



Safeguarding Policy for Family Holiday Charity

1. Policy Statement

At Family Holiday Charity (FHC) we believe that everyone has the right to live free from abuse of any kind.

We have a responsibility to do the very best we can to keep children and adults safe, including adults at risk¹ and our own teams, and we are committed to protecting children and adults in all of our activities. We will do everything in our power to ensure children and adults who come into contact with FHC in any capacity, are safeguarded. Safeguarding is central to our values, sitting alongside and within our commitment to place inclusion at the heart of all we do.

This policy applies to all trustees, employees and volunteers, referrers and holiday and day trip providers, henceforth to be referred to as employees and associates, in relation to both in-person, verbal, online and digital activities and is based on the following principles:

- Safeguarding and promoting well-being and welfare means protecting the rights of adults to live in safety, free from abuse and neglect and protecting children from maltreatment; preventing impairment of health or development; ensuring they are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable them to have the best outcomes.
- Safeguarding is everyone's business.
- The welfare of children and adults is paramount.
- A child is anyone under the age of 18.
- All people, regardless of age, ability, gender, racial heritage, religious belief, sexual orientation, culture or identity, have a right to equal protection from all types of harm or abuse and no person or group of people should be treated less favourably than others in being able to access services which meet their particular needs.
- Some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, disability, age or other factors.
- Working in partnership with children and adults at risk, and parents, carers and other agencies where relevant, is essential in promoting their welfare.
- Children, parents and carers will be informed of the safeguarding policy and procedures as appropriate.
- All concerns, and allegations of abuse will be taken seriously by FHC and responded to appropriately. If the alleged victim is a child this may require a referral to children's social care services; the Local Authority Designated Officer (LADO) for allegations against an employee or associate; and in emergencies, the police. If the alleged victim is an adult at risk this may require a referral to adults' social care.
- We have a commitment to safer recruitment, selection and vetting that includes proportionate checks where relevant into the eligibility and the suitability of all employees and associates who have direct or indirect contact with children or adults at risk.
- In the case of trustees, because of their position within the charity, FHC will obtain the appropriate Disclosure & Barring check. This goes beyond circumstances where the trustee comes into contact with children.
- We have a complaints procedure which is an open and well publicised way in which adults and children can voice concerns about unacceptable and/or abusive behaviour.
- FHC values freedom of speech as a fundamental right underpinning our society's values but recognises that free speech is not an unqualified privilege and must be subject to laws and policies governing equality, human rights, community safety and community cohesion. FHC will not work with any group or organisation proscribed by HM Government



https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/901434/20200717_Proscription.pdf

The safeguarding policy should be read in conjunction with all other relevant policies and procedures, as set out in Appendix Three.

FHC will follow the London Borough of Southwark's local procedures in relation to all safeguarding/child protection/adult at risk matters.

Code of Conduct

We will seek to keep children and adults safe by:

- Valuing them, listening to and respecting them.
- Keeping them, their safety and wellbeing at the centre of everything we do.
- Adopting safeguarding practices through our procedures and policies.
- Providing effective management for staff and volunteers through supervision, support and training.
- Sharing good practice and information about child protection and protection of adults at risk as appropriate with employees and associates.

2. Policy Purpose

The purpose of this policy is to:

- protect children and adults who come into contact with FHC in the course of its work.
- provide all employees and associates with the overarching principles and procedures that guide our approach to safeguarding.

If you are unsure what this policy means, or how it relates to you, please contact the Designated Safeguarding Lead: Jax Shaw, Experiences & Impact Director

3. Scope of the policy

This policy has been developed in accordance with the requirements and principles established by the relevant legislation and statutory guidance in England and sets out the responsibilities of employees and associates of FHC.

We will treat any breach of this policy very seriously. For those who work for us, failure to follow this policy could lead to disciplinary action, which may ultimately result in dismissal. For those who work with us, we reserve the right to immediately terminate their contract and, for trustees, to require them to immediately cease being a trustee.

All safeguarding concerns and allegations of abuse will be taken seriously.

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4. Safeguarding roles at FHC

All those who work for or with FHC share the responsibility for safeguarding but there are individuals within FHC with specific safeguarding responsibilities. The details of their specific roles are set out in Appendix Four.

Designated Safeguarding Lead: Jax Shaw, Experiences & Impact Director

Deputy Designated Safeguarding Lead: Mags Rivett, Income & Engagement Director

Trustees with responsibility for Safeguarding: Julie Tucker

5. What you should do to safeguard children and adults

You must:

- Be aware of situations which may present risks to children and adults, particularly adults who are at risk of harm.
- Risk assess, plan and organise your work so as to minimise these risks.
- Always be visible to others if working with children and adults at risk. There should never be a situation in which anyone employed by, representing, volunteering with, or working with FHC in any way is alone face to face with a child or adult at risk.
- Staff should also always be accompanied at all times by an appropriate individual (e.g. a referrer, relative, carer or teacher) when interacting with children or adults at risk.
- Feel confident about your understanding of the safeguarding policy and procedures at FHC, and know that any questions you ask will be welcomed.
- Sign up to the safeguarding policy, as a requirement of your contract.

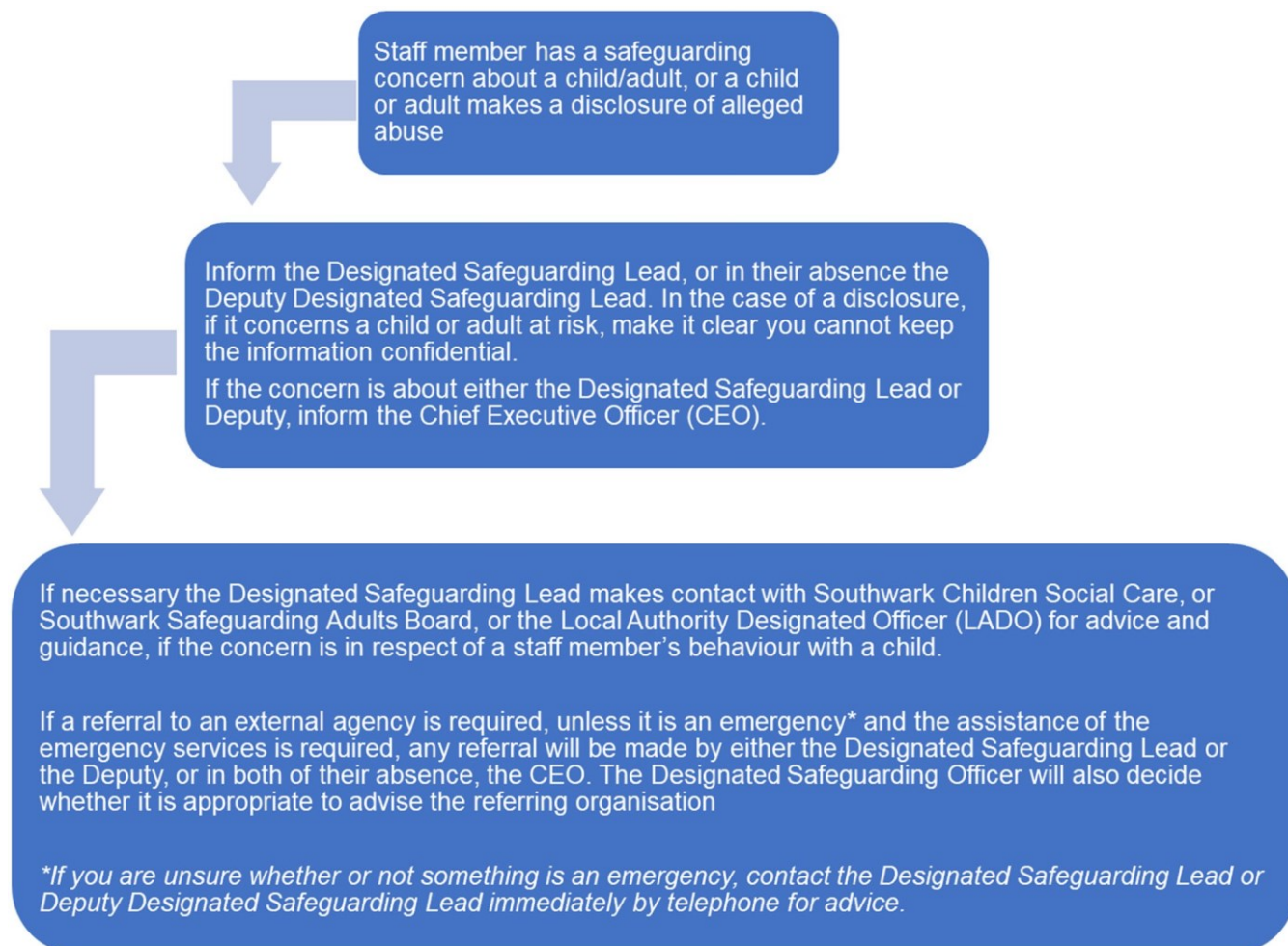
6. The reporting process

If you have a safeguarding concern about a child or adult, or a child or adult makes a disclosure of possible abuse to you, or you have a concern a member of staff, trustee, volunteer, contractor or equivalent, may be abusing a child or adult –follow the flowchart and fill in a Safeguarding Concern Reporting Form.

If you have a concern, please share it using this reporting process – you don't have to wait until there is an incident. The information you provide will always be acted on appropriately.



What to do if you have a safeguarding concern



7. Escalating Concerns

It is important to note that if you raise a safeguarding concern or pass on an allegation, you have a responsibility to ensure your concern is addressed to your satisfaction.

Therefore, if you feel that your concern has not been addressed to your satisfaction by the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, you should escalate the matter to the CEO and then, if necessary, to the Trustee with responsibility for safeguarding.

For further information, see:

<https://safeguarding.southwark.gov.uk/policies-procedures-guidance/policies-children/>

Remember

If you are worried, do something about it, and you will always be protected by the law if you are following the reporting process set out in this policy and you are sharing information in good faith that you think someone is being abused.



8. Safeguarding in the Online and Digital Space

FHC recognises the equal importance of safeguarding in the online and digital space. It is our policy to apply the same rigorous level of safeguarding protection to our online and digital work as our in-person work.

What do we mean by digital safeguarding?

Digital safeguarding means: 'the protection from harm in the online environment through the implementation of effective technical solutions, advice and support and procedures for managing incidents'.

FHC is committed to the safeguarding and protection of all employees and associates and any other users of our digital services and social media channels, and we apply the same safeguarding principles to FHC's activities whether they are offline or online.

This means protecting our employees and associates from online harms such as:

- Online bullying and harassment
- Sexual exploitation and grooming online
- Discrimination and abuse on the grounds of any protected characteristic
- Sharing of illegal and inappropriate imagery
- Cyberstalking
- Impersonation and hacking
- Disinformation and misinformation
- The oversharing of personal information

What does this section of the policy cover?

This section of the policy specifically covers all FHC's online and digital activities, plus all digital activities undertaken on FHC's behalf at a national level and third-party social media and devices. This includes but is not limited to email; social media channels (such as Facebook, Twitter, YouTube, Instagram, WhatsApp, TikTok, LinkedIn); all blogging platforms; and other digital platforms such as Google Hangouts and Zoom; all ICT devices (including phones) and internet connectivity that is provided by FHC.

This section of the policy explains our approach to protecting trustees and staff. We are constrained by the terms of service of third-party social media providers in our approach. We promote safe use, but we also recognise that some issues will only be able to be handled by the service provider and the user themselves.

FHC's digital safeguarding principles

In order to uphold these principles our trustees and employees and associates must:

- Ensure that social media accounts are set up appropriately.
- Make it clear on personal social media accounts through disclaimers that their views, thoughts and opinions are personal and not reflective of FHC's policies, procedures or guidance.
- Not make any contact with a child or family through private messaging.
- Not follow a child or accept an invitation from a child to connect on social media, that they have met in a professional capacity. For clarity, a child is anyone under the age of 18.

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- Make sure that technical solutions are in place to reduce access to inappropriate content on devices owned or used by FHC. These could be filtering or monitoring software, for example parental controls.
- Ensure the correct permissions are in place before taking and using photographs on mobile devices.
- Manage images and permission in line with FHC's policy and practice around capturing content and the use of images and stories.

We recognise that digital safeguarding is an important part of all our work, and we are committed to always delivering best practice.

We will:

- Ensure all our activities support all of our trustees, employees, associates and beneficiaries to stay safe online.
- Use best practice digital safeguarding for technical solutions, processes and procedures.
- Follow our safeguarding procedures when a digital safeguarding incident occurs.
- Support and train appropriate trustees, employees and associates in digital safeguarding.

9. Training

It is essential that all FHC employees and associates understand what "safeguarding" means, who it relates to, how to put protective measures in place and know how to report any concerns.

FHC is committed to accessing and providing training in this area for all employees and associates, as appropriate to their roles. This commitment extends to keeping abreast of good practice and renewing/refreshing/updating training as necessary.

- All staff will complete an online Safeguarding module on commencement of employment and then on an annual basis; and take part in a face-to-face training session in FHC's specific procedures (to be refreshed each year).
- Staff with Safeguarding responsibilities (DSL, Deputy DSL, and Trustees with responsibility) will attend higher level Local Authority Designated Safeguarding Lead training or similar once every two years.

10. Photography of Children and Adults at Risk

Refer to the policies and principles for Safeguarding & Content for Family Holiday Charity.

11. Prevention

Risk Assessment

All projects/work will be risk-assessed on a case-by-case basis. All FHC risk assessments will include safeguarding as a core component.

Guidance should always be sought from the Designated Safeguarding Lead if staff are unsure.

The risk assessment needs to be signed off by the Director responsible for the activity concerned and provide evidence the Designated Safeguarding Lead has inputted into the assessment from a safeguarding perspective.

Allegations against an employee or associate

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If an allegation is made against an employee or associate and is in relation to a child or adult at risk, follow the flowchart (page 4) and report to the Designated Safeguarding Lead who will then decide on what action needs to be taken and whether advice needs to be sought from, or a referral made to, statutory services.



Confidentiality needs to be maintained with no discussion regarding the allegation with anyone else. It is essential that any investigations are not compromised by employees or associates sharing information or attempting to investigate before reporting – this would include asking leading questions to the person making the allegation. It is also essential to maintain confidentiality and not to speak to anyone other than the Designated Safeguarding Lead because there may be a misunderstanding and that person may be entirely innocent.

If a referral needs to be made to a statutory service, the Designated Safeguarding Lead will inform the CEO and advice will be taken from the Director of Finance and Business Support about possible suspension, during any investigation.

If statutory services become involved, the outcome of the external investigation will inform the action taken by FHC. This may result in an internal investigation being conducted in line with FHC's *Disciplinary policy*.

The staff member being investigated will be given a staff liaison point for the period of investigation by statutory services and FHC.

If an allegation is made against the Chief Executive, the Designated Safeguarding Lead should discuss with the Chair of the Board.

12. Legal issues

Information Sharing & Confidentiality

You can never guarantee confidentiality to a child, or adult at risk of harm. Information should always be shared if you think a child or adult at risk is suffering, or likely to suffer, abuse.

The protection of children and adults at risk must take precedence over other legal rights. Please be assured that as long as information is shared in an appropriate manner, using internal and local authority protocols, and in good faith, the law will protect you. You should ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and shared promptly.

For further guidance see

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

Serious Incidents

It is a requirement of the Charity Commission that all charities inform them of serious incidents that may occur. The Charity Commission defines a serious incident as “an adverse event, whether actual or alleged, which results in or risks significant:

- loss of your charity's money or assets
- damage to your charity's property
- harm to your charity's work, beneficiaries or reputation”²

² <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

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It is the responsibility of the trustees to report a serious incident. More details can be found on the Charity Commission website <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity#what-to-report>



13. Schedule for review

The safeguarding policy will be reviewed, approved and endorsed by the Board of Trustees annually or when legislation changes. Further information on the monitoring and reviewing of this policy and safeguarding procedures can be found in Appendix Five.



Appendix One: Definitions

“Safeguarding” and “Child Protection”

In terms of adults, The Care Act 2014 defines adult safeguarding as “protecting a person’s right to live safely, free from abuse and neglect”. There are more categories of abuse with adults than there are with children. With adults the categories are:

- physical abuse;
- emotional/ psychological abuse;
- financial abuse;
- sexual abuse;
- organisational abuse;
- neglect;
- discriminatory abuse;
- domestic abuse;
- modern slavery; and
- self-neglect.

In terms of children, the definition of safeguarding is broader and is set out in “*Working Together to Safeguard Children 2018 - A guide to inter-agency working to safeguard and promote the welfare of children*”. This is the statutory guidance that sets out the legislative requirements and expectations of individual services to safeguard and promote the welfare of children.

Working Together to Safeguard Children 2018 does not separate safeguarding and promoting the welfare of children. This is the definition:

- Protecting children from maltreatment.
- Preventing impairment of children’s health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Separate to safeguarding children is “child protection”. Child protection is defined in the Children Act 1989 as where there is “reasonable cause to suspect a child is suffering, or is likely to suffer, significant harm”. The Children Act 1989 introduced significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical abuse, sexual abuse, emotional abuse and neglect are all categories of significant harm. Harm is defined as the ill treatment or impairment of health and development.

In simple terms, safeguarding is the overall well-being of the child and every professional and every organisation is responsible for the safeguarding of children. Within that there is child protection, when it is thought a child is either being maltreated or is at risk of maltreatment.

Age of a Child

A child becomes an adult in law at 18 in the UK, this is in line with the United Nations Convention on the Rights of the Child. Many people use the term “young people” but there is no legal definition for the age of a “young person”. 16 and 17-year-olds are children, in legal terms.

Adult at Risk

An adult at risk is defined by the Care Act 2014 as a person 18 and over who;

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

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Local Authority Designated Officer (LADO)

The role of the LADO is set out in Working Together to Safeguard Children 2018 and is governed by local authorities' duties under section 11 of the Children Act 2004.



The LADO must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

There may be up to three strands in the consideration of an allegation:

- a police investigation of a possible criminal offence;
- enquiries and assessment by children's social care about whether a child is in need of protection or in need of services;
- consideration by an employer of disciplinary action in respect of the individual.

Regulated Activity

The new definition of regulated activity in relation to children comprises, in summary:

- i. unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children.
- ii. work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, childcare premises. Not work by supervised volunteers.

Work under (i) or (ii) is regulated activity only if done regularly³

The definition of regulated activity for adults defines the activities provided to any adult as those which, if any adult requires them, will mean that the adult will be considered vulnerable at that particular time. These activities are: the provision of healthcare, personal care, and/or social work; assistance with general household matters and/or in the conduct of the adult's own affairs; and/or an adult who is conveyed to, from, or between places, where they receive healthcare, relevant personal care or social work because of their age, illness or disability.

The position of trustee of a vulnerable groups' or children's charity is not a regulated activity in itself. It is only if trustees have close contact with these more vulnerable beneficiaries that they would fall within the scope of regulated activity and be eligible to obtain an enhanced DBS check and barred list check. A trustee of a charity who no longer falls within the definition of regulated activity would be eligible to obtain an enhanced DBS check (but without a barred list check)⁴.

³https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

⁴ <https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people#endnote>



Appendix Two: Categories of Abuse

Child Abuse

The categories of abuse of children are set out in the statutory guidance *Working Together to Safeguard Children 2018* and are as follows:

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

1. provide adequate food, clothing and shelter (including exclusion from home or abandonment)
2. protect a child from physical and emotional harm or danger

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3. ensure adequate supervision (including the use of inadequate care-givers)
4. ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



FHC recognises there are other forms of abuse of children, including female genital mutilation, fabricated or induced illness, child criminal exploitation, including sexual exploitation, and county lines, child trafficking, extremism and peer-on-peer abuse.

As set out in *Working Together to Safeguard Children 2018*, "Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist".

Criminal exploitation is child abuse where children are manipulated and coerced into committing crimes. Adults at risk may also be criminally exploited. County Lines is the police term for urban gangs exploiting young people into moving drugs from a hub, normally a large city, into other markets - suburban areas and market and coastal towns - using dedicated mobile phone lines or "deal lines". Children as young as 12 years old have been exploited into carrying drugs for gangs. This can involve children being trafficked away from their home area, staying in accommodation and selling and manufacturing drugs. This can include:

- Airbnb and short term private rental properties
- budget hotels
- the home of a drug user, or other vulnerable person, that is taken over by a criminal gang - this may be referred to as cuckooing.

Adult Abuse

There are ten categories of abuse for adults:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

For details of types of each kind of abuse and possible indicators, see the following link:

<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>



Appendix Three: Relevant legislation, statutory guidance, policies and procedures

Relevant laws and statutory guidance include:

- The Care Act 2014
- The Children Act 1989 and 2004
- Working Together to Safeguard Children 2018
- Protection from Harassment Act 1997
- Malicious Communications Act 1988
- Communications Act 2003
- Sexual Offences (Amendment) Act 1992
- Computer Misuse Act 1990
- The Equality Act 2010
- Serious Crime Act 2015
- Data Protection Act 2018

This list is not exhaustive. We review any changes in legislation to make sure we are compliant.

FHC's related Policies and Procedures:

The list of policies will be reviewed and updated on an annual basis.

- Code of conduct (trustees)
- Risk management and monitoring procedures
- Child protection policy
- Confidentiality and security policy
- Disciplinary and dismissal policy
- Information technology and communications policy
- Performance and Training policy
- Social media policy
- Events - Guidance on use of In Aid of Logo
- Complaints policy
- Privacy Policy



Appendix Four: Specific Safeguarding Roles and Responsibilities

All Trustees are responsible for Ensuring FHC is fulfilling the requirements of the Charity Commission in relation to safeguarding.

The Trustee with responsibility for safeguarding is responsible for:

- Ensuring fellow trustees are kept up to date on matters to do with safeguarding
- Ensuring those with designated safeguarding responsibilities at FHC are fulfilling their duties, as set out in this policy
- Meeting with the Designated Safeguarding Lead, who doubles as the Strategic Lead for Safeguarding, and the Deputy Designated Safeguarding Lead quarterly to review the safeguarding data from the previous quarter

The Strategic Lead with responsibility for safeguarding, who doubles as the Designated Safeguarding Lead, as Strategic Lead is responsible for:

- Ensuring FHC has a safeguarding policy and safeguarding procedures in place which are adhered to
- Advising and assisting the Senior Leadership Team (SLT) on issues of safeguarding
- Engaging with the Board on issues of safeguarding, as appropriate
- Ensuring all safeguarding serious incidents are reported to the Charity Commission, or equivalent
- Informing the SLT if a referral has been made to the LADO, or the police have been involved in a safeguarding incident
- Ensuring all trustees and staff receive all appropriate levels of training and are aware of the safeguarding policy, including the system for reporting and support

As Designated Safeguarding Lead is responsible for:

- Receiving and collating all safeguarding concerns
- Referring to external agencies as and when required
- Producing a report twice a year for the Board covering all concerns and/or incidents
- Amending this policy and safeguarding procedures in line with the Charity Commission's requirements, best practice, legislation and statutory guidance
- Keeping up to date with statutory requirements, in terms of charities and safeguarding
- Advising all departments, teams and productions on safeguarding matters
- Monitor and report on all safeguarding incidents to SLT

The Deputy Designated Safeguarding Lead will support the Designated Safeguarding Lead in their work and is responsible for acting as the Designated Safeguarding Lead and fulfilling their role in their absence.

Line Managers are responsible for:

- Understanding the safeguarding policy, how the policy and safeguarding procedures are embedded in practice in their department
- Ensuring all staff they manage understand the safeguarding policy and procedures

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- Working with the Designated Safeguarding Lead and Head of HR to ensure all staff are supported to maintain training and awareness of safeguarding
- Attending training

Employees and associates are responsible for:

- Ensuring they achieve and maintain the standards set out in this policy
- Reporting any safeguarding concerns in line with this policy
- Co-operating with their managers in identifying development needs and acting on them
- Attending training



Appendix Five: Safeguarding Monitoring and Reviewing

The Designated Safeguarding Lead is responsible for the monitoring, revision, and updating of this policy.

On an annual basis, the Designated Safeguarding Lead will produce a report to the SLT and Board which provides assurance for the implementation of this policy across the following areas:

- The number of safeguarding concern forms completed in that period, from which teams/departments the concerns are coming and a broad description of what those concerns are
- The number of referrals to external agencies, which those agencies were and what their response was
- How many of the concerns in that period are now resolved and how many are outstanding
- A summary of how the organisation is working effectively to safeguard all those that work with/for FHC
- Robust processes in place to learn lessons from cases where anyone has been seriously harmed, and/or abuse is suspected
- Evidence FHC is appropriately engaged with relevant external agencies, in terms of safeguarding
- The number of staff that have been trained on safeguarding

On an annual basis, the Designated Safeguarding Lead will produce a report and audit which is reviewed and signed off by the Deputy DSL and DST and any key findings are reported to the Board. The report has the dual purpose of not only providing assurance but also enabling any themes, common issues, emerging trends and system-wide learning to be identified from across the organisation. Any issues identified through this process where a coordinated and/or system-wide response is needed are captured and monitored through the 'Risk register', and where necessary, are escalated to SLT or the Board as appropriate.