



Free My Meal Safeguarding Policy 2020 Updated - February 2022

Safeguarding Statement

Free My Meal recognises our moral and statutory responsibility to safeguard and promote the welfare of all our groups' users to the best of our ability. We endeavour to provide a safe and welcoming online environment where members are respected and valued. We abide by the duty of care to safeguard and promote the welfare of any our users and we're committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

Key Personnel

Designated Safeguard lead – Vicky Parker Contact Details – office@freemy meal.co.uk

Founder of Free My Meal – Hayley Steere Contact Details – hayley@freemy meal.co.uk

Online Notification form: Police: 999

Non-emergency: 101

NSPCC Helpline: 0808 800 5000

Terminology

FMM - Free My Meal

People:

Users

- Users of our service - This may include vulnerable adults and elderly
 - **Staff, Volunteers and Helpers**
 - All people who help FMM in any capacity, whether as an 'admin' on the online groups or helping with physical administrative duties
 - **Group Admin and Group Moderators aka 'Admins' and 'Mods'**
 - Admins and Mods work on the Facebook groups and ensure their smooth running.

Introduction

- We recognise the welfare of users is paramount in all the work we do and in all the decisions we take.
- All users regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse.
- Some users are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Purpose:

Free My Meal aims to the best of our ability to:

- Protect users who utilise FMM's services from harm. This aims to include children of the adults who utilise our services.
- Provide volunteers and helpers, as well as users with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of Free My Meal including volunteers, group admins, moderators and admin support workers. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in permanent exclusion from the organisation.

Definitions:

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

Adult at Risk:

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs).
- An adult who is experiencing, or is at risk of, abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Child and Adult Abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

Safeguarding children: Safeguarding children is defined in [Working Together to Safeguard Children 2018](#) as:

Protecting children from maltreatment.

- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

FMM should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults.

Training and Awareness:

FMM will ensure an appropriate level of safeguarding training is available to its Volunteers and Helpers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all FMM associates who are in contact with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognise a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children.

Confidentiality and Information Sharing:

FMM expects all volunteers, helpers and associates to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed.**

Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records will be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Safe Recruitment & Selection:

FMM is committed to safe practices that will reduce the risk of harm to children and vulnerable adults from people unsuitable to work with them or have contact with them.

Social Media:

All helpers and volunteers should be aware of FMM social media policy and procedures.