

## SAFEGUARDING – POLICY

**Date of Last Review: September 2023**

**Next Formal Review: September 2024**

**Version changes pre next review:**

### 1. INTRODUCTION

- 1.1 As a Christian safeguarding agency, thirtyone:eight is committed to identifying and following best practice, including complying with the requirements and guidance issued by charity regulators and government as well as that advocated by the charity for organisations serving children and adults ‘at risk of harm’, in our own guidance and publications.
- 1.2 In its publication ‘[Strategy for dealing with safeguarding issues in charities](#)’ the Charity Commission is clear that trustees have the primary responsibility for safeguarding in their charity (Section 3). Thirtyone:eight accepts these responsibilities and duties as detailed in their further guidance ‘[Safeguarding and protecting people for charities and trustees](#)’ and have appointed a designated ‘Lead Safeguarding Trustee’ (see the end of this document for details) to ensure with our Chief Executive (Head of Safeguarding Development) that all policy and procedure is up to date, reviewed and implemented effectively.
- 1.3 We believe that all these duties and responsibilities are important, primarily because vulnerable people need to be protected, but also because trustees have a duty to protect the reputation, assets, staff and beneficiaries of the charity. Thirtyone:eight recognises that a failure by its trustees to protect children or adults at risk of harm may be considered by the Commission as misconduct or mismanagement in the administration of the charity.
- 1.4 Whilst thirtyone:eight may not generally work directly with children or adults, our mission is to *equip, encourage and empower* those who do. We have a significant role therefore in taking a lead and setting safeguarding standards in the many organisations that we support. It is in the spirit of the above, that the Board has established the following policy statement.

### 2. OUR COMMITMENT

- 2.1 The Board of Trustees (hereafter ‘the Board’) and Executive Leadership Team (our CEOs) recognise the need to provide a safe working environment for all and to ensure our practices support the provision of safe environments elsewhere.
- 2.2 We acknowledge that children, young people and adults can be the victims of physical, sexual and psychological/emotional (including spiritual) abuse, neglect and other forms of abuse in a variety of settings and contexts. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.
- 2.3 We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” In addition, we acknowledge further international human rights instruments ratified by the United Kingdom, including the International Covenant on Economic, Social and Cultural Rights (ICESCR),

International Covenant on Civil and Political Rights (ICCPR), and the United Nations Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT) that address the protection of vulnerable children, young people, and adults.

2.4 As a Board and Executive Leadership Team, we have therefore adopted comprehensive practice guidance and procedures that support this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

2.5 The Board and Executive Leadership Team commits to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- ensure the safer recruitment, appropriate training and effective support and monitoring for all staff (and volunteers) and will annually review this policy and our practice guidelines and procedures.
- ensure that all premises meet the legislative requirements of the Health and Safety at Work Act 1974 and Equality Act 2010 and all other relevant legislation, and that it is proactively welcomed and implemented.
- support all staff in their work and in any action they may need to take in order to protect children and adults at risk of harm.

### **3. SAFER PRACTICE**

3.1 It is the ultimate responsibility of the Board to assess and monitor the risks that arise from the work of thirtyone:eight in assisting and advising individuals and organisations in the area of safeguarding vulnerable people (children or adults). In the exercise of this responsibility, the Board, with the support of the Executive Leadership Team, will ensure that clear and effective policies and procedures are followed in all areas of operation and that the highest standards of safer practice and guidance are maintained.

### **4. SAFER RECRUITMENT AND WORKFORCE MANAGEMENT**

4.1 The Board, through the Executive Leadership Team, will ensure that systems are in place to recruit, monitor, support and train all personnel providing services on behalf of the charity. The Executive Leadership Team is also responsible for ensuring that adequate quality control arrangements are in place to ensure as far as possible the consistent high standard of our work.

### **5. POLICY REVIEW**

5.1 The Board is responsible for considering the adequacy of our safeguarding arrangements and will review this policy and associated procedures - which are the operational responsibility of the Chief Executive (Head of Safeguarding Development) annually.

### **6. MANAGING RISK**

6.1 As an agency working in many high-risk situations, the Board, together with the Executive Leadership Team, will ensure that safeguarding risks (to beneficiaries, employed staff, self-employed staff and volunteers) are identified and monitored via the charity's risk register and associated risk management measures. The Board will also ensure that the professional indemnity policy is kept up-to-date adequately reflecting the range of work being undertaken and the risks presented. Further detail regarding the management of risk can be found in Standard 1 – [Governance](#) within the Knowledge Hub.

## 7. PROMOTING THE WELFARE OF VULNERABLE GROUPS AND OTHERS AT RISK OF HARM

7.1 Responding well to concerns is an essential part of maintaining and promoting the welfare of those who may be vulnerable or at risk of harm. We therefore underpin our practice with the following schema, which can be found in Standard 9 – [Responding to Concerns](#) within the Knowledge Hub:

- Recognise
- Respond
- Record
- Report
- Reflect

### 7.2 Beneficiaries

All staff and trustees have a responsibility to further the aims of thirtyone:eight in promoting the welfare of children and adults served directly or indirectly by the charity. In particular, if a member of staff (or volunteer/trustee) becomes aware of any situation that indicates harm may have or has been caused to any person as a result of contact with thirtyone:eight, the matter **must** be reported immediately to the Designated Safeguarding Lead (or Deputy in their absence) with a view to reporting the concern to the appropriate statutory authorities. The Designated Safeguarding Lead (or Deputy in their absence) **may** then need to discuss the situation with appropriate others (e.g. the CEO (Head of Safeguarding Development)) within the organisation to ensure effective protocols and risk management measures can be implemented.

### 7.3 Staff, Volunteers & Trustees

All staff and trustees also have a responsibility to promote the welfare of fellow staff (including self-employed contractors, trustees and volunteers). In particular, if a member of staff, volunteer or trustee becomes aware of a situation that indicates harm may have or has been caused to a fellow staff member, volunteer or trustee, the matter **must** be reported immediately to the Designated Safeguarding Lead (or Deputy in their absence) to consider any further action or support that may be necessary to secure the safety or wellbeing of the individual who has or may have been harmed. In such situations the DSL will inform the staff member or volunteer of the report that has been made without undue delay.

In the case of a concern being raised about the welfare of a trustee, this **must** be reported in the first instance to the Designated Safeguarding Lead (or Deputy in their absence) who **may** then liaise with the Lead Safeguarding Trustee to ensure appropriate action can be taken or support offered. More detail regarding the role of Trustees and the Lead Safeguarding Trustee can be found within Standard 1 – [Governance](#) within the Knowledge Hub. In such situations the DSL will inform the trustee of the report that has been made without undue delay.

#### 7.4 **Monitoring & Support**

Any such concerns (as detailed in 7.1 and 7.2) that have been identified **must** also be reported to the Chief Executive (Head of Safeguarding Development) without undue delay to ensure effective risk management measures can be implemented, for monitoring and/or further support.

### **8. REPORTING CONCERNS**

- 8.1 As stated above (in 7.2), if a member of staff (including trustees or volunteers) becomes aware that a child or adult being served directly by thirtyone:eight (rather than by a third-party organisation) has been harmed or abused by someone outside of the organisation, then the matter **must** be reported immediately to the Designated Safeguarding Lead (or Deputy in their absence). A decision will then be taken on the responsibility for informing relevant statutory agencies in accordance with local child or adult protection procedures. In the absence of the Designated Safeguarding Lead (or Deputy), then the staff member should report the matter directly to the relevant agency in cases of urgency and **must** make the Designated Safeguarding Lead and Chief Executive (Head of Safeguarding Development) aware without delay thereafter. Further detail regarding reporting concerns can be found in Standard 9 – [Responding to Concerns](#) within the Knowledge Hub.

### **9. REPORTING SERIOUS INCIDENTS AND NOTIFIABLE EVENTS**

- 9.1 Simultaneously, the Chief Executive (Head of Safeguarding Development) **must** be made aware of any concern (as detailed in 7.2 and 7.3 above) that indicates harm may have or has been caused to any person as a result of contact with thirtyone:eight, in order to consider making a 'Serious Incident Report' (England & Wales) or 'Notifiable Event' report (Scotland) to the relevant charity regulator in conjunction with the Lead Safeguarding Trustee. Further detail regarding such reports can be found in Standard 1 – [Governance](#) - within the Knowledge Hub.

### **10. KEY CONTACTS**

**Designated Safeguarding Lead:** Karen Eakins (Head of Safeguarding)

**Deputy Designated Safeguarding Lead:** Susan Stephen (Safeguarding Manager)

**Chief Executive (Head of Safeguarding Development):** Justin Humphreys

**Lead Safeguarding Trustee:** Kathleen Hallisey