

Newcomen Collett Educational Foundation

Safeguarding Policy

1. Policy statement

Newcomen Collett Educational Foundation (NCEF) is committed to protecting the welfare of beneficiaries, staff, governors and others who directly or indirectly engage with the charity's services and activities. It aims to take all necessary steps to stop abuse happening.

This policy outlines the charity's approach to safeguarding for people who come into contact with the charity, including people who benefit from the charity's work, staff, governors and volunteers.

2. Purpose and scope of the policy

The purpose of this policy is to provide a framework for all staff, governors and volunteers within NCEF.

The policy aims to ensure that all staff, volunteers and governors are aware what safeguarding means and to understand the actions that should be taken if they have cause to suspect a person engaging with the charity (directly or indirectly) is at risk of abuse or neglect.

The charity is not responsible for safeguarding the beneficiaries of the organisations it awards grants to but recognises the role it can play in contributing to the enhancement of safeguarding.

3. Guidance

This policy has been drawn up in accordance with guidance on safeguarding issued by the Charity Commission.

4. Key terms and definitions.

Safeguarding means protecting a person's right to live in safety, free from abuse or neglect, while at the same time making sure that their wellbeing is promoted. This includes having regard to their views, wishes, feelings and beliefs in deciding on any action as appropriate.

Examples of abuse and neglect include, but are not limited to physical, sexual, psychological or emotional, financial or material, discriminatory, and organisational abuse; neglect (including acts of omission), self-neglect, radicalisation and enforced gang membership. Other examples of abuse may include domestic violence, sexual offences, stalking, cyber abuse, female genital mutilation (FGM), crimes said to be committed in the name of "honour", forced marriage, prostitution, and human trafficking for sexual exploitation.

A further example of abuse is economic abuse. Economic abuse involves behaviours that interfere with an individual's ability to acquire, use and maintain economic resources such as money, transportation and utilities. It can be controlling or coercive. It can make the individual economically dependent on the abuser, thereby limiting their ability to escape and access safety.

Coercive control in an intimate or family relationships is now recognised as a criminal offence. This can include acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Vulnerable beneficiaries are children under the age of 18 and any adult aged 18 or over who, by reason of mental or other disability, age, illness, or other situation is permanently or for the time being unable to take care of him or her self, or to protect him or her self against significant harm or exploitation.

Safeguarding children duties apply to any charity working with, or coming into contact with, anyone under the age of 18. Safeguarding children means to protect children from abuse and maltreatment, prevent harm to children's health or development, ensure children grow up with the provision of safe and effective care and take action to enable all children and young people to have the best outcomes.

5. The charity's operations

The charity's staff, volunteers and governors may interact with people through grant applications, visits to projects, visits to tenants and in the office.

6. Policy principles

All allegations, concerns, suspicions of abuse or neglect are taken seriously and responded to within the steps laid out in the corresponding procedure.

All staff have a responsibility to ensure they are informed, trained and understand their duty to operate within this policy and procedure. All staff, governors and volunteers have a shared responsibility to take appropriate steps to protect people at risk.

All staff, governors and volunteers have a duty to act upon and report actual, suspected or allegations of abuse in line with the code of conduct.

Staff, volunteers and governors will not be in unsupervised contact with children or vulnerable adults.

The charity promotes a fair, open and positive culture and ensures all involved feel able to report concerns, confident that they will be heard and responded to.

The charity will record and refer all concerns, suspicions and allegations of abuse or neglect as follows:

- In an emergency or if all other avenues of reporting fail, suspicions of abuse will be reported to the police on 999.
- Concerns about a child will be reported to Southwark Council's Child Protection Referral & Assessment Team on 020 7525 1921. The Local Authority Designated Officer (LADO) can be contacted on 0207 525 0689.
- Concerns about an adult will be reported to Southwark Council's Safeguarding Adults Team on 020 7525 3324 (over 65's) or on 020 7525 0088 (ages 18 to 65). It will do this only with consent from the adult at risk, unless they lack capacity or there is an overriding public interest consideration.

The charity will report any incidents of abuse that it suspects are a criminal offence to the police. It will treat any disclosures of actual historical abuse in the same way as an allegation, disclosure or suspicion of current abuse.

The charity will provide employees with role appropriate training.

The charity will meet its responsibilities in the safe recruitment, selection and vetting of employees by using the Disclosure and Barring Service and undertake any other pre-employment screening checks as appropriate.

The charity will provide support and supervision for employees, creating a safe environment in which they feel able to report safeguarding issues, including where they have concerns about the behaviour of an employee, volunteer or governor at the charity, in line with the Whistleblowing Policy.

7. Employees and volunteers

The charity's approach to safeguarding the welfare of employees and volunteers is underpinned by the Health and Safety Policy, the Whistleblowing Policy, the Lone Working Policy and other policies contained within the Employee Handbook.

The Code of Conduct supports the safeguarding principles outlined in this policy.

8. Grant making

Organisations:

As a grant maker, the charity is not directly responsible for safeguarding the beneficiaries of its partner organisations but recognises the role it can play in contributing to the enhancement of safeguarding.

At all stages of grant making the charity will adopt a principle of relevance and proportionality. This means applying more rigour when beneficiaries are potentially more vulnerable and proportionate in terms of the size of the partner organisation and level of grant.

Organisations receiving grants will be expected to have considered the safeguarding of their beneficiaries.

Online application forms for organisations, other than for uniform grants, ask

- a) Will everyone coming into contact with children be DBS checked?
- b) Do you have a safeguarding policy? If yes, please upload a copy. If not, please explain your approach to safeguarding.

Visits to projects are carried out in accordance with the following:

- Visits are only undertaken with the explicit permission of the project leaders. NCEF staff will never turn up unannounced at a project unless it is a public event.
- NCEF staff will never take any responsibility for the group being visited. Ideally two adults from the project should be present at all times.
- NCEF staff will avoid one-to-one situations with the participants of the project and should never be alone in a room with a participant.
- If the NCEF staff member has any concerns about safeguarding at the project, then he/she should raise the concern in a written report to the Clerk and through the appropriate channel.

Uniform grants are awarded to schools. The charity's presumption is that each school has a safeguarding policy and a procedure for reporting concerns and that no safeguarding enquiries need to be made by the charity for these grants.

Individuals:

- The charity treats all applicants with respect and in a professional manner.
- Staff, volunteers and governors only use the charity's email and office phones to communicate with applicants and never share personal contact information.

- If an employee, volunteer or governor suspects that an individual applicant is vulnerable then they may attempt to liaise with the Referee/Support Worker as well as the applicant.
- If, during the course of conversations with an applicant, an allegation of abuse is disclosed then the charity will inform the relevant authorities.

9. Operating online

NCEF is aware that operating online carries specific safeguarding risks connected to protecting people from abuse and protecting sensitive information.

Grant applicants fill out applications online and need to register in order to do this. The information posted can only be seen by NCEF staff. Any inappropriate information uploaded by applicants is reported to the Clerk to be dealt with appropriately. Staff may only contact grant applicants through NCEF's email system, which records all emails. Staff follow the provisions of the employee handbook when sending emails to grant applicants.

NCEF protects people's personal data in accordance with its Data Protection Policy.

NCEF's website is password protected. NCEF ensures it has permission to display any images on the website.

10. Monitoring

This policy will be reviewed every year or sooner if events dictate this. A copy will be placed on the website.