



Charity Nr 1175238

# SAFEGUARDING POLICY

Version 1.1 June 2024

## POLICY STATEMENT

Shepshed Foodbank is committed to supporting the right of adults at risk of harm or associated children to be protected from abuse and to make sure we all work together in line with the Leicester, Leicestershire and Rutland Safeguarding Adults: Multiagency Policies and Procedures (LLRSA-MPP) and act promptly when dealing with allegations or suspicions of abuse.

The Shepshed Foodbank policy follows guidelines set out in the LLRSA-MPP which should be read in conjunction with this policy which can be viewed on the following link: <https://lrsb.org.uk/adults>

**SAFEGUARDING IS EVERYBODY'S BUSINESS:** Safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse. If we have concerns that someone is being abused our loyalty to safeguard the person which comes before anything else: this includes the charity, clients, our colleagues and the person's friends and family.

**DOING NOTHING IS NOT AN OPTION:** If we know or suspect that an adult or associated child is being or is at risk of being abused, we will do something about it and ensure our work is properly recorded. We will work within the boundaries of the LLRSA-MPP.s.

To achieve this we will:

- Ensure that all our Trustees and volunteers are aware of what is required from them under this Policy and make sure that it is practised at all times.
- Have a Designated Safeguarding Officer (DSO) and Secondary Safeguarding Officer (SSO) to whom concerns can be referred in confidence.
- Co-operate fully with the appropriate statutory services when they are conducting official investigation into the abuse and neglect of adults at risk of harm.

**This Policy Adopted:**

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Chair of Trustees

A handwritten date "2.5.6.24" is written in black ink over a horizontal line.

Date

**Next Revision due by:** June 2025

**VERSION CONTROL**

Version	Date Formally Adopted	Comments
1.0	28 <sup>th</sup> Mar 2024	
1.1		Section on Associated Children added;

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**Annex: Names of DSO and SSO**

**A1**

## 1. Responsibilities

This Policy applies to all volunteers (including Trustees) whilst undertaking activities on behalf of Shepshed Foodbank.

**The Trustees** are ultimately responsible for safeguarding.

**The Chair of the Management Committee** is responsible for the implementation of this Policy.

**The Duty Supervisor** is responsible for safeguarding during foodbank operations.

**The Designated Safeguarding Officer (DSO) and Secondary Safeguarding Officer (SSO)** are responsible for investigating all safeguarding allegations.

**All volunteers** are required to read the Safeguarding Policy

**All volunteers, clients and visitors** are responsible for:

- Playing their part in preventing the physical, sexual, financial or emotional abuse and neglect of Adults at Risk or associated children
- co-operating with the Duty Supervisor, DSO and SSO on safeguarding matters;
- reporting all safeguarding issues to the Chair of Trustees, Duty Supervisor or Safeguarding Officers, as appropriate.

- actively encouraging an inclusive environment throughout all our projects.

Trustees and Volunteers should be aware that wherever they are located when volunteering for the Foodbank, they are legally governed by the Foodbank. This means that any allegations or concerns of abuse must be reported to the Foodbank's Designated Safeguarding Officer.

## 2. Definitions

### 2.1 People who may be at risk of abuse

The definition of an adult at risk of harm is "a person who is over 18 years of age and is getting, or may need, help and services to live in the community. An adult at risk of harm may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people. This includes people:

- With learning disabilities
- With physical disabilities
- With sensory disabilities
- With mental ill health
- With brain injuries
- With a drug or alcohol dependency
- With dementia
- Who are frail due to their age

### 2.2 Associated Children

Although we do not directly support or supervise children we aim to protect all associated children, this includes children of adults who use our services or attend foodbank sessions with adults.

### 2.3 Abuse

Abuse is a violation of an individual's human and civil rights by any other persons(s) or group of people. Abuse may be single or repeated acts. It can be:

- **Physical Abuse:** for example, hitting, slapping, burning, pushing, restraining or giving the wrong medication.
- **Psychological Abuse:** including emotional abuse, threats of harm, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.
- **Financial Abuse:** including the illegal or unauthorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.
- **Sexual Abuse:** such as forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship.
- **Discriminatory Abuse:** including racist or sexist remarks or comments based on a person's disability, age or illness, and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in religious or cultural activity, services or support networks.
- **Institutional Abuse:** the collective failure of an organisation to provide an appropriate and professional service to people at risk of abuse. This includes a failure to ensure the necessary safeguards are in place to protect adults and maintain good standards of care

in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care.

- **Domestic Abuse:** incident or pattern of incidents of controlling coercive or threatening behaviour, violence or abuse by someone that can be a partner or family member, regardless of gender or sexuality,
- **Modern Day Slavery:** this can be Human trafficking, Forced labour, Domestic servitude, Sexual exploitation, such as escort work, prostitution and pornography, Debt bondage – being forced to work to pay off debts that realistically they never will be able to.
- **Neglect and acts of omission:** including ignoring medical or physical care needs. These can be deliberate or unintentional, amounting to abuse by a carer, for example, where a person is deprived of food, heat, clothing, comfort or essential medication, or failing to provide access to appropriate health or social care services.
- **Self neglect:** Lack of self-care to an extent that it threatens personal health and safety.
- Neglecting to care for one's personal hygiene, health or surroundings. The inability to avoid self-harm. Failure to seek help or access services to meet health and social care needs and the inability or unwillingness to manage one's personal affairs

### 3. Arrangements for Safeguarding

#### 3.1 Designated Safeguarding Officer and Deputy

- The Trustees will appoint a Designated Safeguarding Officer (DSO) who is responsible for dealing with any concerns about the protection of adults at risk of harm or associated children.
- The Trustees will appoint a Secondary Safeguarding Officer (SSO) who is responsible for dealing with any related concerns if the DSO is unavailable, or if an allegation of abuse is made about the DSO.
- The DSO and SSO must not be closely related to each other.
- The Safeguarding Officers will be available for adults at risk of harm or associated children as well as Trustees and volunteers, to speak with should they feel the need to talk with someone about an incident which has happened either within or outside of the Foodbank.
- The Trustees will ensure the DSO and SSO receive the correct and up-to-date training.
- Contact details for the Safeguarding Officers will be displayed in the Foodbank.
- The detailed procedures for the DSO and SSO to follow are given in Appendix A.
- The names of the DSO and SSO are given in the Annex

#### 3.2 Evidence of Abuse?

Concerns about or evidence of abuse can come to us through:

1. A direct disclosure by the adult or associated child.
2. A complaint or expression of concern by a volunteer, a carer, a member of the public or relative.
3. An observation of the behaviour of the person by the volunteer, member of the public or carer.

### 3.3 Our Commitment

To safeguard adults and associated children who are experiencing, or at risk from, abuse, Shepshed Foodbank is committed to:

- Identifying the nature of abuse of adults at risk of harm or child where it is occurring
- Responding effectively to any circumstances giving grounds for concern, or where formal complaints or expressions of anxiety are expressed
- Ensuring the active participation of individuals, families, groups and communities wherever possible and appropriate
- Raising awareness of the extent of abuse on adults at risk of harm or associated child and its impact on them
- Promoting and supporting work designed to reduce abuse and the fear of abuse as experienced by adults at risk of harm or associated child
- Regularly monitoring and evaluating how our policies, procedures and practices for safeguarding are working
- Making sure our policies, procedures and practices stay up to date with good practice and the law in relation to safeguarding adults at risk of harm or associated child
- Ensuring our procedures are in line with the Multi-Agency Safeguarding Procedures

### 3.4 Prevention and Confidentiality

We will work with the person in a way that meets all the aspects of confidentiality, but where abuse to a person is alleged, suspected, reported or concerns are raised, the Foodbank's Safeguarding Adults Procedure must be followed. The confidentiality of the adult at risk of harm will be respected wherever possible and their consent obtained to share information. The person should be made aware that our Community Centre and volunteers cannot ignore issues around abuse and that steps will be taken to deal with them in as sensitive a manner as possible. The welfare of the individual is paramount.

## 4. Useful Contacts

Police: 999

Non - emergency 101

LCC Adult Social Care: 0116 305 0004 or

via website: <https://lrsb.org.uk/adults> The website can also be used for referrals

LCC Children's Duty Team 0116 305005 if you are concerned about an associated child

(Additional contact numbers in Appendix)

## 5. Safeguarding Procedure

### 5.1 The Procedure in Detail

If you think abuse has or may have occurred, act immediately.

It is the responsibility of the person first becoming aware of a situation where there may be a person subject to, or at risk of, abuse to follow the steps below,

## 5.2 Make Safe

Deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the adult is in no immediate danger and seeking medical treatment if required as a matter of urgency.

Do NOT discuss the allegation of abuse with the alleged perpetrator.

If the allegation is about a volunteer, ensure that the allegation is properly managed by reporting the allegation to the Designated Safeguarding Officer .

## 5.3 Inform

Tell the Designated Safeguarding Officer immediately or as soon as practical who will help to deal with the issue. Contact the police if it is thought a crime has just been committed.

## 5.4 Record

Record details of the allegation as soon as possible somewhere that can be kept secure. Include:

- The name of the adult or associated child
- Date of birth and age
- Address and telephone number
- Why the adult or associated child is considered at risk/or is being abused
- Whether consent has obtained for the referral, and if not the reasons e.g. the person lacks mental capacity or there is an over-riding public interest (e.g. where other adults are at risk)
- Whether there are any concerns or doubts about the mental capacity of the person
- Whether the police are aware of the allegation, and whether a police investigation is underway

What if someone does not want me to report concerns?

- Explain that you must discuss these concerns with your Designated Safeguarding Officer
- Explain that other people may be at risk.
- There may be other issues that they are not aware of.

## **Appendix: Advice and Information on Safeguarding Adults**

ACTION ON ELDER ABUSE: [www.elderabuse.org.uk](http://www.elderabuse.org.uk)

Tel: 020 8764 7648

Helpline: 0808 808 8141 (Monday to Friday 10.00 am to 4.30 p.m.)

### **ANN CRAFT TRUST**

A national association working with staff in the interests of people with learning disabilities who may be at risk from abuse: [www.anncrafttrust.org](http://www.anncrafttrust.org)

Tel: 0115 9515400

### **PUBLIC CONCERN AT WORK**

Support / advice for staff about raising concerns of abuse or malpractice in their working environment.: <http://www.pcaw.co.uk>

Tel: 020 7404 6609

### **VOICE UK**

Support and action group for people with learning difficulties who have been abused and for their families: [www.voiceuk.org.uk](http://www.voiceuk.org.uk)

Tel: 01332 202555.

### **RESPOND**

A service offering psychotherapy for people with learning disabilities who have been sexually abused or who are perpetrators of sexual abuse. Also provides consultancy and training for professionals: [www.respond.org.uk](http://www.respond.org.uk)

Tel: 0207 3830700

Help line: 0845 606 1503 1.30 p.m. to 5.00 p.m. Mon.- Fri.

NATIONAL DOMESTIC VIOLENCE HELPLINE [www.nationaldomesticviolencehelpline.org.uk](http://www.nationaldomesticviolencehelpline.org.uk)

Tel: 0808 2000 247

NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)

Helpline: 0800 800 500



Childline 0800 1111

Child Exploitation and Online Protection ( CEOP): [www.ceop.police.uk](http://www.ceop.police.uk)

THE SAMARITANS: [www.samaritans.org](http://www.samaritans.org)

08457 909090

THINK JESSICA – support with scams: [www.thinkjessica.com](http://www.thinkjessica.com)

TRADING STANDARDS SERVICE: [telltradingstandards@leics.gov.uk](mailto:telltradingstandards@leics.gov.uk)

0116 3058000 (for professionals only)

VICTIM SUPPORT: [www.victimsupport.org](http://www.victimsupport.org)

0845 3030900



Charity Nr 1175238

## **SAFEGUARDING OFFICERS**

**Designated Safeguarding Officer (DSO)**

**Mrs Shirley Boofes**

**To contact, ring 07594 639668**

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Mrs G Wilcox, Chair of Trustees