

St Peter's Saltley Trust

Safeguarding Policy

Applicability

This policy applies to anyone working on our behalf, including our trustees and other 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.

Statement of Safeguarding Principles

We are committed to:

- The care and nurture of all those who work for St Peter's Saltley Trust, and of those we work alongside;
- The safeguarding and protection of all children, young people and all adults;
- The establishing of a safe, caring working environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

To this end:

- We will carefully recruit, support and train all those with any responsibility within the organisation in line with the principles of Safer Recruitment outlined by the Church of England. This includes the use of a confidential declaration form and DBS checks where required.
- We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will show appropriate care for, and signpost towards expert pastoral care and support, anyone who has suffered abuse, recognising the importance of understanding the needs of those who have been abused, including their feelings of alienation and / or isolation.
- We will seek to protect survivors of abuse from the possibility of further harm and abuse.
- We commit ourselves to promoting safe practice amongst those in positions of trust. We will seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.
- We will seek to offer support, including supervision, and referral to the appropriate authorities, to any member of our organisation who is the subject of concerns or allegations of abuse, or known to have offended against a child, young person or adult who is vulnerable. The Trust is a

member of the thirtyone:eight network, and their helpline for advice and concerns is 0303 003 1111.

- It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect. Each person who works with vulnerable people will agree to abide by this policy.
- Trustees are aware of and will comply with the Charity Commission guidance on safeguarding and protecting people and also the 10 actions trustee boards need to take to ensure good safeguarding governance. Serious safeguarding incidents directly relating to the conduct of Trust staff, trustees or volunteers in the course of discharging Trust business should be reported to the Charity Commission.

Working with Other Organisations

In working with other organisations, including any grant making, we will comply with Charity Commission guidance by carrying out relevant due diligence (including reviewing a copy of the applicant's safeguarding policy) and having a written agreement that sets out:

- Our relationship.
- The role of each organisation – *particularly in reference to safeguarding*
- Monitoring and reporting arrangements.

Where a safeguarding incident arises in a project or organisation working in partnership with the Trust, the partner organisation would normally be the lead safeguarding agent and the process of reporting would follow the partner organisation's procedures. Where a disclosure or incident relates directly to the conduct of the Trust's staff, the Trust remains the lead safeguarding agent in the situation. The lead safeguarding Trustee is Dr Peter Kent.

Review of Policy

This safeguarding policy will be reviewed and approved by the Board annually.

[adapted from Church of England *Statement of Safeguarding Principles and Policy on the Safeguarding of Adults and the Charity Excellent Framework Example Safeguarding Policy*]

Updated 5 March 2024.

Guidelines for Responding to a Person Disclosing Abuse

Respond

Do:

- Listen.
- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- Remain calm.
- Take into account the person's age and level of understanding.
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- Offer reassurance that disclosing is the right thing to do.
- Establish only as much information as is needed to be able to tell your relevant safeguarding lead (see above: 'working with other organisations') and statutory authorities what is believed to have happened, when and where.
- Check what the person hopes to happen as a result of the disclosure.
- Tell the child or adult what you are going to do next.

Do not:

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.
- Do a physical or medical examination.

Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place and actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

Report

- If there is immediate danger to a child or adult contact the police.
- Otherwise report to the relevant lead safeguarding agent (see above: 'working with other organisations') immediately.
- Where the incident relates directly to Trust staff, trustees or volunteers, the Trust will take advice within 24 hours on whether the incident requires reporting to statutory agencies.
- Concerns/advice can be directed to thirtyone:eight (0303 003 1111) who provide advice and support for the Trust regarding safeguarding.
- If there is any doubt seek advice from Children's/Adult's Social Care or the police.

Things to remember:

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure any actions cannot be misrepresented by someone else.
- Challenge unacceptable behaviour.
- Do not put anyone (including yourself) in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others.
- You must not keep allegations or suspected abuse secret.

[based on Church of England Model *Pocket-Sized Guide to Safeguarding* 2014, appendix 11 and the 2018 Church of England Parish Safeguarding Handbook]