



Safeguarding Policy

Purpose

St Ives Food Bank is fully committed to all principles of Equality and Diversity and takes an approach which recognises the importance of the nine Protected Characteristics covered by the Equality Act (Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief, Marriage and Civil Partnership, Sex, Sexual Orientation). As a demonstration of our commitment, this policy and procedure has had an Equality Analysis undertaken on it to ensure we offer a service and employment that is inclusive for all.

Lead Trustee

A lead trustee is appointed to provide oversight of safeguarding and to lead on any incident investigation and reporting.

Safeguarding Officer	Rev Christopher Wallis 13 Coombe Road, Penzance Cornwall, TR18 3NP cjwallis2015@outlook.com Tel. 07958 390303
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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. These include, but are not limited to, other [UK regulators](#), if applicable.

Safeguarding is appropriately reflected, where relevant, in other policies and procedures.

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 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 are also able to speak up, if they have any concerns.

Types of Abuse

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse are appended for reference (Appendix 1).

Reporting Concerns

If a crime is in progress, or an individual is in immediate danger, the police (999) should be called, as in any other circumstances. If the concern is about a child, the Police Child Protection Team should be alerted:

Police Child Protection Team:

0300 123 1116

If a beneficiary or member of the public has concerns, these should be made known to any member of our team, who will alert the Safeguarding officer or, in their absence, another trustee of the charity. Contact details for the Safeguarding Officer are given on p.1 of this policy.

Volunteers, staff or others working for the charity, should make their concerns known to the Safeguarding Officer or 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](#).

Where there is a suspicion or allegation of abuse, the Safeguarding Officer must contact the appropriate branch of Social Services:

Adult Social Services:

Access Team

Accessteam.referral@cornwall.gov.uk

0300 1234131

Out of hours (Emergency Duty Team): 01208 251300

Children's Social Services:

Multi Agency Referral Unit

lado@cornwall.gov.uk

Out of hours (Emergency Duty Team): 01208 251300

Responsibilities

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

Trustees will be aware of and 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.

The Safeguarding Officer has responsibility for the oversight of all aspects of safety, including whistleblowing and Health & Safety at Work (H&SW). This will include:

- A regular review of safety, with recommendations to the Trustees when appropriate.
- Creating a culture of respect, in which everyone feels safe and able to speak up.
- Making sure that everyone feels safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise risk.
- Planning activities to take account of potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring: that all relevant checks are carried out when recruiting volunteers or staff, including DBS clearance; that appropriate safeguarding training has been undertaken; that all checks and training are kept up to date; and that these are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- Ensuring that lapses in safeguarding are properly investigated and dealt with quickly, fairly and sensitively, and that reporting to the Police/statutory authorities is carried out appropriately.
- Responding to any concerns sensitively and acting quickly to address these.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- Making staff, volunteers and others aware of:

- Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
- The signs of potential abuse and how to report these.

Everyone. 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 to the Safeguarding Officer (see p.1) or a Trustee.

Fundraising

We will ensure that:

- we comply with the [Code of Fundraising Practice](#), including [fundraising that involves children](#).
- our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- we do not 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.

Online Safety

We will identify and manage online risks by ensuring that:

- volunteers, staff and trustees understand how to keep themselves safe online. We may use high privacy settings and password access to meetings to support this.
- any online services we provide are suitable for our users. For example, use age restrictions and offer password protection to help keep people safe.
- the services we use and/or provide are safe and in line with our code of conduct.
- we protect people's personal data and follow data protection legislation.
- we have permission to display any images on our website or social media accounts, including consent from an individual, parent, or other responsible person.
- we clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process. If users are unsure, they can contact one of [these organisations](#).
- we have adopted and comply with the [Charity AI Ethics & Governance Framework](#).

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 and having a written agreement that sets out:

- Our relationship.

- The role of each organisation.
- Monitoring and reporting arrangements.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Trustees		Initial draft approved	Annually

This policy will be reviewed as part of any safeguarding incident investigation, to test that it has been complied with and to see if any improvements might realistically be made to it.

Statutory Guidance

[Gov.UK – The role of other agencies in safeguarding](#)

[CC: Infographic; 10 actions trustees need to take.](#)

[CC: Safeguarding duties of charity trustees](#)

[CC: Safeguarding - policies and procedures](#)

[CC: How to protect children and adults at risk](#)

[CC: Managing online risk.](#)

Useful Links

[NCVO: Online safeguarding resources.](#)

[NSPCC: Writing a safeguarding policy](#)

Cornwall Council guidance on safeguarding adults can be found at:

<https://www.cornwall.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/>

Cornwall Council guidance on safeguarding children can be found at:

<https://www.cornwall.gov.uk/health-and-social-care/childrens-services/child-protection-and-safeguarding/>

Appendix 1 – Signs of Abuse

Signs of abuse are many; the lists that follow cover the more common signs. Vigilance is essential. Statutory definitions of adult domestic abuse and the approach of the UK government to it can be found at:

<https://www.gov.uk/government/publications/domestic-abuse-bill-2020-factsheets/statutory-definition-of-domestic-abuse-factsheet>

Information on the abuse of children can be found at:

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

Physical Abuse.

- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or under dose medications.
- individual's report being hit, slapped, kicked, or mistreated.
- sudden change in behaviour in an adult at risk.
- the caregiver's refusal to allow visitors to see an adult at risk alone.

Sexual Abuse.

- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- an individual's report of being sexually assaulted or raped.

Mental Mistreatment/Emotional Abuse.

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- an individual's report of being verbally or mentally mistreated.

Neglect.

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.
- unattended or untreated health problems.
- hazardous or unsafe living condition (e.g., improper wiring, no heat or running water).
- unsanitary and unclean living conditions (e.g., dirt, fleas, lice on person, soiled bedding, faecal/urine smell, inadequate clothing).
- an individual's report of being mistreated.

Self-Neglect.

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.
- hazardous or unsafe living conditions.
- unsanitary or unclean living quarters (e.g., animal/insect infestation, no functioning toilet, faecal or urine smell).
- inappropriate and/or inadequate clothing, lack of the necessary medical aids.
- grossly inadequate housing or homelessness.
- inadequate medical care, not taking prescribed medications properly.

Exploitation.

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.
- adding additional names on bank signature cards.
- unauthorized withdrawal of funds using an ATM card.
- abrupt changes in a will or other financial documents.
- unexplained disappearance of funds or valuable possessions.
- bills unpaid despite the money being available to pay them.
- forging a signature on financial transactions or for the titles of possessions.
- sudden appearance of previously uninvolved relatives claiming rights to the possessions of an adult at risk.
- unexplained sudden transfer of assets to a family member or someone outside the family.
- providing services that are not necessary.

- individual's report of exploitation.

Modern slavery.

Modern slavery is a specific type of abuse that includes forced labour, sexual exploitation, exploitation for criminal activity, and domestic servitude. It is hard to spot. For detail on the signs of modern slavery, visit <https://www.unseenuk.org/about-modern-slavery/spot-the-signs/>

Signs may include:

- physical appearance: unkempt, inappropriate clothing, malnourishment.
- movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- few personal possessions or identity documents
- fear of seeking help or trusting people

If slavery is suspected, the UK modern slavery and exploitation helpline can be contacted at 08000 121 700 or report online at <https://www.modernslaveryhelpline.org/report>.

If appropriate, Devon and Cornwall Police may be contacted using the 101 service (999 if the person is in immediate danger).

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