

Safeguarding Policy

This policy applies to all volunteers, including those in training; paid, agency and voluntary employees; the Board of Trustees; visitors and anyone acting on behalf of Rainbow Families Yorkshire CIC, both within RFY and outside whilst on RFY business.

The purpose of this policy is to protect adults at risk and children under the age of 18. We will give equal priority to keeping all adults and children who come into contact with RFY services and activities safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

Responsibilities

The board of Directors is accountable for safeguarding at RFY, and must assure themselves that all policies, procedures and practice are fit for purpose and everybody in the team keeps up to date with safeguarding legislation.

The board will nominate a lead trustee for safeguarding. On behalf of the board, they will be the named senior person in the organisation for safeguarding. They have responsibility for supporting the Safeguarding Team in their function, implementing and monitoring this policy, and maintaining oversight of any serious safeguarding activity.

A Safeguarding Team made up of RFY volunteers is responsible for day to day safeguarding activity. They will also work with the lead trustee for safeguarding to develop policy and practice across the organisation.

Both our Safeguarding Lead and Safeguarding team must have either suitable experience, or appropriate entry level training (equivalent to level 2)

How the safeguarding team will handle concerns

All concerns raised to the Safeguarding Team will be logged following procedure as soon as possible. The record will be updated as the team handles the concern and takes the necessary action.

All correspondence related to concerns will be retained.

A member of the team will assess the concern and seek to formulate a view on the most appropriate next steps. They may speak to the reporting person to gain more information, and will always seek a second opinion from within the team.

The reporting person will receive an acknowledgement of receipt of their concern, and, where appropriate, a high level summary of the action taken for instance whether the disclosure is a safeguarding concern, acknowledgment of consent gained to share information with external agencies such as police. Generally, the safeguarding team will only be able to share limited information with the reporting person, but this is nevertheless an important feedback loop to help develop practice.

Monitoring and Review

This policy and any procedures will be reviewed at least annually by the Safeguarding Team. Any changes will be agreed with the lead trustee for safeguarding, and proposed to the board for approval.

Review should also be triggered by changes in legislation, changes in recommended practice or statutory guidance, and recommendations from any multi-agency incident reviews Switchboard has been part of.

An annual safeguarding report will be prepared by the Safeguarding Team and lead trustee, and presented to the board.

This annual report should detail safeguarding activity for the year, and a commentary on any trends, safeguarding-related risks, and the wider safeguarding landscape.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	Nov 24	Initial draft approved	Annually