



Safeguarding Policy

Introduction

Our charitable activities may at times include working with vulnerable people.

The purpose of this policy is to protect children and adults at risk and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

Safeguarding Principles

We believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of all of our beneficiaries, staff and volunteers, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

Safeguarding Policy Applicability

This safeguarding policy applies to anyone working on our behalf, including our staff, 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. These may, but are not limited to:

- Other [UK regulators](#), if applicable, such as [Ofsted](#) or [CQC](#).
- Other authorities, such as the [DfES](#) or [NHS](#).

Code of Conduct

All representatives are required to understand their responsibility to keep adults at risk and children safe, and to sign and abide by the Code of Conduct (**Annex 1**), which lists acceptable and unacceptable behaviour, primarily designed to safeguard others.



It also serves to guard the name and reputation of Peeps and its representatives from false accusations. All staff are responsible for encouraging and promoting the implementation of the Code of Conduct.

The adherence to this code is mandatory for all representatives. Any violation of the Code of Conduct will result in disciplinary procedures in addition to any relevant legal action.

To give maximum protection to beneficiaries, the organisation and staff, the Code of Conduct is to be applied both within and outside of working hours.

Types of Abuse

Abuse occurs when an individual or individuals hurts another adult or child, either physically or mentally. In the majority of cases, the abuser is someone the survivor knows well, such as a parent, other caregiver, relative or friend. Abuse can be intentional or unintentional.

There are several forms of abuse including:

Physical abuse: Physical abuse is causing deliberate injury to a person, however slight. This may involve hitting, shaking, throwing, poisoning, biting, burning or scalding, drowning, suffocating or otherwise causing or attempting to cause physical harm to a person. Physical harm may also be caused through the misuse of medication, restraint or inappropriate sanctions (for example, corporal punishment) or being given alcohol or a substance that is known to cause harm.

Emotional/psychological abuse: Emotional or psychological abuse is the emotional ill treatment of a person that adversely affects their wellbeing or development. Some level of emotional abuse is involved in all types of ill treatment, though it may occur alone. It includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks. Other harmful experiences such as frequently being forced to witness violence in their domestic environment are also classified as emotional abuse.

Neglect: Neglect is the continuing failure to prevent harm that damages or impairs health and/or development by not meeting a person's basic physical and/or psychological needs. This includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, withholding medication, inadequate hygiene, nutrition, housing or heating, or preventing someone from interacting with others.

Neglect of children and adults with disabilities is more common than neglect of those without disabilities and is often under-reported.



Sexual abuse: Sexual abuse is the involvement of a person in sexual activities which they do not want or truly understand, or to which they are unable to give valid or effective consent. This may involve rape, sexual assault, inappropriate sexual contact, or exposure to inappropriate material.

Any kind of sexual activity involving a child constitutes sexual abuse, whether the child, under 18, is aware of, or consents to, what is happening. This includes rape, incest, fondling genitals, masturbation, voyeurism, exhibitionism, exposing a child to adult sexual material, or making them take part in any sexual activity, real or simulated, whether face-to-face, online, or in any other medium.

Financial or material abuse: Financial or material abuse is the theft or misuse of a person's property or assets. This includes money being withdrawn or stolen, goods or services purchased in someone's name without their consent, being deliberately overcharged for goods or services, misappropriation of property, possessions or benefits, or money being borrowed by someone who is providing a service to the vulnerable person.

Discriminatory abuse: Discriminatory abuse is repeated, ongoing or widespread discrimination due to a person's age, sex, gender, disability, racial heritage, religious belief,

sexual orientation, appearance or cultural background, marriage or civil partnership, pregnancy and maternity. This can include unfair or less favourable treatment, sexual or gender preference, slurs, harassment, name-calling, breaches of civil liberties, and unequal access to health or social care.

Organisational abuse: Organisational abuse is the mistreatment, abuse or neglect of children or adults by an organisation or its personnel. It can take place within settings and services that children or adults live in or use, and it violates their dignity, resulting in a lack of respect for their human rights. It can take the form of an organisation failing to respond to or address concerns around poor practice which has been brought to its attention.

Exploitation: Those who want to exploit children and adults will seek out those who are in vulnerable circumstances to use them for their own purpose, activity, or gratification. This could be financial, commercial, sexual, or related to extremism and terrorism. Exploitation involves a process of grooming; when someone builds an emotional connection with a child or adult to gain their trust for the purpose of exploitation. They may also manipulate their environment, so they become isolated from those who could help or support them.

Reporting Safeguarding Concerns

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.



If you are a beneficiary, or member of the public, make your concerns known to a member of our team, who will alert a senior member of the charity.

For members of the charity, make your concerns known to your supervisor. If you feel unable to do so, speak to a trustee.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of [Serious Incident Reporting](#) and, if applicable, other regulator. They are aware of the Government [guidance on handling safeguarding allegations](#).

The NSPCC has [guidance](#) and a telephone helpline available if you are worried about the safety of a child. A child is defined as anyone who has not yet reached their 18th birthday.

The Ann Craft Trust has [guidance](#) and a telephone helpline available if you are worried about the safety of a vulnerable adult.

If you are concerned about wrongdoing within our charity, call the Charity Commission's confidential whistleblowing helpline **0800 055 7214**, provided by Protect.

Please refer to the incident management procedure in **Annex 2** of this document. A copy of the incident reporting form can be found [here](#).

Confidentiality

All reports and the information herein will be handled with strictest confidentiality to protect the identity of the individuals concerned, the informer and the accused, both appropriately and in accordance with relevant legislation.

In cases where someone is deemed to be a risk to themselves or others, Peeps may need to disclose someone's identity in order to report the concern to an appropriate body for support.

Trustee Safeguarding Responsibilities

This safeguarding policy will be reviewed and approved by the board every two years.

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.

Our named contacts for any Safeguarding concerns are:

Laura Linney, Volunteer Coordinator - contact email Laura@peeps-hie.org or telephone 07825426234



You can also email safeguarding@peeps-hie.org – this email is managed by Sarah Land, Charity Manager, who will escalate any safeguarding concerns to Hannah Adams, our Safeguarding Lead on the Board of Trustees.

It is everyone's responsibility to be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately.

Disclosure and barring

All staff and Trustees will be required to undergo a basic DBS check. Some of our staff and volunteers may be required to undergo an enhanced DBS check.

Peeps will process and pay for DBS checks if required, via U check.

Scans of all certificates shall be held by Sarah Land, Charity Manager and reviewed every two years.

Safeguarding And Fundraising

We will ensure that:

- We comply with the [Code of Fundraising Practice](#), including [fundraising that involves children](#).
- Staff and volunteers are made aware of the Institute of Fundraising guidance on [keeping fundraising safe](#) and the NCVO Guidance on [vulnerable people and fundraising](#).
- Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- We do not either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
- We are sensitive to any particular need that a donor may have.

Social media, IT and WhatsApp

Peeps is committed to ensuring that no materials produced or shared by our organisation or representatives online are harmful, exploitative, or abusive. This includes the following examples: violent, hateful, pornographic, sexual, racist, discriminatory, sexist, blasphemous, obscene, indecent, derogatory, or biased behaviour.

The code of conduct for staff and volunteers which is Annex 1 of this Safeguarding Policy outlines all forms of harm, exploitation and abuse which is prohibited by the organisation. This extends to harm, exploitation, and abuse online.



No person should be harmed through the online activities of our representatives or organisation. This includes use of all forms of social media including Facebook, YouTube, twitter, Instagram, LinkedIn and all other social networking sites and internet postings, including blogs.

Representatives are also prohibited from viewing, purchasing or downloading any pornographic material or sexual services on computer systems provided by Peeps, this includes photos, cartoons, drawings, text and any other forms.

Safeguarding risks extend to the use of WhatsApp. The platform must never be used to harm, exploit or abuse another individual connected to our organisation, in line with Peeps' Safeguarding Policy.

You must never share embargoed or confidential information on WhatsApp.

Take care when sharing personal data on WhatsApp, especially from a personal phone. Never use WhatsApp to share health or other sensitive information related to an individual (known as 'special category personal data'), in line with Peeps' Privacy policy.

If you administrate (create) a group, be aware that you are sharing other people's phone numbers. Ask people's permission before you add them to a group.

Delete a WhatsApp group once it has fulfilled its original objective and ensure that you remove any individual members of a group when they longer require access.

Approval and Review

Approved by Jennifer Cawthorne

Signature and Date

26.09.2023

Name and title

Mrs Jennifer Cawthorne, Chair of Trustees

Date due for next review September 2024



Annex 1 Code of Conduct

To be applied within and out of working hours

I, (insert name) _____, acknowledge that I have read and understand Peeps' Safeguarding Policy.

By signing this document,

I agree:

- To comply with Peeps' Safeguarding Policy and this Code.
- To report any concerns or incidents in line with procedures set out in the policy.
- To raise awareness of the policy and Code of Conduct in my work environment.
- To promote Peeps' safeguarding standards and values

I will:

- Be committed to playing my part in creating a culture of openness and mutual accountability in the workplace. This culture will enable all safeguarding concerns to be both raised and discussed. This will in turn ensure inappropriate and abusive behaviour is challenged.
- Help create and/or uphold an environment that is safe, positive, and encouraging, where children and adults are listened to and respected as individuals.
- Ensure the use of the 'Two Adult Rule'. This means, when interacting with at-risk adults and/or children in a work context, I will ensure that another adult is always present or within reach.
- Ensure physical contact is at all times appropriate and not an invasion of the individual's privacy.
- Ensure communication in person and via digital platforms is always appropriate and complies with the Safeguarding Policy.
- Use positive, non-violent methods to manage behaviour.
- Respect an individual's dignity and their need to be safeguarded at all times when taking photographs, filming, or writing reports for public relations work.
- Ensure that when photographing, filming, or interviewing children and adults, the guidelines within the safeguarding and privacy policies are followed and that consent has been obtained, individuals are properly dressed and are not depicted in a way that is not abusive, sexually provocative, demeaning or culturally inappropriate.
- Maintain confidentiality when handling personal data of others, to minimise the risks posed by third parties who receive information about children and adults.
- Comply with any investigation led by official bodies (including interviews) and make available any information necessary.

I will never;

- Harm, abuse, exploit or neglect any individual whilst representing Peeps.



- Engage in sexual activity or have a sexual relationship with a child, regardless of consent or local custom. Mistaken belief in the age of a child is not a defence.
- Condone or in any way force an at-risk adult, or a child, to participate in any form of sexual activity, real or simulated, on the internet or in any other medium.
- Make sexually suggestive comments or send inappropriate messages; inappropriately touch or sexually harass any children or adults.
- Touch, hold, kiss or cuddle an at-risk adult or a child, in an inappropriate and/ or culturally insensitive way.
- Help at-risk adults or children with acts of an intimate or private nature, which they can do for themselves. Such actions may only be undertaken for an individual who has acknowledged the need for that assistance directly or through a parent/guardian.
- Engage in activities involving close body contact with at-risk adults and/or children, beyond professional requirements.
- Hit or otherwise physically assault, or physically abuse an adult or a child. Use any form of corporal punishment as a disciplinary measure.
- Condone, or participate in behaviour with any adults or children that is illegal, unsafe or abusive, including being part of harmful traditional practices, spiritual, ritualistic or substance abuse.
- Act in ways intended to shame, humiliate, belittle or degrade others, or otherwise perpetrate any form of emotional abuse.
- Develop relationships with children or adults that could be deemed exploitative or abusive.
- Spend excessive time alone with an at-risk adult or a child, away from others, behind closed doors or in a secluded area (in line with the 'Two Adult Rule')
- Take an at-risk adult or a child, who has been involved in our programmes, to my home, or visit them in their home where I may be alone with them.
- Sleep in the same bed or the same room as an at-risk adult or a child met through work or allow them to stay overnight at my home.
- Take an at-risk adult or a child, met through work alone in a vehicle unless it is absolutely necessary, and only with parental/guardian and managerial consent.

Signature _____

Date _____



Annex 2 Incident Management Procedure

If you witness or suspect that a child or adult has been harmed in anyway it must be reported **immediately** to the designated Safeguarding leads, member of Senior management, Trustee and/or law enforcement, if deemed necessary.

Laura Linney, our Safeguarding trained Volunteer Coordinator can be contacted by email Laura@peeps-hie.org or telephone 07825426234.

Sarah Land receives Safeguarding concerns that are emailed to safeguarding@peeps-hie.org and triages these before escalating, if necessary to the Trustees/law enforcement.

Our designated Trustee responsible for Safeguarding process and concerns is Hannah Adams, she can be contacted via safeguarding@peeps-hie.org as above.

Initial considerations following a reported concern;

- The actions to be taken to address any immediate safety of any relevant child/ren or adult at risk involved, for example those that are the subject of the safeguarding allegation or other children that the individual has contact with through work or family.
- The criteria for referral to children's social care, adult social care and/or the police
- What information, if any, to share with the individual who is the subject of the safeguarding allegation, and when to do so.
- Whether any immediate decision must be taken about suspension of the individual subject to the allegation, pending further enquiries and/or investigation.
- What further information may be required for clarification.
- Identifying who else is aware of the safeguarding allegation and who has been spoken to.
- Identifying whether any advice should be sought from an external source.
- Consideration of support arrangements for the child/ren, adult at risk and family members concerned.
- Arrangements for support for the person who is the subject of the safeguarding allegation and the person who raised the allegation.

The incident reporting form should be completed as soon as possible. Evidence should be gathered, and any witnesses interviewed without undue delay.

All interviews shall be recorded and convened by two members of senior staff, no member of staff who has witnessed or been accused of the alleged abuse should be included in the interview with any victims.

All statements shall be treated confidentially, and witnesses and victims protected from further harm.

Responding to disclosures of harm or abuse

Please use the following guidance when responding to any disclosures of harm and/or abuse.



- Listen carefully.
- Don't interrupt the individual to seek help.
- Try to avoid distractions such as mobile phones.
- Avoid expressing your own views on the matter.
- Distractions and/or a reaction of shock or disbelief could cause the person to stop talking.
- Let them know they've done the right thing. Reassurance can make a big impact to the individual who may have been keeping the abuse secret.
- Tell them it's not their fault. Abuse is never the individual's fault, and they need to know this.
- Say you will take them seriously. An individual could keep abuse a secret in fear they won't be believed. They've told you because they want help and trust you'll be the person who will listen to and support them.
- Record what the individual tells you in their own words, do not interpret what they have said. Do not push them for more information or ask leading questions.
- Don't talk to the alleged abuser. Confronting the alleged abuser about what the individual's told you could make the situation a lot worse for the individual.
- Explain what you'll do next. If age appropriate, explain to the individual that you'll need to report the abuse to someone who will try to help.
- Don't delay reporting the abuse. The sooner the abuse is reported after the individual discloses the better.
- Report as soon as possible so details are fresh in your mind and action can be taken quickly.
- **The physical safety of the individual is paramount.** If you believe the individual may be in immediate danger, act accordingly.