

- To protect all children, young people and adults with whom Friends of Hell Wath (FOHW) interacts with from harm.
- To provide Trustees, volunteers and staff of partner organisations with the overarching principles that guide our approach to child protection and wider safeguarding.

Scope

This policy applies to all Trustees, members, volunteers and staff of partner organisations who come into contact with children and adults at risk through the course of their involvement with the activities of FOHW.

FOHW recognise that:

The welfare of children, vulnerable adults and all those involved in our activities is paramount in all the work we do, in all the decisions we take regardless of age, disability, gender reassignment, race, religion/belief, sex or sexual orientation and all have an equal right to protection from all types of harm and abuse.

Some are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Working in partnership with children, young people, parents, carers and other agencies is essential in promoting people's welfare.

FOHW will seek to keep children, young people and adults safe by:

- Valuing, listening to and respecting everyone.
- Appointing a nominated child protection and safeguarding lead trustee.
- Adopting child protection and safeguarding best practice through our policies and procedures.
- Providing effective management for trustees, members and volunteers through supervision, support and training so that all know about and follow our policies and procedures confidently and competently.
- Recruiting and selecting trustees, members, partners and volunteers ensuring all appropriate safety checks are made.
- Recording, storing and using information professionally and securely in line with data protection legislation and guidance applicable at the time.
- Ensure that everyone understands where they can go and who they contact if they have a concern.



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Safeguarding Procedures and Practice:

- There is a designated Trustee for safeguarding who has received appropriate training and support for this role.
- DBS Certification
 - The designated Safeguarding Lead will have an enhanced DBS updated every three years unless also signed up for Updating Service.
 - Additional Trustees may apply for DBS certification to enable them to undertake supervision of activities involving children or vulnerable adults
- Any Trustee, member or volunteer who has any concerns regarding any of FOHW's interaction with children or vulnerable adults can raise their concern with the designated trustee. The designated trustee will:
 - Make a written note of the concern raised
 - Consult with other trustees and North Yorkshire Council on appropriate reporting to other regulatory authorities if necessary.
 - Ensure FOHW take appropriate action to prevent re-occurrence of matter.
- We will ensure all records are kept secure and in line with our Data Protection policy
- If action is required we will follow the procedures set out by the North Yorkshire County Council (NYCC) Safeguarding Children Board or North Yorkshire Safeguarding Adults Board and take account of the guidance issued by NYCC and/or central government.
- We will follow our Grievance and Complaints procedures where an allegation is made against a Trustee, member or volunteer.
- We will ensure all participants in FOHW activities understand their responsibilities and obligations for safeguarding.
- Trustees, members and volunteers will not be put in a position where they have sole responsibility for a child, vulnerable adult or groups thereof, nor be put in a position where they feel uncomfortable or at risk.
- Photographic permission must always be confirmed before any photographs of children or vulnerable adults are taken.
- We will use our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, involving children, young people, vulnerable adults, parents and carers appropriately.
- We will use our procedures to manage any allegations against trustees, members and volunteers (including those of partner organisations) appropriately.



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- We will create and maintain an anti-bullying environment and ensure we have a policy and procedure to help us deal effectively with any bullying that does arise.
- We will have effective complaints and whistleblowing measures in place.
- We will provide a safe physical environment for all our activities by risk assessment measures in accordance with the law and regulatory guidance.
- We will build a safeguarding culture where trustees, members and volunteers treat each other with respect and are comfortable about sharing concerns.

Nominated Safeguarding Lead

Jane Horton
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DBS Policy Statement

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Friends of Hell Wath complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

FOHW also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Third Party Reporting

Anyone who has any concerns regarding any of FOHW's interaction with children or vulnerable adults can raise their concern with the designated safeguarding trustee.

Anyone who does not wish to report their concern to FOHW can raise their concern directly with an independent authority. Useful numbers are:

- North Yorkshire County Council – customer services 0300 131 2131 or via the website www.northyorks.gov.uk/your-council/get-touch/contact-us
- NSPCC Helpline – 0808 800 5000 or email help@NSPCC.org.uk
- Non emergency services - 101
- Emergency Services - 999