

Box Moor Trust Safeguarding Policy

1. Purpose

- 1.1. The purpose of this policy is to set out The Box Moor Trust's commitment to safeguarding and protecting everyone who comes into contact with our organisation, including children, adults at risk, beneficiaries, service users, visitors, volunteers, staff, contractors, and members of the public.

- prevent harm, abuse, neglect and exploitation arising from the Trust's activities, services, programmes, premises, communications or relationships;
- ensure concerns are identified, recorded, reported and responded to promptly and appropriately;
- support a culture where safeguarding is everyone's responsibility and where people feel able to raise concerns without fear of reprisal.

This policy explains the standards expected of all staff and associated personnel and should be read alongside the Box Moor Trust's related policies, procedures and local safeguarding reporting arrangements.

This policy applies to safeguarding concerns connected with the Trust's work. Where a concern falls outside the Trust's direct responsibility, staff must still take appropriate action to share concerns with the relevant safeguarding authority where a child or adult may be at risk of harm.

1.2. Matters covered by other policies

Some matters may be managed primarily under other Trust policies or procedures, unless they also raise a safeguarding concern. These include:

- Workplace bullying, harassment or discrimination, which should usually be managed under the Trust's relevant HR policies unless the matter also raises a safeguarding concern.
- Health and safety incidents, complaints, disciplinary matters or grievances, which should usually be managed under the relevant Trust policy or procedure unless they also raise a safeguarding concern.

2. Policy statement

- 2.1. The Box Moor Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. We believe that everyone, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership status, or pregnancy and maternity status, has an equal right to protection from abuse, neglect, exploitation and harm. We will not tolerate abuse or exploitation by anyone acting for, or connected with, the Box Moor Trust.

The Trust will take a proportionate, risk-based and person-centred approach to safeguarding. We will pay particular attention to children, adults at risk and people who may be more vulnerable because of their circumstances, dependency, isolation,

communication needs, disability, health, age, caring responsibilities, previous trauma or unequal power relationships.

The Trust will embed safeguarding through prevention, safe reporting, effective response, learning and accountability.

3. Scope

This Policy applies to all employees, trustees, volunteers, contractors, consultants, agency staff and visitors acting on behalf of, or in connection with, the Box Moor Trust.

The Policy applies to all activities, services and events delivered, organised or supported by the Box Moor Trust, whether undertaken on Trust premises, on Trust-owned land, in community settings, at external venues, online, or through any other form of engagement.

This Policy is intended to safeguard and promote the welfare of all children and young people, and adults at risk, who come into contact with the Box Moor Trust through its activities. It applies whenever a safeguarding concern arises, regardless of where the concern occurs, if it relates to an individual involved with or affected by the Trust's activities.

All individuals covered by this Policy have a responsibility to act in accordance with its requirements, to promote a safe environment, and to report any concerns about abuse, neglect, exploitation, harm, or inappropriate conduct.

4. Legal and regulatory framework

This policy is informed by relevant UK safeguarding law, statutory guidance and regulatory expectations, including the Children Act 1989 and Children Act 2004, Working Together to Safeguard Children, the Care Act 2014, the Safeguarding Vulnerable Groups Act 2006, Disclosure and Barring Service guidance, the Equality Act 2010, the Human Rights Act 1998, the Data Protection Act 2018, UK GDPR, and Charity Commission safeguarding guidance for charities and trustees.

The Trust will keep this policy under review to reflect changes in legislation, statutory guidance, regulatory expectations and local safeguarding arrangements.

5. What is safeguarding?

Safeguarding means taking all reasonable steps to protect people's health, wellbeing and human rights, and enabling them to live free from harm, abuse, neglect and exploitation.

For the Box Moor Trust, safeguarding includes protecting children, adults at risk, staff, volunteers, beneficiaries, service users and anyone else who comes into contact with our work from harm caused by our people, activities, decisions, premises, communications or organisational culture.

A child is anyone under the age of 18. An adult at risk is an adult aged 18 or over who has needs for care and support, whether or not the local authority is meeting those

needs; is experiencing, or is at risk of, abuse or neglect; and, as a result of those care and support needs, is unable to protect themselves from the abuse or neglect or the risk of it.

6. Safeguarding is everyone's responsibility

Every member of staff, volunteer, trustee, contractor and associated person has a responsibility to safeguard and promote the welfare of children, young people and adults at risk. All concerns will be taken seriously, recorded appropriately and acted upon without delay.

7. Types of abuse

Abuse may include, but is not limited to:

- physical abuse;
- emotional or psychological abuse;
- sexual abuse;
- neglect and acts of omission;
- self-neglect in relation to adults;
- financial or material abuse;
- domestic abuse;
- coercive or controlling behaviour;
- modern slavery;
- discriminatory abuse;
- organisational or institutional abuse;
- online or digital abuse.

8. Governance and accountability

The Board of Trustees has overall responsibility for safeguarding and for ensuring that appropriate policies, procedures, resources and reporting arrangements are in place.

8.1. The Board will:

- appoint a Designated Safeguarding Lead to advise on safeguarding concerns and coordinate safeguarding practice;
- appoint a trustee who will hold strategic responsibility for safeguarding and report to the Board.
- review the policy once a year
- make sure the public can find the policy either on paper or on-line or both

8.2. The Designated Safeguarding Lead will:

- receive safeguarding concerns;
- maintain safeguarding records;
- make referrals to statutory agencies where appropriate;
- provide safeguarding advice and guidance;
- ensure safeguarding training is maintained.

8.3. The Lead Trustee for Safeguarding will:

- regularly review safeguarding risks, incidents, learning and policy compliance and report to the Board in line with confidentiality requirements.
- act as the safeguarding point of escalation if the Designated Safeguarding Lead is absent or unavailable, in line with the Trust's safeguarding reporting and escalation procedures.

9. Prevention

9.1. Box Moor Trust responsibilities

The Trust will:

- identify and manage safeguarding risks linked to our activities, people, premises, communications, online presence and partnerships;
- ensure all staff, volunteers and associated personnel can access, understand and apply this policy;
- operate safer recruitment and selection processes, including role descriptions, application information, appropriate references, identity checks, right-to-work checks, verification of qualifications and employment history where relevant, safeguarding declarations where appropriate, and risk-based DBS checks where the role is eligible;
- ensure staff and volunteers receive safeguarding induction and refresher training appropriate to their role and level of contact with children or adults at risk;
- provide clear reporting routes for staff, volunteers, beneficiaries, service users, visitors and members of the public;
- respond promptly, fairly and proportionately to all safeguarding concerns;
- learn from concerns, incidents and reviews to improve safeguarding practice.

9.2. Staff and associated personnel responsibilities

All staff and associated personnel must:

- act in a way that protects people from harm and promotes dignity, respect and inclusion;
- follow this policy, related procedures and any role-specific safeguarding requirements;
- complete safeguarding training required for their role;
- report any concern that a child, young person or adult at risk may be experiencing abuse, neglect or exploitation, irrespective of who is alleged to be responsible;
- cooperate with safeguarding enquiries, investigations and learning reviews.

9.3. Code of conduct

Staff and associated personnel must not:

- abuse, neglect, exploit, harass, bully or discriminate against any person;
- engage in sexual activity with anyone under 18;
- engage in sexual activity, sexual relationships or sexually suggestive behaviour with beneficiaries, service users or anyone where there is a power imbalance connected to the Trust's work;

- exchange money, employment, goods, services, support or assistance for sexual activity or personal benefit;
- use physical punishment, degrading treatment, intimidation, coercion or threats;
- develop inappropriate personal, online, social media or private contact with children, adults at risk, beneficiaries or service users;
- take, store, share or publish images or personal information without appropriate consent and lawful basis;
- ignore or fail to report safeguarding concerns.

Staff and associated personnel must maintain professional boundaries, avoid situations that may create risk or perceived risk, and seek advice from the Designated Safeguarding Lead where they are unsure.

10. Child safeguarding

The Box Moor Trust recognises that children have the right to be protected from abuse, neglect, exploitation and harm. Safeguarding children includes preventing harm, promoting welfare, taking action to enable children to have the best outcomes, and responding to child protection concerns.

- Any concern that a child is suffering, has suffered or is likely to suffer significant harm must be reported immediately to the Designated Safeguarding Lead or, if the Designated Safeguarding Lead is absent or unavailable, the Lead Trustee for Safeguarding.
- If a child is in immediate danger, emergency services must be contacted without delay.
- Concerns about a child must be referred to the relevant local authority children's services or Multi-Agency Safeguarding Hub in line with local procedures.
- Allegations that a staff member, volunteer or associated person may have harmed a child, committed a criminal offence against a child, or behaved in a way that indicates they may pose a risk to children must be referred to the appropriate senior lead and the Local Authority Designated Officer where applicable (refer to 12.2 for contact details).

11. Adult safeguarding

The Box Moor Trust will apply the six adult safeguarding principles: empowerment, prevention, proportionality, protection, partnership and accountability.

- Adults should be supported to make informed decisions and express what outcome they want wherever possible.
- Responses should be proportionate to the risk and should respect the adult's rights, wishes, dignity and privacy.
- Where an adult at risk may be experiencing abuse or neglect, concerns must be reported to the Designated Safeguarding Lead or, if the Designated Safeguarding Lead is absent or unavailable, the Lead Trustee for Safeguarding, and referred to the relevant local authority adult safeguarding team where appropriate.
- If an adult is in immediate danger, emergency services must be contacted without delay.

12. Reporting safeguarding concerns

- 12.1. The Trust will provide safe, clear and accessible ways for staff, volunteers, beneficiaries, service users, visitors and members of the public to raise safeguarding concerns.

Anyone who has a safeguarding concern should report it as soon as possible to the Designated Safeguarding Lead, or to the Lead Trustee for Safeguarding if the Designated Safeguarding Lead is absent or unavailable. Concerns may also be raised with a line manager or another appropriate senior person. Concerns must not be ignored, investigated informally or delayed while seeking proof. Concerns must be reported irrespective of who is alleged to be responsible for the harm, abuse, neglect or exploitation.

If a person is at immediate risk of harm, the police or emergency services must be contacted immediately. Staff should then notify the Designated Safeguarding Lead as soon as it is safe to do so.

12.2. Safeguarding contacts

- Designated Safeguarding Lead: Peter Samson
- Lead Trustee for Safeguarding escalation contact: Lynda Mills-Webb
- Local Authority Children's Services/MASH: 0300 123 4043
- Local Authority Adult Safeguarding Team: 0300 123 4042
- Police emergency: 999
- Police non-emergency: 101

13. Response to safeguarding concerns

The Box Moor Trust will respond to safeguarding concerns promptly, fairly, lawfully and proportionately. The immediate priority will always be to protect any person who is at risk of harm.

Where concerns meet the threshold for statutory intervention, the Trust will make referrals to relevant agencies, including Children's Social Care, Adult Social Care, the Police, the Disclosure and Barring Service, local safeguarding partnerships, the Local Authority Designated Officer, or relevant regulatory bodies as appropriate.

Where a concern involves staff, volunteers, trustees or associated personnel, the Trust will consider appropriate action under disciplinary, volunteer management, complaints, whistleblowing, referral or contractual procedures. This may include suspension from duties while a concern is considered, where this is necessary and proportionate to protect people or the integrity of any enquiry.

The Box Moor Trust will offer appropriate support to people affected by safeguarding concerns. Support should be person-centred, trauma-informed where relevant, and should not depend on whether a formal investigation or external referral takes place.

14. Recording, confidentiality and information sharing

All safeguarding concerns, disclosures, decisions, referrals and actions must be recorded as soon as possible. Records should be factual, accurate, dated, signed or attributable, and stored securely in line with data protection requirements.

Information relating to safeguarding concerns will only be shared on a need-to-know basis. Absolute confidentiality cannot be guaranteed where there is a risk of harm to an individual or where legal obligations require information sharing. Confidentiality must never be used as a reason not to act where a child, young person or adult at risk may be at risk of harm.

The Box Moor Trust recognises that effective safeguarding depends on appropriate information sharing. Concerns about the safety or welfare of a child, young person or adult at risk may be shared with relevant agencies where necessary to protect individuals from harm and in accordance with UK data protection legislation and safeguarding responsibilities. Information sharing will be necessary, proportionate, relevant, adequate, accurate, timely and secure.

15. Serious incident and external reporting

As the Box Moor Trust is a charity, trustees must consider whether a safeguarding concern is a serious incident that must be reported to the Charity Commission. Serious incidents may include actual or alleged harm to beneficiaries, staff, volunteers or others who come into contact with the Box Moor Trust through its work.

Reporting to the Charity Commission or another regulator does not replace the need to report concerns to the police, local authority children's services, adult safeguarding team, Local Authority Designated Officer or any other safeguarding authority where required.

16. Safer recruitment and ongoing suitability

The Trust will take reasonable steps to ensure that staff, trustees, volunteers and associated personnel are suitable for their roles. Recruitment and onboarding will be proportionate to the role and the level of contact with children, adults at risk or other people who may be vulnerable.

- Roles will be assessed for safeguarding risk before recruitment.
- Recruitment will include clear role descriptions, application information, interviews or selection checks, appropriate references, identity verification, right-to-work checks, verification of qualifications and employment history where relevant, and safeguarding declarations where appropriate.
- Risk-based DBS checks will be undertaken where the role is eligible, at the appropriate level, and in line with legal requirements.
- No person barred from working with children or adults at risk will be appointed to a role from which they are legally barred.
- Suitability will be reviewed through supervision, probation, appraisal, training, code of conduct compliance and reporting of concerns.

17. Training, supervision and support

The Box Moor Trust will ensure that safeguarding training is provided at induction and refreshed regularly. Training will be appropriate to each person's role, responsibilities and level of contact with children, adults at risk, beneficiaries or service users.

Managers will provide supervision and support to help staff and volunteers understand safeguarding expectations, discuss concerns, reflect on practice and maintain appropriate boundaries.

18. Online safety, communications and images

The Trust recognises that abuse can occur online as well as in person. Staff and associated personnel must maintain professional boundaries and use digital communications appropriately when interacting with children, young people and adults at risk. The Trust will manage safeguarding risks linked to online activity, digital communications, social media, photography, filming and the storage or sharing of personal information. Images and personal information must only be collected, stored, used or shared with appropriate consent, lawful basis and safeguarding controls.

19. Related policies and procedures

- Safeguarding reporting procedure
- Code of conduct
- Whistleblowing policy
- Complaints policy
- Disciplinary and grievance procedures
- Data Management and IT & Communication Handbooks
- Health and safety policy

20. Review and approval

This policy will be reviewed at least annually, and sooner if there is a safeguarding incident, change in law or guidance, organisational change, or learning from practice that requires review.