

**Safeguarding Policy**

Friends Provident Foundation works to create a fair economy that serves society better within environmental limits. We provide support to organisations through grant-funding and direct mission investment. We believe that a sustainable economy is based on good jobs and work that is safe for all stakeholders including staff, volunteers, trustees and beneficiaries. (see ‘Definitions’ in Appendix).

The purpose of this policy is:

* To protect children, young people and any vulnerable adults who are engaged in activity delivered by, or in partnership with, Friends Provident Foundation
* To provide staff, trustees, and partners of the Foundation with the overarching principles that underpin our approach to Safeguarding.

We recognise that:

* The purpose of our work and the work we support is public benefit.
* All children, young people and adults regardless of race, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse.
* Some people are particularly vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

We will seek to keep people who may be vulnerable safe when we are working with and funding external organisations and individuals by:

* Considering safeguarding arrangements as part of the assessment process when the work supported involves members of the public, those who may be considered vulnerable under current legislation.
* Expecting such organisations to have in place and regularly review any safeguarding policies and procedures as part of their annual monitoring report process.
* Checking that all externally commissioned parties who will work with young people or those that might be vulnerable, for example external assessors, research organisations, film makers or other media producers, have an up-to-date safeguarding policy; and that their staff and board members have received appropriate, up-to-date training. We will ensure that any members of staff or consultants who will be directly working with young or vulnerable people have been DBS checked.
* Asking for written confirmation that contractors have read and will adhere to the safeguarding policies and procedures of the setting where they will be engaging with young or vulnerable people (for example a partner organisation or community building).
* Where necessary, sharing relevant safeguarding concerns appropriately.

We will also keep young or vulnerable people safe in our own work at Friends Provident Foundation by:

* Ensuring all staff and trustees are aware of their safeguarding responsibilities and know how to respond to concerns through safeguarding training (on-line or in person) at least every 3 years, and by providing effective follow up and management through supervision and support where necessary.
* Ensuring all staff only use work-related channels (email, social media etc.) to contact any beneficiary that may be a young or vulnerable person with whom we work directly, and that these channels are accessible to more than one member of staff;
* Having a lead trustee for safeguarding who ensures trustees keep safeguarding policies, procedures and measures fit for purpose and up to date;
* Making appropriate safeguarding, a requirement of grant or social investment support;
* For any direct working with beneficiary groups, we will ensure staff hold an enhanced DBS check. We will accept checks undertaken for a previous role only if it is registered on the DBS Update service and of the level required, otherwise we will require completion of a new DBS check;
* Reviewing this policy annually.

**Reporting Procedure**

The Foundation recognises that abuse of vulnerable people can take many forms including physical, emotional, sexual, financial and institutional. It is not the responsibility of anyone working within the Foundation to decide whether abuse has taken place. Consequently, all cases of suspected or alleged abuse must be raised appropriately. The need to escalate concerns is essential as there may already have been worries expressed by other members of staff and/or partners and failure to report concerns may put a child, young person or vulnerable adult at risk.

It is the responsibility of the person that first becomes aware of a situation where there may be a child, young person or vulnerable adult subject to, or at risk of, abuse to:

* Deal with the immediate needs of the person by:
  + *Reassuring the person concerned*
  + *Listening to what they are saying.*
  + *Recording what you have been told/witnessed as soon as possible.*
  + *Remaining calm and do not show shock or disbelief.*
  + *Telling them that the information will be treated seriously.*
  + *Not starting an investigation or asking detailed or probing questions*
  + *Not promising to keep it a secret*
* Inform the Friends Provident Foundation’s Grants Manager, Grants and Learning Manager, Communications Manager or Director immediately (contact details of each and the Trustee responsible for safeguarding are on the following page)
* Record the factual details of the concern as soon as possible to include:
  + The allegation or concerns
  + Date and time of the incident/when the concern was raised
  + If appropriate, what the individual said regarding the abuse and how it occurred or what has been reported
  + The appearance and behaviour of the individual concerned
  + Any other factual information
  + Clarity regarding the distinction between fact, opinion or hearsay

If a concern is raised with the staff above, they will:

* Decide without delay on the most appropriate course of action.
* Deal with any immediate needs of the individual concerned, ensuring that no one else is put at risk
* Clarify the facts stated by the member of staff/volunteer
* On the same day that the concern is raised, raise the concern in writing to the Safeguarding lead for the organisation concerned (if appropriate)
* If the Safeguarding lead for the organisation concerned is involved, the subject of the concern, or the FPF staff member does not have confidence in their ability to deal with it effectively, then the Foundation staff member will make a formal referral on the same day as the concern/allegation has been raised to either Adult Social Care, Children’s Social Care or the Police, wherever:
  + A crime has been, could have been, or yet could be committed
  + There is suspicion that an abuse has taken place
  + Other children, young people or vulnerable adults are at risk.

Where a decision is made not to refer, the concern/allegation will be recorded together with the reasons for the decision.

**Persons responsible for this policy:**

Kathleen Kelly, Trustee

Abigail Gibson, Head of Learning Strategy ([abigail.gibson@friendsprovidentfoundation.org.uk](mailto:abigail.gibson@friendsprovidentfoundation.org.uk))

Jo Wilce, Grants and Learning Manager ([joanne.wilce@friendsprovidentfoundation.org.uk](mailto:joanne.wilce@friendsprovidentfoundation.org.uk))

Danielle Walker Palmour, Director ([danielle.walker@friendsprovidentfoundation.org.uk](mailto:danielle.walker@friendsprovidentfoundation.org.uk))

Approved by Resources Committee on May 2021

***Annex: Definitions***

**Child, Young Person, Vulnerable Adult**

This policy, defines a young person as anyone aged less than 18 years. A vulnerable adult is a person over 18 who:

* Is or may be in need of /eligible for Community Care Services by reason of mental or other disability, age or illness
* **AND** is unable to take care of themselves
* **OR** is unable to protect themselves from significant harm or exploitation

This includes people:

* With a mental health need
* With a learning difficulty
* With physical impairment
* With sensory impairment
* With substance or alcohol dependency
* Who receive personal care, nursing or support to live independently in their own home or a care home
* Who are older and frail
* Who are family carers providing assistance to another vulnerable adult

**The Legal Framework**

The policy has been drawn up on the basis of law and guidance that seeks to protect children, young people and vulnerable adults, namely:

* The Children Act (1989)
* The United Convention of the Rights of the Child (1991)
* The Data Protection Act (1998)
* The Human Rights Act (1998)
* The Sexual Offences Act (2003)
* The Children Act (2004)
* Safeguarding Vulnerable Groups Act (2006)
* Protection of Freedoms Act (2012)
* The Children and Families Act (2014)
* SEND Code of Practice: 0-25 years (2014)
* Information Sharing: Advice for Practitioners (2015)
* Working Together to Safeguard Children (2015)