

Friends of the New Forest

(New Forest Association: registered Charity No. 260328)

Safeguarding Procedure

(see also separate Safeguarding Policy)

1. Reporting Process and Important Contacts

Important Contacts - if a safeguarding incident occurs or is suspected:

Police Emergency – 999

For advice and guidance, in the first instance the incident or concern should be reported to:

The Charity Safeguarding Lead, who is:

Clare Gouldstone, telephone: 07588 832 185

The multi-agency safeguarding hub (MASH): Hampshire MASH – 0300 555 1384 (Children) or 0300 555 1386 (Adults) – Out of Hours number: 0300 555 1373

Police Non-emergency – 101

NSPCC Helpline 0800 800 5000

Hampshire Children's Services for all new concerns about a child – 0300 555 1384 Mon-Thurs 8.30-5, Fri 8.30-4.30pm.

Hampshire Children's Services out of hours 0300 555 1373

Local Area Designated Officer (LADO) : 01962 876364 or <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/allegations>

Hampshire Adult Services: phone 0300 555 1386 during office hours 8.30am to 5pm Monday, 9.30am to 5pm Tuesday to Thursday, 8.30am to 4.30pm on Friday

Hampshire Adult Services: Out of Hours Phone 0300 555 1373 (public and professionals) Text 07565 205102 (hard of hearing/deaf clients only)

2. Purpose of this Procedure

The purpose of this procedure is to provide guidance on what to do if a safeguarding incident occurs or is suspected.

3. Statement of Principles

When following this Safeguarding Procedure, the Charity will strive to uphold good safeguarding principles and practice, such that anyone involved with the Charity can be assured of:

- privacy
- being treated with dignity and respect
- leading an independent life and being enabled to do so
- choosing how they live their lives

- the protection of the law
- having their human and civil rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religious or cultural background.

The Charity will also follow the principles enshrined within the **England and Wales Care Act 2014**.

- Principle 1 – Empowerment – whereby the approach is focused on the individual making their own decision and gaining informed consent, where possible.
- Principle 2 – Prevention – seeking to take steps to prevent issues from arising or escalating.
- Principle 3 – Proportionality – responding in a proportionate way to the issue/s being presented.
- Principle 4 – Protection – seeking to keep the membership safe and protection for those deemed to be at risk.
- Principle 5 – Partnership – reporting incidents to the relevant statutory bodies and liaising with the Trust.
- Principle 6 – Accountability – accurate recording of incidents. Reporting incidents, as required, to the Trust and to relevant regulatory authorities.

For children, summary of the key legislation is available from:

<https://learning.nspcc.org.uk>

4. Code of good practice for trustees, members and volunteers

This Code provides common sense guidelines that are intended both to reduce opportunities for the abuse of young people and vulnerable adults and help to protect trustees, members and volunteers from any false allegation.

Charity Trustees, Officers, Council members, and Charity Volunteers SHOULD:

- Treat all young people and vulnerable adults with respect, including their right to personal privacy.
- Ensure that, whenever possible, there is more than one adult present during activities or that you are within sight or hearing of others
- Exercise caution when discussing sensitive issues with children or vulnerable adults
- Exercise caution in initiating any physical contact with a young person or vulnerable adult
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse.
- Keep the designated person, parents, guardians and carers fully informed of any issues.
- As soon as possible, make thorough notes about any conversation that might indicate abuse
- Record details as accurately as possible including where, when, who was there, what was said, by whom, to whom, and how the matter ended.

Charity Trustees, Officers, Council members, and Charity Volunteers SHOULD NOT:

- Be alone with a child or vulnerable adult away from others
- Take young people or vulnerable adults alone in a car journey, however short
- Take young people or vulnerable adults to your home
- Engage in physical or sexually provocative games including horseplay
- Allow or engage in inappropriate touching of any form
- Make over-familiar or sexually suggestive comments or approaches to a young person or vulnerable adult even as a joke
- Let allegations, over-familiar or sexually suggestive comments or approaches made by a young person or vulnerable adult go unchallenged or unrecorded
- Do things of a personal nature that a child or vulnerable adults should do for themselves
- Take photographs, videos or other images of a young person or vulnerable adult without the express permission of the designated person and their parent, guardian or carer.
- Probe or try to investigate any claims (these are matters for Social Services or the Police).

5. Training

The Safeguarding Lead for the Charity will arrange suitable Safeguarding training for Charity Trustees, Officers, Council members, and Charity Volunteers, and maintain a suitable training record.

Periodic refresher training will be scheduled to ensure the Safeguarding Policy and Procedure are clearly understood and followed.

The Safeguarding Committee will determine the type, frequency and attendance required for the training.

6. Monitoring and Review

This Safeguarding Procedure will be reviewed by the Safeguarding Committee after every incident or suspected incident to ensure it is appropriate, and to determine any new training needs.

FoNF Safeguarding Procedure – adopted 6th September 2023

Review date – November 2024