

**Policy Purpose**

Our activities 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.

**Safeguarding Principles**

We believe that:

* Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.
* We all have a responsibility to promote the welfare of all of our beneficiaries, staff, sub-contractors and volunteers, to keep them safe and to work in a way that protects them.
* We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

**Safeguarding Policy Applicability**

This safeguarding policy applies to anyone working on our behalf, including our staff, subcontractors and volunteers.

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.  These may, but are not limited to:

* Other [UK regulators](https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities/safeguarding-the-role-of-other-agencies), if applicable, such as [Ofsted](https://www.gov.uk/government/publications/ofsted-safeguarding-policy) or [CQC](https://www.cqc.org.uk/guidance-providers/regulations-enforcement/regulation-13-safeguarding-service-users-abuse-improper).
* Other authorities, such as the [DfES](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) or [NHS](https://www.england.nhs.uk/safeguarding/).

There may be other requirements to frameworks for those working overseas.

* Charity Commission guidance - [working overseas](https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#working-overseas).
* The [International Child Safeguarding Standards](https://www.keepingchildrensafe.global/wp-content/uploads/2020/02/KCS-CS-Standards-ENG-200218.pdf).
* Keeping children safe [online assessment tool](https://www.keepingchildrensafe.global/your-self-assessment/).

Safeguarding should be appropriately reflected in other relevant policies and procedures.

**Types of Abuse**

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation.  Signs that may indicate the different types of abuse are at Appendix 1.

**Reporting Safeguarding Concerns**

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.

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 Melting Pot Project Community Interest Company.

Please make your concerns known to your supervisor.  If you feel unable to do so, speak to a colleague.

**Safeguarding Officer/Lead Contact**

Anna Rosa Harris can be contacted on 07831 576 591 or via email: info@meltingpotproject.co.uk.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of [Serious Incident Reporting](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity#what-to-report) and, if applicable, other regulator.  They are aware of the Government [guidance on handling safeguarding allegations](https://safeguarding.culture.gov.uk/).

**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 job descriptions, annual plans and appraisal objectives, reporting and other procedures, as necessary.

**Directors and Compliance Officer** This safeguarding policy will be reviewed and approved by the Directors and the Compliance Officer annually.

A lead Director and/or Compliance Officer with be given responsibility for the oversight of all aspects of safety, including whistleblowing and H&SW.  This will include:

* Creating a culture of respect, in which everyone feel safe and able to speak up.
* An annual review of safety, with recommendations to the Board of Directors.
* 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 thoroughly investigated and dealt with quickly, fairly, and sensitively, and any reporting to the Police/statutory authorities is carried out.
* Leading the organisation in way that makes everyone feels 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 (Enhanced DBS checks).
* 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 (e.g. DBS) and responsibilities are reflected in job descriptions, 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 (GDPR), including valid consent to use any imagery or video.
* Making staff, volunteers and others aware of:
	+ Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary. In particular Prevent Duty. The following training will be compulsory: [Prevent duty training - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/prevent-duty-training)
	+ 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](https://www.fundraisingregulator.org.uk/code/index), including [fundraising that involves children](https://www.fundraisingregulator.org.uk/code/working-with-others/fundraising-involving-children).
* Staff and volunteers are made aware of the Institute of Fundraising guidance on [keeping fundraising safe](https://www.institute-of-fundraising.org.uk/guidance/managing-fundraising/safeguarding-and-whistleblowing/keeping-fundraising-safe/) and the NCVO Guidance on [vulnerable people and fundraising.](https://knowhow.ncvo.org.uk/safeguarding/checklists-training-and-other-support/specialist-guides/safeguarding-for-fundraising-managers/people-in-need-of-safeguarding-while-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.

**Following the Model of Charity Commission - Online Safeguarding Procedures**

We will identify and manage online risks by ensuring:

* Volunteers, staff, and trustees understand how to keep themselves safe online. You could use high privacy settings and password access to meetings to support this
* The online services you provide are suitable for your users. For example, use age restrictions and offer password protection to help keep people safe
* The services we use and/or provide are safe and in line with our code of conduct.
* Protect people’s personal data and follow [GDPR legislation](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/).
* 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.  If you are unsure, you can contact one of [these organisations](https://saferinternet.org.uk/guide-and-resource/need-help), who will help you.

**Approval and Review**

**Approved By: Date of Policy:** 01 January 2023

**Print Name:** Anna Rosa Harris **Review Date:** 01 January 2024