

# FSPSP Ewhurst

## Safeguarding Policy

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### Purpose

The purpose of this policy is to meet our responsibilities for safeguarding and protecting people who are involved in this charity and those who come into contact with this charity.

It aims to create a safe and welcoming environment for everyone - trustees, volunteers, supporters, other stakeholders and members of the public - to protect them from abuse and harm and enable them to speak up with concerns. It also includes procedures for responding to safeguarding concerns and, where applicable, for reporting to relevant authorities.

### Lead Trustee

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

<b>Lead Trustee</b>	Jan Allen
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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 should be appropriately reflected in other relevant 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 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 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.

## Reporting Concerns

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.

Otherwise report any concerns to the charity by emailing FSPSP lead safeguarding trustee Jan Allen at [allenplusjan@btinternet.com](mailto:allenplusjan@btinternet.com). She will send the complainant a form to complete and return giving details of the incident. Alternatively, report a concern direct through the Friends website [www.friendsofewhurstchurch.com](http://www.friendsofewhurstchurch.com) by completing the complaints/concerns form (and also accessing this Safeguarding policy).

A subcommittee of Trustees will meet to consider concerns/complaints and respond within 14 days of any complaint. If necessary the subcommittee will escalate the complaint to the Charity Commission.

If the concern/complaint is about a Trustee, that Trustee will be excluded from the subcommittee.

A register of concerns/complaints and outcomes will be kept by FSPSP secretary.

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](#).

## Responsibilities

### Trustees.

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

Trustees are aware of and will 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.

A lead trustee/committee will be given responsibility for the oversight of all aspects of safety, including whistleblowing and H&SW. This will include:

- Creating a culture of respect, in which everyone feel safe and able to speak up.

- An annual review of safety, with recommendations to the Board.
- Receiving regular reports, to ensure this and related policies are being applied consistently.
- Providing oversight of any lapses in safeguarding.
- And ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Leading the organisation in a way that makes everyone feels safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
- Planning programmes/activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.
- Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up-to-date.
- Ensuring that safeguarding requirements (eg DBS) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- Listening and engaging, staff, volunteers and others and involving them as appropriate.
- 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 (see above).

## **Fundraising**

We will ensure that:

- We comply with the [Code of Fundraising Practice](#), including [fundraising that involves children](#).
- Staff and volunteers are made aware of the Institute of Fundraising guidance on [keeping fundraising safe](#) and the NCVO Guidance on [vulnerable people and fundraising](#).
- Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- We neither 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.

## **Donors in Vulnerable Circumstances**

Safeguarding duties include working with potentially vulnerable donors.

- Fundraisers must treat donors fairly, enabling them to make an informed decision, particularly those in vulnerable circumstances.
- Vulnerability is defined as being especially susceptible to harm due to personal circumstances.
- Individuals under 18 or adults lacking capacity are automatically considered vulnerable.
- Fundraisers must not exploit lack of knowledge, need for support or vulnerable circumstance.
- If a donor cannot make an informed decision, donations must not be accepted and must be returned if later discovered.
- Fundraising communications should be clear and inclusive, with adjustments for accessibility.

- Fundraisers should be trained to engage respectfully and identify signs such as difficulty understanding, communicating or weighing decisions.

## Online Safety

We will identify and manage online risks by ensuring:

- 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.
- 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, etc.

## 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

This policy will be reviewed periodically, or following an incident, change in legislation, or other significant factors. It will also 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.

Version No	Approved By	Approval Date	Main Changes	Review Period
2.0	Board	28/5/2026	updates to 2024 version	Annually

## **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 vulnerable groups](#)

[CC: Managing online risk.](#)

Fundraising Regulator [\*\*Donors in Vulnerable Circumstances \(Jan 26\).\*\*](#)