



WSRA Policy no P17: Safeguarding

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.

Definitions

Vulnerable Adult - A vulnerable adult is someone who is over 18 years old and is getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

Abuse - Abuse is the violation of an individual's human and civil rights by any other person or persons. It can result from action or inaction by a carer or any other person.

Staff – For the purposes of this policy WSRA makes no discrimination between paid staff and volunteers. All have a valuable contribution to make to the work of the charity.

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, the designated Safeguarding Trustee or the Chair. If you feel unable to do so, speak to another Trustee.
- d) The Trustees are mindful of their reporting obligations to the Charity Commission in respect of **Serious Incident Reporting (Policy B5)** and, if applicable, other regulators. They are aware of the **Government guidance on handling safeguarding allegations**.

6. 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 every 3 years or sooner as required.
- b) Trustees must be aware of and comply with the Charity Commission guidance on **safeguarding and protecting people**.
- c) **A lead trustee/committee** will be appointed with responsibility for the oversight of all aspects of safety, including as it relates to 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.
 - 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.
- 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.

8. 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.

We will identify and manage online risks by ensuring:

- Volunteers, Staff, Advisors 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.

Policy Author	Diana Ricketts-Tanner (Trustee)
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Revised by	Mike Sherwood (Trustee) August 2024
Confirmed by WSRA Board	12 August 2024
Revised by	Di Ricketts-Tanner (Trustee) June 2026
Confirmed by the WSRA Board	22 nd June 2026
Review Interval	2 years
Next Review Due	June 2028

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