

# WARE CHARITIES POLICY

## Safeguarding Policy

<b>What is in the Policy?</b>	Outlines who are classed as vulnerable people. Forms of abuse. Responsibilities of Staff, Trustees and Volunteers. Actions and preventions that should be taken.
<b>Date Adopted</b>	<b>4<sup>th</sup> December 2024</b>
<b>Review Date</b>	<b>December 2027</b>

For more information please contact: [chairwarecharities@gmail.com](mailto:chairwarecharities@gmail.com)

## **1 Statement**

- 1.1 Ware Charities considers it the duty of staff, trustees and volunteers to protect vulnerable adults and children with whom they come into contact from abuse.

## **2 Introduction**

- 2.1 Ware Charities is involved in providing grants to individuals via third parties and organisations directly in line with its charitable objectives.
- 2.3 Ware Charities has obligations to strive to protect vulnerable adults and children who it may believe to be abused or at risk of abuse or neglect.
- 2.4 The policy and procedures have been developed to assist staff, trustees and volunteers in acting on reported or suspected abuse.

### **Definition of Vulnerable adults and children.**

A vulnerable adult is any person aged 18 or over who is or may need community care services because of disability, age, or illness, and who:

- is or may be unable to take care of themselves, or
- is unable to protect themselves from significant harm or exploitation.

Vulnerable adults could include older people, people with a visual or hearing impairment, physical disability, learning disabilities or mental health problem and people living with life limiting illness.

Ware Charities fully accepts and promotes the principle enshrined in the Children Act 1989 that the welfare of the child is paramount.

### **What is abuse?**

Abuse is a violation of an individual's human and civil rights by another person or persons.

- It may consist of a single act or repeated acts.
- It may be planned or unplanned.
- It may be the result of deliberate intent, negligence, or ignorance.
- It may happen when a vulnerable adult or child is persuaded to enter a transaction to which they have not consented or cannot consent.

**Abuse can take many forms:**

- Physical abuse – for example, hitting, pushing, shaking, over medicating or otherwise causing physical harm
- Sexual abuse – for example, unwanted touching, kissing or sexual activity. Or where the vulnerable adult cannot or does not give their consent
- Psychological / emotional abuse - including verbal abuse, intimidation, isolation, humiliation, bullying or the use of threats.
- Financial abuse – theft, exploitation, the illegal or improper use of a person's money, property, pension book, bank account or other belongings.
- Neglect - the repeated deprivation of help that a vulnerable adult needs which, if withdrawn, will cause him or her to suffer.
- Discriminatory abuse - Including racist or sexist abuse, and abuse based on a person's disability, and other forms of harassment, slurs, or similar treatment.

**Where can abuse happen?**

Abuse can take place in any setting:

- In their own home
- In someone else's home
- In a residential or nursing home
- In a day centre, adult education centre or other establishment
- In a hospital or GP surgery
- At work
- In a public place
- School or other establishment for children.

**Who abuses?**

The person responsible for the abuse is often well known to the adult being abused. They may be:

- A relative, friend or neighbour
- A paid or volunteer carer
- A professional worker
- Another resident or service user
- An occasional visitor or service provider

**5 Responsibilities of Staff, Trustees and Volunteers**

- 5.1 Paid staff, trustees and volunteers have a responsibility to be aware and alert to signs that all is not well with a vulnerable person. However, they are not responsible for diagnosing, investigating, or providing a therapeutic response to abuse. In addition, not all concerns relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what is known about the vulnerable person and his or her circumstances. No action should be taken without discussion with other trustees and the Chair of Trustees.

## **6 Disclosure of Abuse**

- 6.1 If a vulnerable person discloses that they are being abused or any service user discloses that they are involved in abuse of a vulnerable person, action should continue as in Section 8. All action must proceed urgently and without delay.

## **7 Suspicion of Abuse**

- 7.1 There may be circumstances when a volunteer, trustee or member of staff suspects that a vulnerable person is being abused or neglected.
- 7.2 It is vital that any anyone who suspects a vulnerable person is being neglected or abused discusses the situation immediately with another trustee and the Chair of Trustees. Action should continue as in Section 9.

## **8 Action on Disclosure of Abuse**

- 8.1 There should always be the opportunity to discuss welfare concerns with and seek advice from colleagues, and other agencies, but:
- Never delay emergency action to protect a vulnerable person.
  - Always record in writing concerns about a vulnerable person welfare, whether further action is taken
  - Always record in writing discussions about a vulnerable person welfare.
  - At the close of discussion, always reach clear and explicit recorded agreement about who will be taking what action, or that no further action will be taken.
- 8.2 At all times action must proceed urgently.
- 8.3 A staff member, trustee or volunteer informed of abuse should remind the individual that Ware Charities cannot guarantee confidentiality where a vulnerable person is at risk of abuse or further abuse.

- 8.4 Volunteers should consult with the staff member co-ordinating their service before taking any action.
- 8.5 Additionally, all action taken following a disclosure of abuse should be discussed in advance with the Chair of Trustees.
- 8.6 In circumstances where an individual declines to disclose, despite some work having been done towards disclosing, it may be necessary to report the alleged abuse without the individual's agreement. In these circumstances, the individual must be notified in advance of the decision to report to social services.
- 8.7 Any staff member or trustee may report a disclosure of abuse to social services irrespective of the opinion of other staff.
- 8.8 It is important for staff, trustees, and volunteers to make written records of any incidents or concerns that they have as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with the vulnerable person using the same language the vulnerable person used especially names used for body parts or sexual acts.
- 8.9 Full written records must be maintained of all disclosures and actions following disclosure.

## **9 Action on Suspicion of Abuse**

- 9.1 There should always be the opportunity to discuss welfare concerns with and seek advice from colleagues, and other agencies, but:
- Never delay emergency action to protect a vulnerable person
  - Always record in writing concerns about a vulnerable person's welfare, whether further action is taken
  - Always record in writing discussions about a vulnerable person's welfare.
  - At the close of discussion, always reach clear and explicit recorded agreement about who will be taking what action, or that no further action will be taken.
- 9.2 At all times action must proceed urgently.
- 9.3 Volunteers should consult with the staff member co-ordinating their service before taking any action.
- 9.4 Additionally, all action taken following suspicion of abuse should be discussed in with the Chair of Trustees.

- 9.5 In all cases of suspected abuse the trustees, volunteers and staff members should discuss whether issues relevant to different cultures and lifestyles have any bearing on the matter.
- 9.6 As an organisation Ware Charities welcomes the fact that people and lifestyles are diverse and does not make judgements about the acceptability or otherwise of lifestyles. However, it is important that this philosophy does not stand in the way of the organisation's responsibility to protect vulnerable people from harm.
- 9.7 Any staff member or trustee may report a suspicion of abuse to social services irrespective of the opinion of other staff.
- 9.8 It is important for staff, trustees, and volunteers to make written records of any incidents or concerns that they have as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with the vulnerable person using the same language the vulnerable person used especially names used for body parts or sexual acts.
- 9.9 Full written records must be maintained of all disclosures and actions following disclosure.

## **10 Making a Referral**

- 10.1 Social services departments have been designated as the lead agencies with responsibility for co-ordinating a response to allegations or concerns of abuse.
- 10.2 Each of Ware Charities staff members, trustees have the responsibility of informing the relevant social services department of concerns over the abuse or neglect of vulnerable persons. Detailed referral arrangements may differ between localities and, therefore, trustees should ensure that they have up-to-date referral information for their locality.
- 10.3 Trustees should work within the following timescales for reporting allegations or suspicions of abuse:
- Immediate if the vulnerable person is at risk of serious physical harm, or a serious criminal act has taken place, and evidence will need to be kept safe
  - Within 24 Hours if it relates to a specific incident which is, or may be still going on, or may happen again
  - Within 7 Days if it is a more general concern, which does not indicate immediate harm.

## **11 Support to Staff, trustees and Volunteers**

- 11.1 Ware Charities will support staff, trustees, and volunteers in these circumstances. If the social services department need further involvement from staff or volunteers following a report of abuse, the Chair of Trustees will discuss with the social services department the nature of their needs and how they might be met.

## **12 Allegation of Abuse Made Against a Staff Member, Trustee or Volunteer**

- 12.1 Staff, trustees and volunteers may be subject to abuse allegations. Ware Charities will offer support in these circumstances, but the social services department will be assisted in their investigation and the disciplinary procedure may be implemented.

## **13 Confidentiality**

- 13.1 Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated according to Data Protection requirements. Information will be stored securely in locked storage with limited access to designated people only. Any electronic data concerning the case will be password protected.

## **14 Grant applications**

- 14.1 Ware Charities will not support applications from organisations that do not have a Safeguarding policy.
- 14.2 In the event of serious concerns about safeguarding in an organisation supported by Ware Charities funding may be withdrawn.

## **15 Photographs of Children**

- 15.1 We sometimes take or use photographs or video footage for publicity purposes. These images may appear in our printed publications and publicity materials, on our website, or both. We will seek permission from parents / guardian directly or through third party organisations that we support.

## 16. Contacts

Ware Charities has an appointed individual who is responsible for dealing with any safeguarding concerns. In their absence, a deputy will always be available for to consult with.

The named persons for Safeguarding are:

<b>Named Person for Safeguarding:</b>	
<b>Work telephone number:</b>	
<b>Mobile number:</b>	
<b>Emergency contact no:</b>	
<b>Deputy Name of contact person:</b>	
<b>Work telephone number:</b>	
<b>Mobile number:</b>	
<b>Emergency contact no:</b>	

Hertfordshire County Council Adult Social Services – to report a concern	0300 123 4042
HERTFORDSHIRE County Council Children’s Services	0300 123 4043 (including out of hours)
Police Safeguarding Adults and Children from Abuse Team	101 (Or in an emergency 999)
NSPCC	0808 800 5000 Email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>

### Other useful contact information

The Forced Marriage Unit (FMU) provides advice and guidance for British nationals being forced into marriage overseas:

<http://www.fco.gov.uk/en/travel-and-living-abroad/when-things-go-wrong/forced-marriage/>

The FMU also provides expert advice to professionals, especially those confronted by it for the first time. Tel: **0207 008 0151**



<http://www.muslimparliament.org.uk/marriage.htm>

**For eSafety support and guidance - please contact 01438 843350**

**Churches Child Protection Advisory Service (CCPAS)** is an independent body providing safeguarding advice not only to Christian, but to any other faith community [www.ccpas.co.uk](http://www.ccpas.co.uk)

#### **Useful Leaflets and Links**

- [BullyingUK](#)

## Appendix 1 –Reporting a Concern Form

### Strictly Confidential

Please print clearly.

Full name of the Child:		DOB	
Address:			
Name(s) of parent(s) / carer(s)			

About the incident				
Time	Date	Location	People involved	What role did they play (affected person / participant / witness)

Describe the incident as fully as you can in your own words. If a child made a disclosure or allegation to you record in their words where possible. Attach additional sheets where necessary


About the person filling out this form:			
Your full name:		Your role in the organisation	
Your address			
Your telephone number			
If you referred this directly to Children School and Families or the Police please state why, include the name of the worker / officer you spoke to and the date / time			
Date you sent this form to your Named person for Safeguarding			

## **Appendix 2 – Image consent form for use by staff, trustees, and volunteers**

We sometimes take photographs or video footage for publicity purposes. These images may appear in our printed publications and publicity materials, on our website, or both.

We may also send the images to the news media, who may use them in printed publications and on their website and store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, or on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

The images we take will be of activities that show the children / organisation in a positive light. The images will not be associated with negative, distressing, or sensitive issues to do with an individual's welfare or that may cause offence or embarrassment. It is the responsibility of the senior staff to ensure that consent is obtained from parents/guardians/social workers, and that children who are at risk or cannot have their photograph taken for legal or social reasons, are not in the photograph.

*Please note that our websites can be viewed throughout the world, not just in the United Kingdom where UK law applies. In giving your consent, you understand that the photos may be used in both printed and electronic form.*

We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers, or for any consequences arising from publication.

**To give your consent, please answer the questions below, then sign and date the form where shown and fill in any other relevant information.**

1. May we use your image(s), or those of your child(ren) if under 18, in our publicity material, including printed publications, video recordings and on our website (delete if this does not apply)?

**Yes / No**

2. We sometimes send publicity material about our services, including photographs where appropriate, to the news media and partner organisations, who may use the image in printed and/ or electronic form and then store it in their archive. Can we use your photograph, or your child's, in this way?

**Yes / No**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please print your name:

If applicable, please print your job title:

Please print your child (ren)'s name(s) clearly:

Child 1: \_\_\_\_\_

Child 2: \_\_\_\_\_

Child 3: \_\_\_\_\_

Child 4: \_\_\_\_\_

Child 5: \_\_\_\_\_

**FOR INTERNAL USE**

**Event and location:**

**Photographer's name:**

**Contact details for person photographed (if needed):**

Review Summary:

Date	Update
4 <sup>th</sup> December 2024	Approved by Trustee board