**General Safeguarding Policy**

**Families Need Fathers Both Parents Matter Cymru**

**Objectives**

FNF Both Parents Matter Cymru (hereafter referred to as ‘the charity’) takes all matters of safeguarding seriously. Our primary duty is to ensure the safety of children and young people in line with the principles set out in the Children Act 1989 and the UNCRC (incorporated into Welsh law under the Rights of Children and Young Persons (Wales) Measure 2011 and the Social Services and Well-being (Wales) Act 2014). Procedures and protocols for dealing with safeguarding and protection of children are set out in the charity’s separate policy on these matters.

In our work with adults who may be at risk due to age, illness or disability the charity will endeavour at all times to provide services and activities which minimise risk and are as safe as we can make them. We aim to protect our service users from harm or maltreatment, prevent the impairment of health or development, ensure the provision of safe and effective care, promote people’s life chances and ensure children enter adulthood successfully. We will work in partnership with other local / national agencies to put in place appropriate procedures for reporting, making referrals, accessing training and specialist support, as and when required.

**Safer Recruitment**

The charity will seek to recruit using appropriate procedures, safeguards and checks in line with the Wales Council for Voluntary Action’s [Supporting Charities, Volunteers and Communities Model Policy Series 10](https://wcva.cymru/wp-content/uploads/2020/01/Model-policy-on-safeguarding.pdf) (or as amended). We will provide an induction programme for all new volunteers and staff, appropriate training to enable all personnel to undertake their roles safely and confidently, and ongoing training as benefits the personal and professional development of individuals and of our organisation. The charity retains the right to request references for all posts and volunteer roles prior to appointment and/or to use Disclosure & Barring Service (DBS) checks to help us to assess suitability, although this will not be standard practice for volunteer roles. Both volunteer and staff applications shall ask the candidate to disclose any (unexpired) criminal record, or instances of arrest, charging or acceptance of cautions. Ex-offenders shall be treated fairly, consistent with the obligation to support rehabilitation. We will regularly review our recruitment procedures in response to changes in legislation and systems external to our organisation, e.g., DBS and barring list checks

**Safeguarding Volunteers**

All volunteer roles will be supported in respect of personnel/HR/well-being and safeguarding issues by a Volunteer Co-ordinator. In addition, the functional line-manager for the volunteering role in question (which is defined in the Role Specification) shall also be mindful of volunteers’ safety. Officers of the charity have a duty in respect of volunteers’ protection from harm and abuse in the same manner and degree as the protection of the charity’s service users, staff and trustees. Any volunteer roles, which would be regulated activity if unsupervised, will be appropriately supervised in accordance with statutory guidance. This Safeguarding Policy also requires recognition of the charity’s Volunteering Policy.

**Volunteers’ Opportunities and Responsibilities**

Volunteers will be treated equally alongside any paid staff and trustees, and all volunteers will be offered the same opportunities for advancement, training and gaining qualifications and acknowledgement for their contribution to our organisation. In turn, our volunteers shall adhere to the charity’s Code of Conduct at all times as a representative of our organisation, and this includes responsibility for behaving in a manner consistent with the safeguarding of others.

**Safeguarding Officer**

Our appointed Safeguarding Officer is the National Manager (currently Paul Apreda), supported by the Deputy Chair (currently Anne O’Regan) as deputy, who will be available to all staff, volunteers and service users to speak to when they have any concerns, issues or complaints regarding the safety, well-being or conduct of service users, volunteers and staff. The safeguarding officer and deputy will have access to appropriate training to support them in these roles. They will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records and keep confidentiality, adhere to and promote this policy within the organisation, and support or provide access to support for individuals suffering harm or abuse.

**Awareness of Harm and Abuse**

Harm is caused by accidents, deliberate abuse (physical, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes or a failure to enable a person to participate in activities that are open to most of their peers. All incidents of harm to anyone involved in our service will require an appropriate response to reduce risks and improve our service. Deliberate acts of harm (sexual, physical, emotional and financial) and neglect are abuses against the person and will incur disciplinary proceedings and may require reports and referrals to social services, the police, other professional bodies and the Disclosure and Barring Service (DBS) if in regulated activity.

**Significant Harm**

Where there is risk of significant harm to our service users, volunteers or staff, the Safeguarding Officer and deputy are empowered to act accordingly….

* To log all conversations regarding the issue.
* To sign and request signatures on reports and statements.
* Confidentially seek advice from expert sources.
* Share concerns (with consent where required and appropriate) internally with senior staff / Chair of the Board.
* Share concerns and make referrals to external agencies such as Social Services, the Police or NSPCC as appropriate to the circumstances.
* Make a referral to the Disclosure and Barring Service regarding staff or volunteers in regulated activity whose conduct is harmful to service users and when they are removed from regulated activity.

**Confidentiality**

All reports and logs (including personnel records) will be kept securely and confidentially according to our data protection policy and confidentiality statement, or in line with DBS Code of Practice if appropriate, until or unless it is necessary to share this material with the agencies named above. Information will be shared on a “need-to-know” basis only. The limits of confidentiality and the charity’s policy on the matter will be shared with, and agreed to by, all service users at registration. Agreement to the terms of the confidentiality statement is a requirement of attendance by any individual to one of our meetings (online or in person) and will normally be accomplished via Service User Pack completion.

**Communication**

The charity will communicate this policy to all staff, volunteers, service users and their families / carers, using appropriate methods, formats and language to get the essence across. We support and encourage all service users, volunteers and staff to speak up and contact the named Safeguarding Officer or deputy where there is,

* a concern (a worry, issue or doubt about practice or treatment of a service user or colleague, or their circumstances), or,
* a disclosure (information about a person at risk of or suffering from significant harm), or,
* an allegation (the possibility that a volunteer or staff member could cause harm to a person in their care).

Staff or volunteers can report things that aren’t right, are illegal or if anyone at work is neglecting their duties, putting someone’s health and safety in danger or covering up wrongdoing.

In the first instance they should speak with the Safeguarding Officer, the deputy, or the trustee with appropriate responsibility (the Chair – Amin Kiddy FCA).

We would prefer our staff, volunteers or service users whenever possible to make a report as above, but this does not prevent them from making a report or referral to statutory agencies such Social Services or the Police, in their own right as a private individual. We also support our staff or volunteers to raise concerns or to disclose information, which they believe shows malpractice - whistle-blowing (disclosure in the public interest). To encourage everyone involved in the charity to understand that safeguarding is everybody’s business, we will regularly review this policy and our adherence to it, and continue to learn and improve our safeguarding practices.

**Last reviewed and approved by the charity’s management team on 9th February 2021**