



# Safeguarding Policy

**Version:** 1.0

**Approved:** January 2025

**Review due:** January 2026

## Version control

Version	Amendment(s)	Date approved

## 1. Introduction

Friends of Berrycroft (FoB) is committed to safeguarding the welfare of all individuals who come into contact with our services, particularly vulnerable adults and children. We recognise that safeguarding is everyone's responsibility, and we are dedicated to promoting a culture of safety and respect.

## 2. Purpose

This policy outlines our approach to safeguarding, aiming to:

- Prevent harm to children, young people, and vulnerable adults.
- Promote the well-being and safety of all individuals who engage with the charity.
- Provide clear guidelines for all staff, volunteers, and trustees to follow in safeguarding matters.

## 3. Scope

This policy applies to all staff, volunteers, trustees, and anyone working on behalf of FoB, including external partners, contractors, and anyone in direct contact with those we support.

## 4. Definitions

- **Child:** Anyone under the age of 18.
- **Vulnerable Adult:** An adult who may be at risk of harm due to their age, illness, disability, or other circumstances.
- **Safeguarding:** Protecting children and vulnerable adults from abuse, neglect, and exploitation.

## 5. Safeguarding Principles

- **Zero Tolerance:** FoB has a zero-tolerance approach to any form of abuse or exploitation.
- **Respect and Dignity:** All individuals will be treated with respect, dignity, and fairness.
- **Confidentiality:** Any safeguarding concerns will be handled confidentially and in accordance with data protection laws.
- **Prevention:** We aim to create safe environments to prevent harm and abuse.
- **Training and Support:** All staff and volunteers will receive appropriate safeguarding training.

## 6. Responsibilities

Trustees:

- Ensure safeguarding policies are in place and regularly reviewed.
- Promote a culture of safeguarding across the organisation.
- Ensure adequate resources and training are available for staff and volunteers.

Designated Safeguarding Lead (DSL):

- Act as the first point of contact for anyone with concerns about a child or vulnerable adult's safety, taking appropriate action based on the severity of the concern.
- Maintain accurate and up-to-date records of safeguarding concerns, actions taken, and communications with external agencies, ensuring confidentiality and compliance with data protection laws.
- Make referrals to appropriate statutory agencies (e.g., local safeguarding boards, police, or social services) when necessary, and follow up to ensure timely action is taken.
- Ensure that all staff, volunteers, and trustees are appropriately trained in safeguarding policies and procedures, and provide ongoing support in handling safeguarding concerns.
- Assist in the development, implementation, and review of safeguarding policies and practices to ensure they are up to date and effective.
- Regularly review safeguarding procedures and incidents to ensure compliance with safeguarding legislation and best practices.
- Promote a safeguarding culture, ensuring that all relevant stakeholders (e.g., staff, volunteers, trustees, and volunteers) are aware of their safeguarding responsibilities.

Staff and Volunteers:

- Adhere to safeguarding policies and report any concerns regarding safeguarding or welfare.
- Participate in safeguarding training and development.

## 7. Safeguarding Procedures

### 7.1 Reporting Concerns

If you have concerns about the safety or well-being of a child or vulnerable adult, you must report them immediately to the designated safeguarding lead (DSL). All concerns will be taken seriously and acted upon in accordance with this policy.

### 7.2 Designated Safeguarding Lead (DSL)

The DSL is responsible for handling safeguarding concerns and liaising with statutory authorities (e.g., local safeguarding boards, the police). The DSL's contact details are:

**Name:** Phillip Clayton

**Role:** Secretary, Friends of Berrycroft

**Phone:** 01296 310940

**Email:** [secretary@friendsofberrycroft.org](mailto:secretary@friendsofberrycroft.org)

### 7.3 Procedure for Reporting

- Record your concern (what you saw/heard) as soon as possible.
- Report the concern to the DSL immediately.
- If the DSL is unavailable, report the concern to another senior staff member or trustee.
- In case of immediate danger or risk, contact emergency services (999) and then inform the DSL.

### 7.4 Responding to Concerns

- **Immediate Risk:** If there is an immediate risk of harm, contact emergency services (999) immediately.
- **Investigation:** The DSL will assess the concern, decide whether further investigation is needed, and take appropriate action, including referral to statutory agencies if required.
- **Confidentiality:** Information regarding safeguarding concerns should only be shared with those who need to know (e.g., statutory agencies). Staff and volunteers should not share concerns with anyone else without permission.

## 8. Safer Recruitment

We are committed to safer recruitment practices, ensuring that all individuals employed or volunteering with FoB are appropriately vetted, including:

- Enhanced Disclosure and Barring Service (DBS) checks for all staff and volunteers working closely with vulnerable individuals.
- References checked and verified.
- Safeguarding training provided before working with vulnerable people.

## 9. Training and Awareness

All staff, volunteers, and trustees will receive regular safeguarding training to help them identify and respond to concerns. Training will include:

- Recognising the signs of abuse or neglect.
- Knowing how to report concerns.
- Understanding the safeguarding policy and procedures.

## 10. Underpinning Legislation

This safeguarding policy is underpinned by key UK legislation and guidance, ensuring compliance with statutory safeguarding requirements. Relevant legislation includes:

- **Children Act 1989 & 2004**  
These Acts outline the duty of care owed to children, establishing safeguarding procedures and requiring local authorities to investigate concerns about child welfare.
- **Safeguarding Vulnerable Groups Act 2006**  
This Act created the Disclosure and Barring Service (DBS) and outlines the responsibilities of organisations in preventing unsuitable people from working with vulnerable individuals.
- **The Care Act 2014**  
This Act places duties on local authorities to safeguard adults at risk of abuse or neglect. It defines the roles of professionals and organisations in ensuring the safety of vulnerable adults.
- **The Children and Families Act 2014**  
This Act emphasizes the duty to safeguard children in all settings, particularly those with special educational needs and disabilities (SEND), ensuring their safety and well-being.

- **Working Together to Safeguard Children (2018)**  
A guidance document outlining the legal requirements and procedural steps for safeguarding children in the UK, including the roles of different agencies in safeguarding and promoting the welfare of children.
- **The Protection of Freedoms Act 2012**  
This Act includes provisions on safeguarding children and vulnerable adults, as well as measures for preventing abuse.
- **Data Protection Act 2018 (GDPR)**  
Ensures that any personal data shared as part of safeguarding procedures is handled securely, with full respect for privacy and confidentiality.
- **Human Rights Act 1998**  
Provides a framework for respecting individuals' rights to life, dignity, and freedom from inhumane treatment, which aligns with safeguarding principles.

## 11. Review and Monitoring

This policy will be reviewed regularly to ensure it remains up-to-date and in line with current legislation and best practice. The safeguarding procedures will also be monitored to ensure they are followed consistently.

## 12. Contact Information

For any safeguarding-related queries, please contact:

**Designated Safeguarding Lead (DSL):** Phillip Clayton, 01296 310940,  
secretary@friendsofberrycroft.org

## 13. Conclusion

Friends of Berrycroft is committed to creating and maintaining a safe and supportive environment for all individuals. By working together, we can protect those who are most vulnerable and promote their safety and well-being.

## 14. Policy Approval

This Safeguarding Policy is approved by the Board of Trustees of Friends of Berrycroft and is effective from the date below.

Approved by: (Signature)

A handwritten signature in black ink, appearing to be 'JHarris', written in a cursive style.

Approved by: (PRINT NAME)

Jacqueline Harris

Chair of Trustees, Friends of Berrycroft

Date: \_\_\_\_\_26/01/2025\_\_\_\_\_