

## **Safeguarding Policy of Stills Ltd.** [update for Board approval in June 2024]

### **1. Preliminary**

- 1.1 The Charity Commission has stated that safeguarding should be a key governance priority for all charities, regardless of size, type, or income, *not just those charities working with children or vulnerable adults*. It has also stated that it is essential for charity trustees to have and implement safeguarding policies and procedures and that they have to be adequate and appropriate for the charity's particular circumstances.
- 1.2 This Policy applies to all staff and volunteers of the Charity. In this Policy, "volunteers" means and includes the Charity's trustees and all other volunteers.

### **2. Commitment to safeguarding**

- 2.1 Those who receive services or participate in the activities provided by the Charity or who come onto the Charity's premises are referred to in this Policy as its "Clients" and "Service Users".
- 2.2 Clients and Service Users may be at risk due to age, illness or disability. The Charity is committed to working in their interests, to promote their welfare, and to put in place safeguards and measures to protect them. In providing services and activities for Clients and Service Users, the Charity will endeavour at all times to minimise risk to them and to ensure that they are as safe as the Charity can make them.
- 2.3 The Charity aims to protect all of its Clients and Service Users from any act or behaviour of any member of staff or volunteer which, whether deliberately or unknowingly on the part of that member of staff or volunteer, gives rise to harm or ill treatment.
- 2.4 Such harm or ill treatment includes abuse (physical, sexual, emotional, discriminatory, institutional or organisational, financial or material), neglect, or impairment of the health or development of the Charity's Clients and Service Users.
- 2.5 The Charity also aims to ensure the provision to them of safe and effective care and to promote the well-being and welfare of its Clients and Service Users.
- 2.6 The Charity recognises that it has a duty to act on reports or suspicions of abuse or neglect. It adopts a "zero-tolerance" policy of abuse within the Charity.
- 2.7 The Charity maintains a Safe Working Practice Guidance. It includes:

(1) details about when and how risk assessments for:

- a) volunteering roles; and
- b) particular circumstances or activities

should be carried out.

(2) guidance on use of ICT related activities such as use of social media, email and internet.

The Charity will ensure that the Guidance is implemented by all within the Charity and, for that purpose, it will ensure that its staff and volunteers have read and understood it.

2.8 The Charity will work in partnership with local / national agencies to put in place appropriate procedures for reporting, making referrals, and accessing training and specialist support, as and when required.

### **3. Safe recruitment**

3.1 To aim to protect its Clients and Service Users, the Charity will seek to recruit staff and volunteers using appropriate procedures, safeguards and checks.

3.2 The Charity will take up two references for all staff posts and one reference for volunteer roles prior to appointment.

3.3 The Charity will provide an induction programme for all new volunteers and staff, and appropriate training and ongoing/refresher training for them at regular intervals, to enable all volunteers and staff to undertake their roles safely, effectively and confidently. The induction will make it clear to them that they have an obligation to implement this Policy and to learn about protection issues and their related responsibilities.

3.4 Where the Charity should do so, it will use the Disclosure & Barring Service (“DBS”) checks to help it to assess suitability of a candidate for a particular volunteer or staff role which is treated by the DBS as Regulated Activity and is therefore subject to a barring list check. In relation to a post or role which is eligible for an enhanced DBS check, where it considers it appropriate it will carry out an enhanced DBS check. The Charity will assess any criminal record information that is disclosed in line with its data protection and equalities (treating ex-offenders fairly) policies.

3.5 The Charity will regularly review its recruitment and other human resources procedures in response to changes in legislation and systems external to the Charity, e.g. DBS and barring list checks.

#### **4. Volunteers**

- 4.1 All volunteer roles will be supported by our Visitor Coordinator.
- 4.2 Volunteers will be treated equally alongside paid staff, and all volunteers will be offered training and professional development opportunities as set out in our Volunteers Policy.
- 4.3 In turn, volunteers will be required to adhere to the applicable parts of the Code of Conduct at all times as a representative of the Charity. Before they take up their role, they will each be given a clear description of the requirements and responsibilities of their role and the member of staff recruiting them will discuss their role with them, to ensure that they understand what is expected of them.
- 4.4 Any volunteer roles, which would be Regulated Activity if unsupervised, will be appropriately supervised in accordance with statutory guidance.

#### **5. Safeguarding Officer**

- 5.1 The Charity's appointed Safeguarding Officer is the Director of Stills. They will have access to appropriate training and external HR advice to support them in this role.
- 5.2 They will be available to all staff, volunteers and Service Users to speak to when they have any concerns, issues, or complaints regarding the safety, well-being or conduct of staff, volunteers and Service Users.
- 5.3 The Safeguarding Officer will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records, keep confidentiality, adhere to and promote this Policy within the Charity, and support or provide access to support for individuals suffering harm or abuse.

#### **6. Awareness of harm and abuse within the Charity**

- 6.1 All incidents of harm to any Client or Service User will require an appropriate response to reduce risks and improve the Charity's services and activities.
- 6.2 Harm is caused by accidents, deliberate abuse (physical, psychological, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes, or a failure to enable a person to participate in activities that are open to most of their peers. It can also include abuse via use of ICT facilities (e.g. grooming, bullying via the internet).
- 6.3 Deliberate acts of harm (physical, psychological, sexual, emotional and financial) and neglect are abuses against the person. Those acts will incur disciplinary proceedings and require reports and referrals to social

services, the police, other professional bodies, and the DBS if the act is by someone in Regulated Activity. If a criminal offence is thought to have been committed by any staff member or volunteer, the police will be informed.

## **7. Confidentiality**

All reports and logs (including personnel records) will be kept securely and confidentially according to the Charity's Data Protection Policy and Confidentiality Policy or in line with the DBS Code of Practice for Registered Bodies if appropriate, until or unless it is necessary to share this material with the agencies named above. Information will be shared by the Charity on a "need-to-know" basis only.

## **8. Reports of possible or actual harm**

8.1 The Charity supports and encourages all Clients and Service Users, volunteers and staff to promptly speak up and contact the Safeguarding Officer where there is a concern (i.e. a worry, issue or doubt about practice or about treatment of a Client, Service User or colleague, or their circumstances), or a disclosure (i.e. information about a person at risk of or suffering from Significant Harm) or an allegation of an incident or a possibility that a volunteer or staff member has caused harm or could cause harm to a person in their care.

8.2 Staff or volunteers can report, and have a responsibility to report, something that they become aware of if they suspect or discover that it is not right or is illegal or if it appears to them that someone at work is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing. They may become aware of any of these things from what they see or hear or from something another person has disclosed to them.

8.3 In the first instance the staff or volunteer making a report should speak to their line manager who will then liaise with the Safeguarding Officer. However, if the report implicates their line manager, the staff member or volunteer making the report should instead speak directly to the Safeguarding Officer or Chair of the Board of Stills.

8.4 The Charity prefers that anyone should use internal processes whenever possible to make a report as above, but this does not prevent them from making a report or referral, in their own right as a private individual, to statutory agencies such as social services or the police.

8.5 The Charity cannot promise confidentiality to staff or volunteers making an internal report (to the Safeguarding Officer, the Charity's trustee with appropriate responsibility or their line manager) where it has to be shared with any statutory agencies.

8.6 The Charity also supports its staff or volunteers to raise concerns or to disclose information, which they believe shows malpractice - whistleblowing (disclosure in the public interest).

## **9. Safeguarding Officer's action**

Where there is risk of Significant Harm to any Client, Service User, volunteers or staff, the Safeguarding Officer will have the power to act as necessary and, in particular, as follows:

- log all conversations regarding the issue
- sign and request signatures on reports and statements
- confidentially seek advice from expert sources
- share concerns (with consent where required and appropriate) internally with senior staff / Chair of the Board of trustees
- share concerns and make referrals to external agencies such as social services or the police, as appropriate to the circumstances
- make a referral to the DBS regarding staff or volunteers in Regulated Activity whose conduct is harmful to Clients or Service Users and refer them to DBS when they are removed from Regulated Activity.

## **10. Communication by the Charity about safeguarding and this Policy**

10.1 All staff and volunteers have an obligation to learn about protection issues and their related responsibilities.

10.2 The Charity will communicate this Policy (using appropriate methods, formats and language to communicate the substance of it) to all of its staff, volunteers, and Clients, Service Users and their families / carers, and it will also make it available to the public. Ben Harman, Director & CEO will be responsible to the Board of trustees for communicating this Policy to them.

## **11. Implementation of this Policy**

11.1 This Policy must be followed by all staff and volunteers of the Charity and must be promoted its trustees and senior staff. Failure to follow it will be treated as a very serious matter.

11.2 This Policy needs to be read in conjunction with the following policies and procedures of the Charity:

- Staff Handbook for information on procedures for:  
Equality, Whistleblowing, Bibery, Confidentiality, Data Protection,  
Disciplinary & Grievance
- Volunteers Policy



Centre for  
Photography

- Health & Safety Policy
- Data Protection Policy
- EDI Policy & Action Plan
- Fair Work Policy

**12. Adoption, coming into effect, and review, of this Policy**

12.1 This Safeguarding Policy will be passed for approved by the Board of trustees of Stills Ltd in June 2024. It will come into force in July 2024.

12.2 The Board will, as appropriate, monitor and enforce this Policy,

12.3 The Board will revise this Policy from time to time. The next date for review of this Policy by the Board will be December 2024.

Signed by Lewis Blackwell, Chairperson, Stills Board of Directors

(signature) .....