

# Safeguarding Policy

## 1 Introduction

The charity is dedicated to safeguarding the welfare of all individuals, including children, young people, vulnerable adults, and others who come into contact with our work. This policy outlines our commitment to creating a safe environment and ensuring best practices in all activities.

## 2 Purpose of the Policy

This policy is designed to:

- Protect the welfare of children, young people, and vulnerable adults involved with the charity.
- Provide guidance for staff, volunteers, and trustees on safeguarding procedures.

## 3 Scope

This policy applies to everyone working for or representing the charity, regardless of position, employment (full-time, part time, temporary). It applies to all volunteers and trustees of the charity as well as any contractors.

## 4 Definitions

Child	Anyone under the age of 18.
Vulnerable Adult	An individual aged 18 or over who may be unable to protect themselves from harm.
Safeguarding	Protecting individuals from harm, abuse, neglect, and exploitation.

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Designated Safeguarding Lead (DSL)	A person responsible for managing safeguarding concerns within the charity.
Abuse	Any act that causes harm or distress, including physical, emotional, sexual abuse, neglect, and exploitation.

## 5 Designated Safeguarding Lead

The board of trustees will designate a safeguarding lead, this will normally be a trustee. The DSL will;

- Respond to safeguarding concerns and disclosures.
- Keep detailed and accurate records.
- Liaise with external agencies, such as social services or the police, when necessary.

The DSL is Dave Otieno, he can be contacted by the following email address

of.many.devices@protonmail.com

Details of this Policy and the DSL name and contact will also be in the Volunteer Handbooks.

## 6 Principles

We believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of all of our beneficiaries, staff and volunteers, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

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## **7 Types of Abuse**

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse are at Appendix 1.

## **8 Safeguarding Measures**

Where practical, the Charity will ensure that children and vulnerable adults are not left alone with less than two adults. Being a volunteer run organisation, occasionally this may not be practical due to, for example an adult volunteer cancelling their shift or not turning up. On these occasions, a Trustee will make a decision, this might be that the child or vulnerable adult cannot volunteer on that day or that they deem the risk is low and no action is needed.

## **9 Reporting Concerns**

All concerns must be reported to the DSL immediately. The DSL will assess the situation and, if necessary, contact local safeguarding authorities.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of Serious Incident Reporting protecting people and safeguarding incidents defined as, incidents that have resulted in or risk significant harm to beneficiaries and other people who come into contact with the charity through its work.

## **10 Record Keeping**

All safeguarding concerns and disclosures must be documented, including:

- The date, time, and details of the concern or disclosure.
- Actions taken and the outcome of any follow-up.
- Any advice received from external agencies.

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## 11 Responsibilities

The trustees will ensure this policy will be reviewed and approved by the Board annually and the trustees will ;

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- Ensure that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Ensuring that all relevant checks are carried out in recruiting staff.
- Ensuring that all appointments that require DBS clearance are identified.
- Ensuring that safeguarding requirements (eg DBS) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- Listening and engaging, beneficiaries, staff, volunteers and others and involving them as appropriate.
- Responding to any concerns sensitively and acting quickly to address these.
- Making staff, volunteers and others aware of:
  - `Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
  - The signs of potential abuse and how to report these.

**Everyone.** To be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately (see above).

## 12 Reference

[How to report a serious incident in your charity - GOV.UK](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity)

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## **Appendix 1 – Signs of Abuse**

### **Physical Abuse.**

- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or under dose medications.
- individual's report being hit, slapped, kicked, or mistreated.
- vulnerable adult's sudden change in behaviour.
- the caregiver's refusal to allow visitors to see a vulnerable adult alone.

### **Sexual Abuse.**

- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- an individual's report of being sexually assaulted or raped.

### **Mental Mistreatment/Emotional Abuse.**

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- an individual's report of being verbally or mentally mistreated.

### **Neglect.**

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.
- unattended or untreated health problems.
- hazardous or unsafe living condition (e.g., improper wiring, no heat or running water).

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- unsanitary and unclean living conditions (e.g., dirt, fleas, lice on person, soiled bedding, faecal/urine smell, inadequate clothing).
- an individual's report of being mistreated.

#### **Self-Neglect.**

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.
- hazardous or unsafe living conditions.
- unsanitary or unclean living quarters (e.g., animal/insect infestation, no functioning toilet, faecal or urine smell).
- inappropriate and/or inadequate clothing, lack of the necessary medical aids.
- grossly inadequate housing or homelessness.
- inadequate medical care, not taking prescribed medications properly.

#### **Exploitation.**

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.
- adding additional names on bank signature cards.
- unauthorized withdrawal of funds using an ATM card.
- abrupt changes in a will or other financial documents.
- unexplained disappearance of funds or valuable possessions.
- bills unpaid despite the money being available to pay them.
- forging a signature on financial transactions or for the titles of possessions.
- sudden appearance of previously uninvolved relatives claiming rights to a vulnerable adult's possessions.
- unexplained sudden transfer of assets to a family member or someone outside the family.
- providing services that are not necessary.
- individual's report of exploitation.

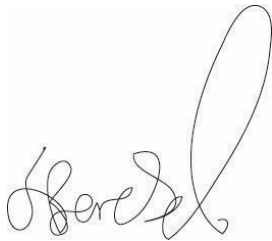
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### 13 Legal Framework

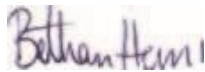
This policy complies with the following legislation and guidance:

- The Children Act 1989 and 2004
- The Care Act 2014
- Working Together to Safeguard Children 2018
- The Equality Act 2010
- GDPR (General Data Protection Regulation)

### 14 Approval



Jon Beresford



Beth Hewis



Amanda Richardson



David Otieno