

## Safeguarding Policy and Child Protection Policy

### Mission Statement

At Friends of the Earth we believe that everyone has the right to live free from abuse of any kind.

We have a responsibility to keep children and adults, including vulnerable adults/adults at risk<sup>1</sup>, safe and we are committed to protecting children and adults in all of our activities. We will do everything in our power to ensure children and adults who come into contact with Friends of the Earth, in any capacity, are safeguarded.

Safeguarding (see appendix one for definition) is central to our values which are:

- **Fair** – we work to achieve socially just solutions to environmental problems, in an inclusive and accessible way, and in a spirit of friendship with colleagues and partners, at home and globally.
- **Visionary** – we don't have all the answers, but we set out a positive vision of the world the next generation should enjoy. We constantly show how our successes are making an impact.
- **Insightful** – we base everything we do on rigorous evidence, and we also know which levers to pull to bring about change.
- **Determined** – we're relentless in working for change; we don't give up on our goal, or on the people, we work with, and we take a brave approach to difficult or unpopular challenges.
- **Change-making** – working with local groups and frontline communities, we have a track record of influence and practical solutions that bring about change.

**This policy applies to all Friends of the Earth Limited (FoEL) board members, Friends of the Earth Charitable Trust (FoECT) trustees, employees, self-employed contractors and those working pro bono for Friends of the Earth and groups funded by Friends of the Earth, henceforth to be referred to as board members, trustees, staff and volunteers, and is based on the following principles and is central to our values:**

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<sup>1</sup> There is no legal definition of the term “adult at risk” but as the legal definition of a “vulnerable adult” is so narrow and there is recognition that there are many adults at risk of abuse, who would not be deemed to be “vulnerable adults” this policy will use the broader definition of “adults at risk”.

- Safeguarding and promoting well-being and welfare means protecting the rights of adults to live in safety, free from abuse and neglect and protecting children from maltreatment; preventing impairment of health or development; ensuring they are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable them to have the best outcomes
- The welfare of children and adults is paramount
- A child is anyone under the age of 18
- All people, regardless of age, ability, gender, racial heritage, religious belief, sexual orientation, culture or identity, have a right to equal protection from all types of harm or abuse and no person or group of people should be treated less favourably than others in being able to access services which meet their particular needs;
- Some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, disability, age or other factors;
- Working in partnership with children and adults at risk, and parents, carers and other agencies where relevant, is essential in promoting their welfare
- Children, parents and carers will be informed of the policy and procedures as appropriate
- All concerns, and allegations of abuse will be taken seriously by FoEL board members, FoECT trustees, staff and volunteers and responded to appropriately. If the alleged victim is a child this may require a referral to children's social care services, the independent Local Authority Designated Officer (LADO), or equivalent, for allegations against staff, trustees and other volunteers, and in emergencies, the police
- We have a commitment to safer recruitment, selection and vetting that includes checks into the eligibility and the suitability of all FoEL board members, FoECT trustees, staff and volunteers who have direct or indirect contact with children or adults at risk. Those with regular contact with children will be required to have a Disclosure and Barring Service (DBS) check
- The Chair of FoEL and the board member with safeguarding responsibilities will be required to have a DBS check. In the case of FoECT, the Chair of Trustees and the trustee with responsibility for safeguarding will be expected to have a DBS check
- We have a complaints procedure which is an open and well publicised way in which adults and children can voice concerns about unacceptable and/or abusive behaviour

The safeguarding policy should be read in conjunction with all other relevant policies and procedures, as set out in Appendix Three

## **Code of Conduct**

### **We will seek to keep children and adults safe by:**

- Valuing them, listening to and respecting them;
- Keeping them at the centre of everything we do;
- Adopting safeguarding practices through procedures and policies for staff and volunteers;
- Ensuring that the groups that we collaborate with and fund have appropriate safeguarding processes in place;
- Providing effective management for staff and volunteers through supervision, support and training;
- Sharing information about child protection and protection of adults at risk and good practice with trustees, staff and volunteers

**The purpose of this policy is to:**

- protect children and adults who come into contact with Friends of the Earth in the course of its work;
- inform our partners, community groups and the general public of our overarching principles in relation to safeguarding;
- provide all board members, trustees, staff and volunteers with the overarching principles and procedures that guide our approach to safeguarding.

**If you are unsure what this policy means, or how it relates to you, please contact the Designated Safeguarding Lead.**

**Scope of the Policy**

This policy has been developed in accordance with the requirements and principles established by the relevant legislation and statutory guidance in England, because the Charitable Trust entity is registered in England (the requirements of charities are higher than those of limited companies, thus this policy meets the higher requirements and will be applied across both entities, FoEL and FoECT in operational practice).

This policy sets out the responsibilities of those who work with Friends of the Earth across both the FoEL and FoECT, including board members, trustees, employees, volunteers, consultants, community groups working closely with us (Local Groups, Climate Action Groups or other groups working regularly with us and using our name) and those who work with and are funded by Friends of the Earth, including external partners.

Friends of the Earth also operates in Wales and Northern Ireland and whilst this safeguarding policy is the over-arching safeguarding policy of Friends of the Earth, the SLT lead will ensure that both Wales and Northern Ireland meet the requirements of their own nations and that local procedures are understood and followed.

We will treat any breach of this policy very seriously. For those who work for us, failure to follow this policy could lead to disciplinary action, which may ultimately result in dismissal. For community groups this may lead to expulsion from the network. For those who work with us, we reserve the right to immediately terminate your contract and, for board members and trustees, to require you to immediately cease being a board member of FoEL or a trustee of FoECT.

All safeguarding concerns and allegations of abuse will be taken seriously.

### **Safeguarding roles at Friends of the Earth**

All those who work for or with Friends of the Earth share the responsibility for safeguarding but there are individuals within Friends of the Earth with specific safeguarding responsibilities. The details of their specific roles are set out in Appendix Four.

#### **Board member with responsibility for safeguarding:**

Jeana Malhi

#### **Trustee with responsibility for safeguarding:**

Kate Hand

#### **Director with responsibility for Safeguarding:**

Sotez Chowdhury

#### **Designated Safeguarding Lead:**

Jenny Thatcher ([jenny.thatcher@foe.co.uk](mailto:jenny.thatcher@foe.co.uk))

Contact the Safeguarding team at [safeguarding@foe.co.uk](mailto:safeguarding@foe.co.uk)

### **Understanding and recognising abuse**

The categories of abuse for children and vulnerable adults/adults at risk are different and also differ across the three nations. In the interests of simplification each of the categories for each of the nations are not set out in this policy.

We define abuse in its widest possible terms i.e. as treatment that causes harm to a child or adult at risk. (See Appendix Two for greater detail). The protection of children and adults is our shared responsibility and if you have any concerns a child or adult is being maltreated, or you have safeguarding

concerns about the behaviour of another member of staff or someone working with or for Friends of the Earth, do something about it, by following the flow charts set out below.

### **Remember**

It is better to err on the side of caution and get it wrong than do nothing and then something happens to that child/adult.

In England, for further information on local procedures look at your Local Safeguarding Children Board/Safeguarding Adults Board, or equivalent, websites for additional information.

### **What you should do to safeguard children and adults**

You must:

- Be aware of situations which may present risks to children and adults, particularly adults who are vulnerable;
- Assess, plan and organise your work so as to minimise these risks;
- Always be visible to others when working with children and adults at risk. There should never be a situation in which anyone employed by, representing, volunteering with, or working with Friends of the Earth in any way is alone with a child or adult at risk.
- Sign up to the safeguarding policy, as a requirement of your contract.

### **The reporting process**

If you have a safeguarding concern about a child or adult, or a child or adult makes a disclosure of possible abuse to you, or you have a concern a member of staff, or equivalent, may be abusing a child or adult –**follow the flowchart** and fill in a Safeguarding Concern Form.

### **What to do if you have a safeguarding concern**

#### Flowchart

Staff member has a safeguarding concern about a child/adult, or a child or adult makes a disclosure of possible abuse



Inform the Designated Safeguarding Lead, in their absence the Deputy Designated Safeguarding Lead. In the case of a disclosure, if it concerns a child or adult at risk, make it clear you cannot keep the information confidential. If the concern is about either of these individuals inform the Director with responsibility for safeguarding



If necessary the Designated Safeguarding Lead makes contact with local children's social care, or Local Adults Safeguarding Board for advice or the Local Authority Designated Officer (LADO) for advice and guidance, if the concern is in respect of the staff member's behaviour with a child.

### **Escalating Concerns**

It is important to note that if you raise a safeguarding concern or pass on an allegation, you have a responsibility to ensure your concern is addressed to your satisfaction.

Therefore, if you feel that your concern has not been addressed to your satisfaction you should escalate the matter to the Director with responsibility for safeguarding and then, if necessary, to the Board member and Trustee with responsibility for safeguarding.

See <https://www.lambethsab.org.uk/sites/default/files/2016-10/Escalation%20Policy%20-%20Lambeth%20May%202016.pdf> for further information.

### **Remember**

If you are worried do something about it and you will always be protected by the law if you are following the reporting process set out in this policy and you are sharing information in good faith that you think someone is being abused

### **Supporting Staff**

It needs to be recognised that reporting concerns and dealing with matters concerning potential abuse can be traumatic. The Designated Safeguarding Lead will always take this into account and will ensure individuals are offered support as appropriate.

The Employee Assistant Program (EAP) service should be recommended to all staff. If the EAP service is needed for a volunteer, then a request needs to be made to the Director of People.

### **Safeguarding Training**

It is essential that all staff and volunteers understand what “safeguarding” means, who it relates to, how to put protective measures in place and know how to report any concerns. Alongside responsibilities FoE has developed a training matrix which is set out in **Appendix 6** and which shows what level of training staff, board members and trustees will receive.

### **Prevention - events**

All events must have a risk assessment carried out in advance of them including a safeguarding component and must be completed in partnership with the Head of Team, signed off by the relevant nation lead and recorded and filed on SharePoint. Further guidance should always be sought from the Designated Safeguarding Lead and remember that safeguarding does not just apply to activities with children and/or adults at risk.

A standard risk assessment (see appendix 10) needs to identify all risks and planned actions and be particularly aware of safeguarding concerns if the event or activity is to include those most vulnerable i.e. children and/or adults at risk. This must be completed by the event or activity lead at least 14 days prior to each event, reviewed and signed off by the relevant Head of Nation (depending on event/activity location) and additional consultation sought from the Designated Safeguarding Lead as required. This must then be saved on SharePoint.

Some events and activities will require additional assessments. These may include:

- Large events 100 plus participants
- Events where participants are predominantly children or vulnerable adults
- Events involving alcohol
- Events involving a residential element
- Mass participation/multiple location events such as marches

If your event falls under one or more of the above categories and more extensive risk assessment is required (see appendix 10) and you should inform the Designated Safeguarding Lead at the earliest opportunity to seek advice and input.

These risk assessments needs to be signed off by the Directorate's Director of the activity concerned and the Designated Safeguarding Lead (for clarification, if the event is a campaigning event, Campaigning Impact will then be the lead Directorate and to be signed off by the Director of Campaigning Impact) and saved with a clear name on SharePoint.

### **Prevention –digital (email, website, social media and phone)**

We will seek to keep all individuals safe in our online activity – mindful particularly of children and adults at risk, this will include training for all staff on how to behave online whilst supporting and encouraging everyone to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others. Where required we will also provide training to children and adults at risk on how to use digital tools safely.

We will ensure that user names, logins, email accounts and passwords are used effectively so that our systems can only be used by those who should have access to them and that data will be stored in a appropriate manner and inline with our [Data Protection Policy](#). In line with our data protection policy we won't actively seek opportunities to collect personal information from children online. We do however want them to be involved in activities and programmes and so where required we will collect data with permission of a parent or carer. Access to this data will be restricted only to those who need it. To ensure this all remains secure, we will review and update the security of our information systems regularly. See [Friends of the Earth Information Security guide](#) for more details.

The organisation's social media and email accounts will only be accessible by those who need to use them, and no account will be controlled by a sole worker, each account must be accessed by at least two members of staff.

In contacting children and adults digitally, this should only be done when required and using Friends of the Earth accounts, equipment and software. Contact should never be made through personal accounts. Direct, one to one contact with children should only be done for an explicit reason and by staff with an Enhanced DBS check.

Where we take images of children, we will ensure they are only taken with consent of parents and/or carers and that written permission has been obtained, and images only used for the purpose for which consent has been given. At events if photography is taking place participants should be informed beforehand and individuals can opt out of being included in images. Group shots should not include children unless permission has been obtained as outlined above.

### **Allegations against Staff or Volunteers**

If a child or adult at risk makes an allegation or disclosure against a staff member or volunteer follow the flowchart – report to the Designated Safeguarding Lead who will then decide on what action needs to be taken and whether advice needs to be sought from, or a referral made to, statutory services.



Confidentiality needs to be maintained with no discussion regarding the allegation with anyone else. It is essential that any investigations are not compromised by staff or volunteers sharing information or attempting to investigate before reporting – this would include asking leading questions to the person making the allegation. It is also essential to maintain confidentiality and not to speak to anyone other than the Designated Safeguarding Lead because there may be a misunderstanding and that person may be entirely innocent.

If a referral needs to be made to a statutory service, the Designated Safeguarding Lead will inform the Director with responsibility for safeguarding and advice will be taken from the Director of People about possible suspension, during any investigation.

If statutory services become involved the outcome of the external investigation will inform the action taken by Friends of the Earth. This may result in an internal investigation being conducted in line with Friends of the Earth *Disciplinary policy*.

The staff member will be given a staff liaison point for the period of investigation by statutory services and Friends of the Earth.

If an allegation is made against a Director within Friends of the Earth, the Designated Safeguarding Lead should discuss with the Chief Executive. If an allegation is made against the Chief Executive, the Designated Safeguarding Lead should discuss with the Chair of the FoEL and the Chair of FoECT.

## **Legal issues**

### **Information Sharing & Confidentiality**

[You can never guarantee confidentiality to a child, or adult who is deemed to be at risk. Information should always be shared if you think a child or adult at risk is suffering, or likely to suffer, abuse.](#)

The protection of children and adults at risk must take precedence over other legal rights. Please be assured that as long as information is shared in an appropriate manner and in good faith, the law will protect you. You should ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and shared promptly.

For further guidance see Lambeth Safeguarding Children Partnership Information Sharing Protocol (or your local equivalent) and the statutory guidance on information sharing  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419628/Information\\_sharing\\_advice\\_safeguarding\\_practitioners.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf)

It is a requirement of the Care Act 2014, which is legislation that covers vulnerable adults, that there are local arrangements in place for information sharing about vulnerable adults. For further information see <http://londonadass.org.uk/wp-content/uploads/2015/02/LONDON-MULTI-AGENCY-ADULT-SAFEGUARDING-POLICY-AND-PROCEDURES.pdf>

### **Serious Incidents**

It is a requirement of the Charity Commission that all charities inform them of serious incidents that may occur. The Charity Commission defines a serious incident as “an adverse event, whether actual or alleged, which results in or risks significant:

- loss of your charity's money or assets
- damage to your charity's property
- harm to your charity's work, beneficiaries or reputation"<sup>2</sup>

It is the responsibility of the trustees to report a serious incident. More details can be found on the Charity Commission website <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity#what-to-report>

### **Finally**

The safeguarding policy will be reviewed, approved and endorsed by the board of FoEL and by the board of FoECT annually or when legislation changes. Further information on the monitoring and reviewing of this policy and safeguarding procedures are attached as **Appendix Five**.

## **Appendix One**

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<sup>2</sup> <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

## Definitions

### “Safeguarding” and “Child Protection”

In terms of adults The Care Act 2014 defines adult safeguarding as “protecting a person’s right to live safely, free from abuse and neglect”. There are more categories of abuse with adults than there are with children. With adults the categories are physical abuse, emotional/ psychological abuse, financial abuse, sexual abuse, organisational abuse, neglect, discriminatory abuse, domestic violence, modern slavery and self-neglect.

In terms of children, the definition of safeguarding is broader and is set out in “*Working Together to Safeguard Children 2018 - A guide to inter-agency working to safeguard and promote the welfare of children*”. This is the statutory guidance that sets out the legislative requirements and expectations of individual services to safeguard and promote the welfare of children.

*Working Together to Safeguard Children 2018* does not separate safeguarding and promoting the welfare of children. This is the definition:

- Protecting children from maltreatment.
- Preventing impairment of children’s health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

Separate to safeguarding children is “child protection”. Child protection is defined in the Children Act 1989 as where there is “reasonable cause to suspect a child is suffering, or is likely to suffer, significant harm”. The Children Act 1989 introduced significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical abuse, sexual abuse, emotional abuse and neglect are all categories of significant harm. Harm is defined as the ill treatment or impairment of health and development.

In simple terms, safeguarding is the overall well-being of the child and every professional and every organisation is responsible for the safeguarding of children. Within that there is child protection, when it is thought a child is either being maltreated or is at risk of maltreatment.

### Age of a Child

A child becomes an adult in law at 18 in the UK, this is inline with the United Nations Convention on the Rights of the Child. Many people use the term “young people” but there is no legal definition for the age of a “young person”. 16 and 17 year olds are children, in legal terms.

### Vulnerable Adult

An adult at risk is defined by the Care Act 2014 as a person 18 and over who;

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and

- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

There is a significant difference between the terms “adult”, “adult at risk” and “vulnerable adult”. Adults are allowed to make unwise choices and adults can choose if they want to keep any information about them confidential. Adults, including adults at risk and vulnerable adults can choose not to press charges against an individual who may have assaulted them. These choices can only be overridden by agencies such as the police and social care if it is believed the adult did not have the mental capacity to make the decision in the first place.

### **Local Authority Designated Officer (LADO)**

The role of the LADO is set out in Working Together to Safeguard Children 2018 and is governed by the local authorities duties under section 11 of the Children Act 2004.

The LADO must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

There may be up to three strands in the consideration of an allegation:

- a police investigation of a possible criminal offence;
- enquiries and assessment by children’s social care about whether a child is in need of protection or in need of services;
- consideration by an employer of disciplinary action in respect of the individual.

### **Regulated Activity**

The new definition of regulated activity in relation to children comprises, in summary:

- i. unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children;
- ii. work for a limited range of establishments (‘specified places’), with opportunity for contact: e.g. schools, children’s homes, childcare premises.  
Not work by supervised volunteers;

Work under (i) or (ii) is regulated activity only if done regularly<sup>3</sup>

The definition of Regulated Activity for adults defines the activities provided to any adult as those which, if any adult requires them, will mean that the adult will be considered vulnerable at that particular time. These activities are: the provision of healthcare, personal care, and/or social work; assistance

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<sup>3</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550197/Regulated\\_activity\\_in\\_relation\\_to\\_children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf)

with general household matters and/or in the conduct of the adult's own affairs; and/or an adult who is conveyed to, from, or between places, where they receive healthcare, relevant personal care or social work because of their age, illness or disability.

The position of trustee of a vulnerable groups' or children's charity is not a regulated activity in itself. It is only if trustees have close contact with these vulnerable beneficiaries that they would fall within the scope of regulated activity and be eligible to obtain an enhanced DBS check and barred list check. A trustee of a charity who no longer falls within the definition of regulated activity would be eligible to obtain an enhanced DBS check (but without a barred list check)<sup>4</sup>.

## **Appendix Two**

### **Categories of Abuse**

#### **Child Abuse**

The categories of abuse of children are set out in the statutory guidance *Working Together to Safeguard Children 2018* and are as follows:

#### **Physical Abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### **Emotional Abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### **Sexual Abuse**

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<sup>4</sup> <https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people#endnote>

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

1. provide adequate food, clothing and shelter (including exclusion from home or abandonment)
2. protect a child from physical and emotional harm or danger
3. ensure adequate supervision (including the use of inadequate care-givers)
4. ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Although not specifically a category of abuse extremism is something, we are very aware of at FoE. As set out in *Working Together to Safeguard Children 2018* "Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist".

### **Adult Abuse**

There are ten categories of abuse for adults:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse

- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

For details of types of each kind of abuse and possible indicators, see the following link:  
<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

### **Appendix Three**

#### **Relevant policies and procedures**

- Guidance on managing safeguarding.
- Crisis management strategy.
- Code of conduct.
- Bullying and harassment policy.
- Sexual harassment policy.
- Screening and vetting policy.
- Health and safety policy.
- Complainants procedures.
- Recruitment and selection policy. [Recruitment Policy.doc](#)
- Whistleblowing policy. [Whistleblowing Policy.doc](#)
- Grievance policy. [Grievance Policy.docx](#)
- Disciplinary policy. [Disciplinary Policy.docx](#)
- Equality, diversity and inclusion policy. [Equality Diversity and Inclusion Policy.docx](#)
- Data protection policy. [Data Protection Policy.docx](#)
- Dignity at work policy. [Dignity At Work Policy.doc](#)
- Actions into Values. [Action into Values.pdf](#)

## **Appendix Four**

### **Specific Safeguarding Roles and Responsibilities**

#### **The CEO will:**

- Ensure safeguarding policies and procedures are in place and being implemented
- Appoint a SLT safeguarding lead
- Work with the Chair of FoEL and FoECT to ensure policies and practices are reviewed by the boards
- Work with the Designated Safeguarding Lead in managing safeguarding concerns relating to members of SLT

#### **The Director with responsibility for safeguarding is responsible for:**

- Ensuring Friends of the Earth has a safeguarding policy and safeguarding procedures in place which are adhered to
- Advising and assisting the Senior Leadership Team (SLT) on issues of safeguarding
- Engaging with the FoEL Board and the FoECT Board Trust on issues of safeguarding, as appropriate
- Ensuring all safeguarding serious incidents are reported to the Charity Commission, or equivalent
- Appointing a Designated Safeguarding Lead and Deputy
- Ensuring that the Director of Northern Ireland and Director of Wales are meeting national safeguarding requirements

#### **The Designated Safeguarding Lead is responsible for:**

- Receiving and collating all safeguarding concerns
- Producing an annual report for the FoEL Board and the FoECT Board covering all concerns and/or incidents (see appendix 5)
- Ensuring that systems are in place to ensure all Local Groups, Climate Action Groups and other groups we work with have been given clear safeguarding guidelines and that those guidelines are acknowledged by the group
- Amending this policy and safeguarding procedures in line with the organisation's operational approach, best practice in safeguarding, legislation and statutory guidance
- Working across and engaging with a range of external stakeholders influencing safeguarding partnership, for example in England, Local Safeguarding Children Partnerships (LSCP), Children's Social Care, Safeguarding Adults Boards (SAB), the Charity Commission, the Local Police, and the voluntary sector
- Advising and supporting other Directorates in relation to any safeguarding issues
- Ensuring all board members, trustees, staff and volunteers receive appropriate levels of training and are aware of the safeguarding policy, including the system for reporting and support
- Monitor and report on all safeguarding incidents to SLT



### **The Deputy Designated Safeguarding Lead**

- Covering the work of the Designated Safeguarding Lead as required

### **Nations Leads (Director of Wales, Director of Northern Ireland and Head of England)**

- Ensure all events being carried out within their nations have had risk assessments completed including safeguarding and that for those events which have the most vulnerable individuals the Designated Safeguarding Lead is involved in the risk assessment
- That all Local Groups, Climate Action Groups and other groups we work with have received, read, understood and acknowledged safeguarding guidelines
- That the Directors of Cymru and Director of Northern Ireland in conjunction with the Designated Safeguarding Lead and Director with responsibility for Safeguarding regularly review local safeguarding procedures, their implications and make any amendments to the organisation's safeguarding policies and procedures as required.

### **People team are responsible for:**

- Conducting regular reviews of the standards required for each role. A full re-assessment will be required if changes are made to the duties of the role which warrant a new and different level of employment check (e.g. if the post holder takes on new duties involving children or adults at risk of harm or abuse).
- Managing DBS checks as required
- Ensuring relevant training is in place for staff in conjunction with Designated Safeguarding lead

### **Line Managers are responsible for:**

- Understanding the safeguarding policy, how the policy and safeguarding procedures are embedded in practice in their departments and teams
- When writing job descriptions and advertising for roles managers must assess the safeguarding responsibilities of the role and if further checks are required when making appointments
- Working with the Designated Safeguarding Lead to ensure all staff and volunteers are supported to maintain training and awareness of safeguarding
- Ensuring relevant risk assessments are carried out for events and that they follow sign off procedures ahead of events

### **FoEL and FoECT board safeguarding leads**

- Act as a first point of contact for the director with safeguarding responsibilities providing advice and support

- Understand regulatory requirements and their implications for the organisations and ensure effective policies and guidelines are in place
- Ensure both boards understand their full responsibilities and related actions required
- Ensure that Director with responsibility for safeguarding provides an annual report to the boards
- Ensure staff are evidencing learnings from safeguarding incidents
- Consider and provide strategic scrutiny of plans and strategies through a safeguarding lens
- Champion safeguarding both on the boards and in the organisations work

### **FoEL and FoECT Chairs**

- Ensure the boards are fulfilling their safeguarding duties
- Investigating complaints made in regard to the CEO
- Ensuring reports are made to relevant authorities in a timely manner when required

### **All FoEL and FoECT Board members, Trustees, Staff and Volunteers are responsible for:**

- Ensuring they achieve and maintain the standards set out in this policy
- Reporting any safeguarding concerns in line with this policy
- Co-operate with their managers in identifying development needs and acting on them
- Attending and completing all appropriate training as required

### **Local Groups and other Community Groups**

Friends of the Earth will ensure all groups which we work with are sent a copy of the safeguarding policy and guidelines for groups to follow (including guidance on how to report safeguarding concerns). The senior leadership team and designated safeguarding lead will:

- Effectively disseminating the safeguarding policy and guidelines across our network of groups
- Ensure every group has a named staff member who they can approach if they want advice on safeguarding. In England this will be the Regional Campaign Organisers, in Wales the Activism and Community Campaigns Officer and in Northern Ireland the Activism and Community Campaigns Officer. These staff will escalate enquires as required to the Designated Safeguarding Lead.
- Ensuring clear guidelines and reporting mechanisms are in place for groups to escalate concerns
- Investigating concerns raised by local groups or raised by others concerning groups following our procedure
- Escalating significant issues which may have system-wide relevance and/or require a national or international resolution to Friends of the Earth. This includes any significant issues from serious incidents reported to the Charity Commission or the Charity Commission of Northern Ireland, child safeguarding practice reviews, or equivalent, safeguarding adult reviews and other statutory processes
- Providing assurance to the FoEL and FoECT Boards, via the Friends of the Earth Designated Safeguarding Lead on the effectiveness and quality of the safeguarding arrangements across Local Groups and determining whether these are meeting statutory duties

Each Local Group and other Community Groups, will be expected to read and acknowledge they have read, understood and committed to following the safeguarding policies and guidelines. As semi-autonomous entities it is at each Local Group's discretion, and therefore their responsibility, to manage safeguarding during their activities locally. Each Local Group and other Community Groups will be asked to:

- Read and acknowledge they have read, understood and committed to following the safeguarding policy and guidelines
- Commit and ensure that their group meets and operates in a manner which keeps all participants safe
- Commit to report any safeguarding concerns to the organisation
- Seek advice where they have questions about safeguarding – approaching their local staff member in the first instance
- Recognise that failure to follow the safeguarding policy and guidelines could lead to their expulsion from the network
- Groups doing significant work with children or vulnerable adults at risk (eg young membership programmes) should look to appoint a group safeguarding lead who will carry out a risk assessment and submit it to the Friends of the Earth Designated Safeguarding Lead and the group should take advice from the Designated Safeguarding Lead on further steps they need to take. This may include group members being required to have a DBS check.

## **Appendix Five**

### **Safeguarding Monitoring and Reviewing**

The Designated Safeguarding Lead, working with the Director with responsibility for safeguarding is responsible for the monitoring, revision, and updating of this policy. On a quarterly basis, the Designated Safeguarding Lead will produce a report to the SLT which provides assurance for the implementation of this policy across the following areas:

- The number of safeguarding concern forms completed in that quarter and from which teams/departments the concerns are coming from and a broad description of what those concerns are
- The number of referrals to external agencies, which those agencies were and what their response was
- How many of the concerns in that quarter are now resolved and how many are outstanding
- A summary of how the organisation is working effectively to safeguard all those that work with/for FOE
- Robust processes in place to learn lessons from cases where anyone has been seriously harmed, and/or abuse is suspected
- Friends of the Earth is appropriately engaged with relevant external agencies, in terms of safeguarding
- The number of staff that have been trained on safeguarding and to what level

The report should draw upon and critically assess a range of intelligence and information from local sources including:

- Providers' Key Performance Indicators (KPIs) identified in the markets of good practice.
- Inspection findings.

- Statutory reviews that have taken place – their findings and action plans.  
Views of Designated Professionals (seeking external expertise to regularly review that our policies and practices are appropriate).

On an annual basis, the Designated Safeguarding Lead and Director with responsibility for safeguarding will produce a report which is reviewed and signed off by the SLT and any key findings are reported to the Board and the Board of Charitable Trust. The report has the dual purpose of not only providing assurance but also enabling any themes, common issues, emerging trends and system-wide learning to be identified from across the organisation. Any issues identified through this process where a coordinated and/or system-wide response is needed are captured and monitored through the ‘Risk register’, and where necessary, are escalated to SLT.

## Appendix 6

### Internal Accountability Structure, Training level and DBS requirements

#### Training levels:

- 1 Training in managing safeguarding in an organisation (such as [https://booking.ncvo.org.uk/training/event\\_series/managing-adult-and-child-safeguarding-in-your-organisation](https://booking.ncvo.org.uk/training/event_series/managing-adult-and-child-safeguarding-in-your-organisation)) (external provider)
- 2 Half day course on safeguarding for all managers (internal provider)
- 3 Online short course in safeguarding to be completed by all current staff, by new staff within one month of starting in the organisation and to be refreshed every two years

Who	Accountable to	Contact details	Training level required	DBS/EDBS
FoEL and FoECT	<ul style="list-style-type: none"> <li>• Charity Commission</li> <li>• Other regulatory bodies</li> </ul>	Board member with responsibility for safeguarding: Anne Schiffer <a href="mailto:A.Schiffer@leedsbeckett.ac.uk">A.Schiffer@leedsbeckett.ac.uk</a> Trustee with responsibility for safeguarding: Kate Hand ( <a href="mailto:louisakatehand@googlemail.com">louisakatehand@googlemail.com</a> )	1	DBS for chairs and safeguarding leads

CEO	<ul style="list-style-type: none"> <li>Boards of FoEL and FoECT</li> </ul>	Hugh Knowles and Miriam Turner (innovation@foe.co.uk)	1	DBS
Director of Communities and Networks (SLT Safeguarding Lead)	<ul style="list-style-type: none"> <li>Accountable to CEO for operational matters</li> <li>Accountable to FoEL and FoECT for annual reporting</li> </ul>	<a href="mailto:Alasdair.roxburgh@foe.co.uk">Alasdair.roxburgh@foe.co.uk</a> 07788640079	1	EDBS
Designated Safeguarding Lead	<ul style="list-style-type: none"> <li>Accountable to SLT Safeguarding Lead</li> </ul>	Jenny.thatcher@foe.co.uk	1	EDBS
Nations Leads	<ul style="list-style-type: none"> <li>Accountable to SLT Safeguarding Lead</li> </ul>	See Sharepoint	2	None required
Managers	<ul style="list-style-type: none"> <li>Accountable to their Director</li> </ul>	See Sharepoint	2	None required
All Staff	<ul style="list-style-type: none"> <li>Accountable to their Manager</li> </ul>	See Sharepoint	3	None required
Staff working with children regularly or at events	<ul style="list-style-type: none"> <li>Accountable to Youth and Families Manager</li> </ul>	See Sharepoint	2	DBS
Local Groups, Climate Action Groups and other community Groups	<ul style="list-style-type: none"> <li>Regional staff representative</li> </ul>		Guideline and policy review	

## Appendix 7

### External Accountability Contacts

Our principle Local Safeguarding Children Partnership is Lambeth, the authority in which FoEL and FoECT are registered. If a safeguarding incident is reported. If a serious incident occurs outside of Lambeth it should be reported to the local authority in which the incident occurred. If the incident involves a person from another area that local authority should also be informed.

Who	Responsible for	Contact details
Local Safeguarding Children Partnership (LSCP)	<p>Making sure that all organisations work together effectively to promote the safety of children and young people in Lambeth.</p> <p>The partnership consists of children’s social care, the police and the clinical commissioning group, along with other partner agencies.</p>	<p><a href="https://www.lambethsaferchildren.org.uk">https://www.lambethsaferchildren.org.uk</a></p> <p>If you are a Professional, please email <a href="mailto:helpandprotection@lambeth.gov.uk">helpandprotection@lambeth.gov.uk</a> (or <a href="mailto:help.protection@lambeth.cjsm.net">help.protection@lambeth.cjsm.net</a> (for secure referrals) for a Multi-Agency Referral Form (MARF).</p> <p>In an emergency call the Police on 999.</p>
Lambeth Children’s Social Care	The lead agency in child protection and the first port of call for any concerns about a child in Lambeth	<p><a href="mailto:helpandprotection@lambeth.gov.uk">helpandprotection@lambeth.gov.uk</a></p> <p>020 7926 5555</p>
Local Authority covering area where safeguarding incident occurred	The lead agency in child protection and the first port of call for any concerns about a child in relevant area. Please inform the Local Authority in the area the incident occurred. If the individual concerned came from another area please also inform their local authority	Check local details as required
Safeguarding Adults Board (SAB)	The Lambeth Safeguarding Adults Board is a statutory board that coordinates safeguarding adults work in Lambeth. The Board has an Independent Chair and is a multi-agency partnership that includes a range of organisations such as the Police, NHS Clinical Commissioning Group (CCG), Fire Services, NHS Hospital Trusts, and Lambeth Adults Social Care.	<p>Phoenix House, 10 Wandsworth Road, London SW8 2LL</p> <p>Tel: 020 7926 6902</p> <p>Email: <a href="mailto:LSABAdmin@lambeth.gov.uk">LSABAdmin@lambeth.gov.uk</a></p> <p>Contact Adult Social Care on 020 7926 5555</p> <p>Email: <a href="mailto:adultsocialcare@lambeth.gov.uk">adultsocialcare@lambeth.gov.uk</a></p>

		In an emergency dial 999. If the person is not in danger now dial 101.
Charity Commission	For registering and regulating charities in England and Wales, to ensure that the public can support charities with confidence.	Reporting a serious incident: Tel: 0300 065 2199 (24-hour voicemail service) Email: <a href="mailto:rsi@charitycommission.gsi.gov.uk">rsi@charitycommission.gsi.gov.uk</a>

## **Appendix 8**

### **Safeguarding Reporting Guidelines**

#### **Recording the Information – Keep it Clear and Simple**

The Safeguarding Concern Reporting Form MUST be completed in as much detail as possible at each stage of discussion, reporting and action taken. The Designated Safeguarding Lead will need a detailed description of what you have seen and heard, or what your concerns are, if a referral is to be made to a statutory agency.

Do not delay in reporting your concern if you cannot complete all sections of the Safeguarding Concern Reporting Form.

#### **DO NOT SEEK TO INVESTIGATE YOUR CONCERN FURTHER.**

Your report should include:

- The nature of your concern. The **Who, What, Where** and **When**.
- A description of any visible bruising or other injuries.
- If it is another individual who has come to you with a concern, rather than you seeing something yourself use the exact words they have used and where possible complete the form with them
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion, or hearsay.



**Appendix 9**  
**Safeguarding Concern Form**

This form MUST be completed for all safeguarding concerns and it should be recorded as close as possible to the time of the incident, if a specific incident has taken place. Details of any incident should be recorded in as much detail, and as accurately as possible. Any disclosures of abuse being made by children should state exactly what was said. Do not try and interpret any of the information or use more general terms. Just record exactly what was said and/or witnessed.

The form template can be found [here](#).

<b>Event name, Date, time of the incident or disclosure</b>
<b>Name, age, and any disability of the person involved (please give as much detail as possible)</b>
<b>Names of parents or carers, where relevant, address and telephone numbers of the person(s) involved</b>
<b>Names, ages, telephone numbers and addresses of any witnesses</b>

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**Name, role, and contact details of person completing this form**

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**Details of your concern, what happened, if an incident took place, or disclosure of abuse. Clearly state if you are reporting your own concerns or those reported by somebody else, and if so who that person is. Clearly state if you think the alleged victim is a child – under the age of 18 - or an adult**

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**What action was taken (if no action was taken, explain why)**

--

**Do you believe anyone else is potentially at risk?**

--

**Action(s) taken (to be completed by the Designated Safeguarding Lead)**

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<b>Outcome (to be completed by the Designated Safeguarding Lead)</b>

**Name:** \_\_\_\_\_

**Job title:** \_\_\_\_\_

**Office location:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

Once completed, this form **MUST** be sent to the Designated Safeguarding Lead at [foe@safeguarding.co.uk](mailto:foe@safeguarding.co.uk).

This form **MUST** be kept in a secure and safe place, in compliance with Friends of the Earth *Data protection policy*.

## **Appendix 1**

### **Safeguarding Risk Assessment Form**

All events and activities outside of regular office working must have a risk assessment completed for them and signed off by the appropriate nation lead at least 14 days in advance of the event. For most events the basic risk assessment form which can be found [here](#).

Some events and activities will require additional assessments. These may include:

- Large events 100 plus participants
- Events where participants are predominantly children or vulnerable adults
- Events involving alcohol
- Events involving a residential element
- Mass participation/multiple location events such as marches

In this instance staff must inform the Designated Safeguarding Lead at the earliest opportunity

**Date of policy sign off by SLT:**

**Date of policy sign off by FoEL:**

**Date of policy sign off by FoECT:**

**Review date of policy:**