



**SAFEGUARDING AND PROTECTING PEOPLE  
FROM HARM POLICY**

[www.daisyappeal.org](http://www.daisyappeal.org)

Email: [daisy@daisyappeal.org](mailto:daisy@daisyappeal.org)

Tel: 01482 461909

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## **Safeguarding Policy**

### **1. Introduction and context**

Protecting people and safeguarding responsibilities is a priority for The Hull and East Yorkshire Medical Research Centre charity (Daisy Appeal).

- a. The charity supports and works with a wide range of people throughout the locality and recognises that some people we are in contact with may be at risk of harm.
- b. The charity supports the rights of people to live in safety, free from abuse and neglect. We aim to provide a safe and trusted environment that safeguards everyone, including beneficiaries, employees and volunteers.
- c. The aim of this policy is to set out how the charity prioritises safeguarding and manages reported incidents or concerns sensitively and properly. It demonstrates how safeguarding concerns and incidents are prevented, identified and handled, and the responsibilities of the Board of Trustees to ensure that risks are managed appropriately.
- d. Ultimately, trustees have accountability to safeguard children and vulnerable adults at risk and protect anyone that comes into contact with the charity from harm.
- e. The policy has been written with the Charity Commission guidelines 2018 and reviewed in 2024.

### **2. Scope of this policy**

- a. The charity follows the broadest definition of safeguarding outlined by the Charity Commission in 2018 which goes beyond vulnerable and 'at risk' groups and applies to protecting anyone that comes into contact with the charity from harm.
- b. This policy therefore applies to all contexts in which we come into contact with individuals who may be at risk of harm.
- c. Safeguarding means protecting individual's rights to live in safety, free from abuse, harm and neglect.

### **3. Principles underpinning our approach to safeguarding**

- a. Protecting people and safeguarding responsibilities is a priority for the charity. This includes recognising that safeguarding and protecting people from harm goes beyond simply implementing policies and

processes. As a fundamental responsibility for trustees, safeguarding and protecting people must go to the heart of the charity's culture.

- b. The charity aims to provide a safe, trusted environment for all employees, volunteers and beneficiaries and to respond promptly and appropriately to reports of adults who are actually or potentially at risk. We do this by;
  - i. Safeguarding the welfare of our beneficiaries, employees and volunteers, embedding it in everything that we do.
  - ii. Having recruitment, selection and training procedures for employees and volunteers.
  - iii. Requiring all external agencies that we work with to comply contractually with the policy.
  - iv. Providing training to all employees and volunteers to ensure they understand and follow the approach and procedures laid out in this policy.
  - v. Having procedures to ensure that concerns of abuse or neglect are dealt with appropriately and that action is taken promptly.
  - vi. Ensuring our fundraising activities are ethical. Fundraising activities are carried out in accordance with the charity's values and we strive to meet the highest of ethical standards.

#### **4. Designated Leads**

- a. All employees and volunteers have a responsibility to report concerns relating to abuse or neglect that arise in the course of their work.
- b. The Board holds ultimate accountability for the governance of all safeguarding matters.

#### **5. Identifying those at risk**

- a. The following is a list of ways in which a safeguarding incident may occur (this list is not exhaustive).
  - i. Telephone calls into the charity from members of the public
  - ii. Public events and talks
  - iii. Employee/volunteer report or complaint
  - iv. Beneficiary reporting an incident or complaint
  - v. Outbound calls from the charity

#### **6. Procedure for reporting, recording and managing safeguarding concerns**

- a. The first priority is to ensure the safety and protection of the person at risk of harm. To this end it is the responsibility of all employees and volunteers to act on any concerns of abuse or neglect and pass these to the designated lead within the charity.
- b. It is not the responsibility of anyone working, either paid or unpaid, within the charity, to decide whether or not abuse has taken place or to carry out an investigation as this is the role of the local authority

and/or police. These agencies hold the lead responsibility for establishing and co-ordinating the local intra-agency framework for safeguarding adults at risk.

- c. All employees are required to act on any concerns raised and ensure that a decision is made on the appropriate action to be taken in each case. They are required to ensure that they act in line with charity policy.
- d. If someone with whom the charity is in contact with makes a disclosure of abuse or neglect, care should be taken to explain to them that a report will be made to the designated Trustee lead and/or appropriate agency.
- e. If it is considered by an employee or volunteer that someone is in immediate danger, then the police should be contacted without delay and a report made to the designated Trustee lead.
- f. Any suspected abuse or neglect must be reported to the designated Trustee lead as soon as is practically possible, so a decision can be made as to who will report the concerns to the appropriate agency.
- g. If an employee or volunteer is suspected of abuse this must be brought to the immediate attention of the designated Trustee lead who will alert the appropriate agency. This Trustee will suspend or remove from active service the employee or volunteer pending the outcome of an investigation.
- h. If a Trustee is suspected of abuse this must be reported to the Chair of Trustees.
- i. If the Chair of Trustees is suspected of abuse this must be reported to the Vice-Chair.
- j. Any concerns should be documented with further actions and outcomes and stored in a protected file to be accessed only by the designated Trustee lead.
- k. Personal information may be disclosed without the individual's consent if there are reasonable grounds to believe that an individual is at risk of harm.

## **7. Implementation and quality monitoring**

- a. All employees, volunteers and trustees will be made aware of this policy and will be required to confirm that they have read it. The policy will be published on our website.
- b. The policy will be reviewed on an annual basis to ensure it meets best practice, legislative and Charity Commission guidelines.
- c. All new employees, volunteers and trustees will be inducted on all relevant policies and procedures.
- d. Refresher training will be provided at regular intervals.
- e. Updates and internal communications will update employees and volunteers annually on any changes to the relevant safeguarding legislation.
- f. The charity's approach to safeguarding will be outline in the Trustees Annual Report.
- g. The charity will ensure that any external agencies it works with to provide fundraising activities has a Safeguarding Policy in place.
- h. All reported incidents will be recorded by the charity and reported to the Board of Trustees.

## **8. Safeguarding and Trustees Duties**

- a. The Board of Trustees have the following responsibilities:
  - i. To take reasonable steps to protect people who come into contact with the charity from harm, including;
    1. People who benefit from the charity's work
    2. Employees
    3. VolunteersThis may also include other people who come into contact with the charity through its work.
  - ii. Promote the well-being and welfare of charity beneficiaries
- b. This involves managing safeguarding risks, conducting an annual review of the Safeguarding Policy, and making sure this is available to the public, all employees, volunteers and beneficiaries.
- c. All trustees will receive safeguarding training to assist them in being able to fulfil the above responsibilities.
- d. There is a nominated trustee who has specific responsibility for safeguarding. However, it is the Board of Trustees that will be held

accountable for ensuring those at risk from harm in the charity's facilities receive high quality safeguarding.

- e. The Board of Trustees must also ensure that any safeguarding incidents meeting the criteria of a serious incident according to the Charity Commission, are reported.

**9. Good Practice and Supporting Documentation**

- a. Appendix A – Procedure for reporting concerns/incidents of suspected abuse/risk by employees, volunteers and trustees.

## Appendix A

### PROCEDURE FOR REPORTING

