



## **FESP Safeguarding Policy**

### **Purpose**

Our charitable activities include working with vulnerable people. The purpose of this policy is to protect them and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

### **Lead Trustee**

A lead trustee will be appointed to provide oversight of safeguarding and to lead on any incident investigation and reporting.

Lead Trustee (Designated Safeguarding Lead):

**Name: Mrs Janet Dixon    Contact Details: 07799 893148    [janetdixon40@gmail.com](mailto:janetdixon40@gmail.com)**

Our designated safeguarding lead is a trustee and highly experienced former Headteacher with current Level 3 Safeguarding training.

### **Applicability**

This policy applies to anyone working on our behalf, including our trustees and other volunteers.

Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work. These include, but are not limited to other [UK regulators](#), if applicable.

Safeguarding should be appropriately reflected in other relevant policies and procedures.

### **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.

## **Types of Abuse**

Safeguarding means protecting people's health, wellbeing and rights so everyone – can live free from abuse harm and neglect.

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.

## **Reporting Concerns**

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.

If you are a beneficiary, or member of the public, make your concerns known to a member of our team, who will alert a senior member of the charity.

For members of the charity, make your concerns known to your supervisor. If you feel unable to do so, speak to a trustee.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of [Serious Incident Reporting](#) and, if applicable, other regulator. They are aware of the Government [guidance on handling safeguarding allegations](#).

## **Responsibilities**

This safeguarding policy will be reviewed and approved by the Board of trustees annually.

Trustees are aware of and will comply with the Charity Commission guidance on [safeguarding and protecting people](#) and also the [10 actions trustee boards need to take](#) to ensure good safeguarding governance.

A lead trustee will be given responsibility for the oversight of all aspects of safety, including whistleblowing and H&SW. This will include:

- Creating a culture of respect, in which everyone feel safe and able to speak up.
- An annual review of safety, with recommendations to the Board.
- Receiving regular reports, to ensure this and related policies are being applied consistently.
- Providing oversight of any lapses in safeguarding.
- And ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.

- Leading the organisation in way that makes everyone feels safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
- Planning programmes/activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.
- Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up-to-date.
- 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.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- Making staff, volunteers and others aware of:
  - o Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
  - o 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).

### **Fundraising**

We will ensure that:

- We comply with the [Code of Fundraising Practice](#), including [fundraising that involves children](#).
- Staff and volunteers are made aware of the Institute of Fundraising guidance on [keeping fundraising safe](#) and the NCVO Guidance on [vulnerable people and fundraising](#).
- Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- We do not either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
- We are sensitive to any particular need that a donor may have.

### **Online Safety**

We will identify and manage online risks by ensuring:

- Volunteers, staff and trustees understand how to keep themselves safe online. We may use high privacy settings and password access to meetings to support this.
- The online services we provide are suitable for our users. For example, use age restrictions and offer password protection to help keep people safe.
- The services we use and/or provide are safe and in line with our code of conduct.
- We protect people’s personal data and follow data protection legislation.
- We have permission to display any images on our website or social media accounts, including consent from an individual, parent, school, etc.
- We clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process. If you are unsure, you can contact one of [these organisations](#), who will help you.
- We have adopted and comply with the [Charity AI Ethics & Governance Framework](#).

### **Working With Other Organisations**

In working with other organisations, including any grant making, we will comply with [Charity Commission guidance](#) by carrying out relevant due diligence and having a written agreement that sets out:

- Our relationship.
- The role of each organisation.
- Monitoring and reporting arrangements.

### **Prevention of abuse**

#### **Promoting Safeguarding within Furness Education and Skills Partnership**

To assist in the prevention of abuse:

- We have appointed a Designated Safeguarding Lead;
- We ensure all staff and trustees hold DBS certificates
- All trustees, paid staff and volunteers attend regular ongoing safeguarding training appropriate to their role;
- All trustees paid staff and volunteers receive an induction, which includes information on all the organisation’s policies and procedures.

### **Safe Recruitment & Selection**

Furness Education and Skills Partnership aims to ensure that staff and volunteers are suitable for their roles and do not pose a risk to others through safer recruitment practices as well as



supervision and training once individuals join the organisation. Furness Education and Skills Partnership ensures that all potential new staff, volunteers and trustees;

- **Complete an application form or a letter of application.** This includes: address, evidence of relevant qualifications, paid work and voluntary work experience and all criminal convictions;
- **Provide two pieces of identification which confirm both identity and address;**
- **Undergo an interview** (formal or informal) involving at least two interviewers;
- **Provide at least two references** which are followed up before a post is offered. One reference is from the last employer or an organisation that has knowledge of the applicant's work.

If undertaking a regulatory activity or if their post is eligible, staff and volunteers must consent to a **Disclosure and Barring Service check** and sign up to the update service and agree to Furness Education and Skills Partnership requesting an annual update. Furness Education and Skills Partnership understands that:

- A person who is barred from working with children or vulnerable adults is breaking the law if they work or volunteer, or try to work or volunteer with these groups;
- An organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law;
- If our organisation dismisses a member of staff or volunteer because they have harmed a child or vulnerable adult, or would have done so if they had not left, we must make referral to the Disclosure and Barring Service (<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>).

### **Management & Support of Paid Staff & Volunteers**

Furness Education and Skills Partnership has the following items in place for managing its staff and volunteers:

- All staff and volunteers are provided with a job description (paid staff) or a role description (volunteers) outlining their main responsibilities. This includes a requirement to comply with the Safeguarding Policy;
- All paid staff and volunteers complete a role review at the end of their induction period before being confirmed in post. Inductions will be completed within 6 months;
- All paid staff are provided with supervision opportunity by their line manager;
- All volunteers are provided with regular support sessions;
- Furness Education and Skills Partnership disciplinary and grievance procedures are implemented for all paid staff, which comply with the ACAS Code of Practice;
- All trustees, paid staff and volunteers attend regular ongoing safeguarding training appropriate to their role;

- All trustees paid staff and volunteers receive an induction, which includes information on all the organisation's policies and procedures.

### **Code of Conduct**

We expect all staff to abide by Furness Education & Skills Partnership's code of conduct in all aspects of their work. Any breach of this code of conduct will be taken seriously and should be reported to the Designated Safeguarding Lead.

We have a Code of Conduct policy in place for:

- Trustees
- Staff and volunteers

### **Training**

Furness Education and Skills Partnership will promote awareness of Safeguarding issues, to its trustees, staff, volunteers, broader membership and services users as appropriate. Trustees, staff and volunteers, all receive Safeguarding training appropriate to their role.

For all staff who are working or volunteering, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in Safeguarding;
- Recognise someone potentially in need of safeguarding and take action;
- Understand the procedures for making a safeguarding alert;
- Understand dignity and respect when working with individuals;
- Have knowledge of policy, procedures and legislation that supports safeguarding activity.

### **Reporting procedures**

The following procedure refers to abuse or suspicion of abuse of that staff and volunteers become aware of during their work with Furness Education and Skills Partnership.

Any member of staff or volunteer who becomes aware that a person is or is at risk of, being abused or has safeguarding needs should raise the matter immediately with their supervisor /or with the designated safeguarding lead.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no member staff or volunteer should assume that someone else will pass on information which they think may be critical to the safety and wellbeing of the individual.



If you become aware of any safeguarding concerns:

- Listen and provide re-assurance to the individual.
- Clarify the basic facts but do not investigate or try to address the concerns yourself.
- Never agree to keep secrets. All staff and volunteers are required to report any concerns of harm, abuse or exploitation to the relevant staff in Furness Education & Skills Partnership.
- Inform Furness Education & Skills Partnership's Designated Safeguarding Lead (DSL) as soon as is reasonably possible.

### **Child Protection**

If at any time you become concerned that a Child might be at risk you need to follow the Child Protection Procedure outlined in Furness Education and Skills Partnership Safeguarding Policy.

Contact the designated safeguarding leads or if you cannot contact them go straight to the Cumbria Local Safeguarding Children Board, telephone: 0333 240 1727.

**Or if a child is in immediate danger of being harmed, the police should be called on 999.**

### **Adult Protection**

Furness Education and Skills Partnership will:

- Inform the adult of the action we propose to take;
- Seek their agreement for any referral;
- Ensure that they are kept informed about what will happen next, so they can be reassured about what to expect;
- Endeavour to ensure that they are safe and supported before proceeding with any other action;
- Inform the adult if Furness Education and Skills Partnership are planning to seek advice from or report concerns to an external agency.

### **Reporting**

Report abuse or neglect by telephone or email using the details below.

#### **Local Adult Social Care Offices (updated 23/03/2020)**

Opening Hours: Mon – Thurs: 9am – 5pm; Friday 9am – 4.30pm

Out of these hours please call: 01228 526690

#### **Allerdale**

West Cumbria House, Jubilee Road, Workington CA14 4UB

Tel: 0300 303 4589

Keswick: See EDEN below

#### **Carlisle**



3rd Floor, Cumbria House, 117 Botchergate, Carlisle, CA1 1RD.  
Tel: 0300 303 3249

### **Copeland**

Blencathra House, Tangier Street, Whitehaven, CA28 7UW.  
Tel: 0300 3033589

### **Eden**

Adult Social Care, PO Box 224, Penrith, CA11 1BP.  
Tel: 0300 303 3249

### **Furness**

4th Floor, Craven House, Michaelson Road, Barrow in Furness, LA14 1FD.  
Tel: 0300 303 2704

### **South Lakes**

Bridget Mills, Kendal, LA9 4UB.  
Tel: 0300 3032704

The Area Contact will pass on reported concerns to the Cumbria Safeguarding Adults Team who will make a decision regarding the best course of action. In certain circumstances another appropriate authority may need to be involved, e.g. Adult Social Care, Police, Health and Safety Executive, etc. If this is the case their involvement will be coordinated by the Cumbria Safeguarding Adults Team.

For emergencies **outside normal office hours**, please contact the Emergency Duty Team (Adult Social Care) **01228 526690**.

### **There are some cases that require an urgent response**

- If you suspect a serious criminal act has taken place, telephone 999. Tell them if you think it might be adult abuse.
- If the individual is injured seek immediate medical treatment. Tell the ambulance personnel or A&E staff that this is a potential abuse situation.

### **Recording**

A written record must be kept in regard to any concern regarding safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken.

The recordings must be signed and dated. All records must be securely and confidentially filed.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 25<sup>th</sup> September 2024

Signed: 

Name: Jayne Moorby  
Chair of the board of trustees

### **Statutory Guidance**

[Gov.UK – The role of other agencies in safeguarding](#)

[CC: Infographic; 10 actions trustees need to take.](#)

[CC: Safeguarding duties of charity trustees](#)

[CC: Safeguarding - policies and procedures](#)

[CC: How to protect vulnerable groups](#)

[CC: Managing online risk.](#)

### **Useful Links**

[NCVO: Online safeguarding resources.](#)

[NSPCC: Writing a safeguarding policy](#)

### **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).
- 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.