



## **WSRA Policy no P17: Safeguarding**

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### **1. The WSRA's Commitment to safeguarding principles**

The WSRA believes that:

- a) Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.
- b) 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.
- c) We all have a collective responsibility for creating a culture in which people feel safe, and for engendering the confidence to enable them to speak up freely, if they have any concerns.
- d) Safeguarding should be appropriately reflected in all other relevant policies and procedures.

### **2. Purpose - Protecting Children and/or Vulnerable Adults**

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

### **3. Safeguarding Policy Applicability**

- a) This safeguarding policy applies to anyone working on our behalf, including our charity trustees, employees and other volunteers.
- b) 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.

### **4. Types of Abuse**

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional, including neglect and exploitation. Types of risks and harm are at Appendix 1.

### **5. Reporting Safeguarding Concerns**

- a) If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.
- b) 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.
- c) For members of the charity, make your concerns known to your supervisor or the General Manager. If you feel unable to do so, speak to a trustee.
- d) The trustees are mindful of their reporting obligations to the Charity Commission in respect of Serious Incident Reporting and, if applicable, other regulators. They are aware of the Government guidance on handling safeguarding allegations.

## 6. Trustee Safeguarding Responsibilities

Responsibilities should be made clear and individuals provided with any necessary training and resources to enable them to carry out their role. It should be reflected in Committee Terms of References, job descriptions, role profiles, annual plan and appraisal objectives, reporting to the trustee Board and other procedures, as necessary.

## 7. Trustees

- a) This safeguarding policy will be reviewed and approved by the Board annually.
- b) 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.
- c) A lead trustee/committee will be given responsibility for the oversight of all aspects of safety, including whistleblowing and Health & Safety and Welfare. This will include:
  - Creating a culture of respect, in which everyone feels secure 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 WSRA in a way that makes everyone feel 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, role profiles, 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.
- d) The lead trustee/Committee responsible for making staff, volunteers and others aware of:

- Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
- 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).

### **Safeguarding And 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.

### **Charity Commission Guidance - Online Safeguarding**

We will identify and manage online risks by ensuring:

- Volunteers, staff and trustees understand how to keep themselves safe online.
- The online services we provide are suitable for our users.
- 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 GDPR legislation.
- We have permission to display any images on our website or social media accounts, including consent from an individual, parent, 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.

## **APPENDIX 1**

## Types of Risks and Harm

Harm and risks you must be alert to, whether online or in person, include:

- sexual harassment, abuse and exploitation
- criminal exploitation
- a charity's culture, which may allow poor behaviour and poor accountability
- people abusing a position of trust they hold within a charity
- bullying or harassment
- health and safety
- commercial exploitation
- cyber abuse
- discrimination on any of the grounds in the Equality Act 2010
- people targeting your charity
- data breaches, including those under General Data Protection Regulations (GDPR)
- negligent treatment
- domestic abuse
- self-neglect
- physical or emotional abuse
- extremism and radicalisation
- forced marriage
- modern slavery
- human trafficking
- female genital mutilation

Policy Author	Diana Ricketts-Tanner (Trustee)
Date confirmed by WSRA Board	16 <sup>th</sup> August 2022
Date Implemented	17 <sup>th</sup> August 2022
Review Interval	Annually
Next Review Due	August 2023