

Safeguarding Policy of
THE FRIENDS OF THE PARISH CHURCH OF ST. MARY'S OLD BASING
Charity Number 1051202
("the Charity")

1. Preliminary

- 1.1 The Charity Commission has stated that safeguarding should be a key governance priority for all charities, regardless of size, type, or income, not just those charities working with children or vulnerable adults. It has also stated that it is essential for charity trustees to have and implement safeguarding policies and procedures and that they have to be adequate and appropriate for the charity's particular circumstances.
- 1.2 The Charity's activities involve arranging fund raising events for Supporters. It employs no staff and relies on volunteers to manage the events. The Charity from time to time organises a pantomime where the cast includes children but at all other events children are accompanied by an adult.
- 1.3 This Policy applies to all volunteers of the Charity. In this Policy, "volunteers" means and includes the Charity's trustees and all other volunteers.

2. Commitment to safeguarding

- 2.1 Those who participate in the activities provided by the Charity are beneficiaries of the Charity and are referred to in this Policy as its "Supporters".
- 2.2 Supporters may be at risk due to age, illness or disability. The Charity is committed to working in their interests, to promote their welfare, and to put in place safeguards and measures to protect them. In providing services, activities and benefits for Supporters, the Charity will endeavour at all times to minimise risk to them and to ensure that they are as safe as the Charity can make them.
- 2.3 The Charity aims to protect all of its Supporters from any act or behaviour of any volunteer which, whether deliberately or unknowingly on the part of that volunteer, gives rise to harm or ill treatment.
- 2.4 Such harm or ill treatment includes abuse (physical, sexual, emotional, discriminatory, institutional or organisational, financial or material), neglect, or impairment of the health or development of the Charity's Supporters.
- 2.5 The Charity also aims to ensure the provision to them of safe and effective care and to promote the well-being and welfare of its Supporters.
- 2.6 The Charity recognises that it has a duty to act on reports or suspicions of abuse or neglect. It adopts a "zero-tolerance" policy of abuse within the Charity.
- 2.7 The Charity carries out a risk assessment which includes an assessment of the risks of a breach of this policy for each activity it organises.

3. Safeguarding Officer

- 3.1 The Charity's appointed Safeguarding Officer as from 4th August 2021 is Ian Kershaw. He will have access to appropriate training to support him in this role.
- 3.2 He will be available to all, volunteers and supporters to speak to should they have any concerns, issues, or complaints regarding the safety, well-being or conduct of Supporters, volunteers or staff.
- 3.3 He can be contacted by post at 22 Priory Gardens, Old Basing, Basingstoke RG24 7DS or by e-mail at igfkershaw@btinternet.com. His telephone number is 01256 355500.
- 3.4 The Safeguarding Officer will maintain records, keep confidentiality, adhere to and promote this Policy within the Charity, and support or provide access to support for individuals suffering harm or abuse.

4. Awareness of harm and abuse within the Charity

- 4.1 All incidents of harm to any volunteer or Supporter will require an appropriate response to reduce risks and improve the Charity's services and activities.
- 4.2 Harm is caused by accidents, deliberate abuse (physical, psychological, 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. It can also include abuse via use of ICT facilities (e.g. grooming, bullying via the internet).
- 4.3 Deliberate acts of harm (physical, psychological, sexual, emotional and financial) and neglect are abuses against the person. Those acts will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies, and the DBS if the act is by someone in Regulated Activity. If a criminal offence is thought to have been committed by any staff member or volunteer, the police will be informed.

5. Confidentiality

All reports and logs (including personnel records) will be kept securely and confidentially until or unless it is necessary to disclose this material to external bodies to comply with any legal requirement. Information will be shared by the Charity on a "need-to-know" basis only.

6. Reports of possible or actual harm

- 6.1 The Charity supports and encourages all Supporters and volunteers promptly to speak up and contact the Safeguarding Officer where there is a concern (i.e. a worry, issue or doubt about practice or about treatment of a Supporter or volunteer, or their circumstances), or a disclosure (i.e. information about a person at risk of or suffering from Significant Harm) or an allegation of an incident or a possibility that a volunteer member has caused harm or could cause harm to a person in their care.

- 6.2 Volunteers can report, and have a responsibility to report, something that they become aware of if they suspect or discover that it is not right or is illegal or if it appears to them that someone is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing. They may become aware of any of these things from what they see or hear or from something another person has disclosed to them.
- 6.3 In the first instance the volunteer making a report should speak to the Safeguarding Officer. However if the report implicates the Safeguarding Officer the report should instead be made to the Treasurer of the Charity.
- 6.4 This does not prevent them from making a report or referral, in their own right as a private individual, to statutory agencies such as social services or the police.
- 6.5 The Charity cannot promise confidentiality to those making an internal report where it is has to be shared with any statutory agencies.
- 6.6 The Charity also supports its staff or volunteers to raise concerns or to disclose information, which they believe shows malpractice - whistle-blowing (disclosure in the public interest).

7. Safeguarding Officer's action

Where there is risk of Significant Harm to any volunteer or Supporter have the power to act as necessary and, in particular, as follows:

- log all conversations regarding the issue
- sign and request signatures on reports and statements
- confidentially seek advice from expert sources
- share concerns (with consent where required and appropriate) internally with the Honorary Officers/
- share concerns and make referrals to external agencies such as social services or the police, as appropriate to the circumstances

8. Communication by the Charity about safeguarding and this Policy

- 8.1 All staff and volunteers have an obligation to learn about protection issues and their related responsibilities.
- 8.2 The Charity will communicate this Policy to all volunteers and the public by placing it on the Charity's website.

9. Implementation of this Policy

- 9.1 This Policy must be followed by all volunteers of the Charity and must be promoted by its Executive Committee.

10. Adoption, coming into effect, and review, of this Policy

- 10.1 This Safeguarding Policy was approved by the Executive Committee on 4th August 2021. It also comes into force on that date.

10.2 The Executive Committee will, as appropriate, monitor and enforce this Policy.

10.3 The Executive Committee will review this Policy annually.

Ian Kershaw Chair of the Executive Committee.....