



Document Control	
Title:	Safeguarding Policy
Version:	5
Reference Number:	HR-PP-HS-022
Scope:	
This policy applies to all trustees, staff, volunteers, and other connected individuals who come into contact with children and/or vulnerable adults during the course of The Anthony Seddon Fund's business.	
Purpose:	
This document seeks to ensure that The Anthony Seddon Fund undertakes its responsibilities with regard to the protection of children and/or vulnerable adults and will respond to concerns appropriately and effectively by setting out a framework of best practice.	
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HR-PP-HS-022 – Safeguarding Policy – V4	
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<ul style="list-style-type: none">• No substantive changes required.• Updated document reference to reflect revised naming convention.• Updated Section 16 – Review to reflect the charity's new tiered policy review cycle.	
Next Review Date:	June 2026
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Contents

1. Introduction.....	3
2. Definitions.....	3
3. Roles, Responsibilities and Accountabilities.....	4
All Trustees, Staff and Volunteers.....	4
Board of Trustees.....	4
Designated Safeguarding Lead (DSL).....	4
4. Implementation Stages.....	5
5. Criminal Bureau Records Gap Management.....	6
6. Service Delivery: Contracting and Sub-Contracting.....	6
7. Communications and Support.....	7
Training and Support.....	7
Discussions of Safeguarding Issues.....	7
Support.....	7
8. Professional Boundaries.....	8
9. Reporting Procedure.....	8
10. Contact Details.....	9
Designated Safeguarding Lead of The Anthony Seddon Fund.....	9
11. Allegations Management.....	10
12. Monitoring.....	10
13. Managing Information.....	10
14. Conflict Resolution and Complaints.....	10
15. Communicating Safeguarding Procedures.....	11
16. Review.....	11

1. Introduction

The Anthony Seddon Fund hopes to make a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

Trustees, staff, and volunteers for **The Anthony Seddon Fund** encounter children and/or vulnerable adults through the following activities:

- Support groups.
- Scheduled programme of activities.
- Customer support sessions.
- Signposting.
- Fundraising and events.
- General contact.

The types of contact with children and/or vulnerable adults may be both formal (e.g., regulated and controlled contact with an individual on a one-off basis, group activities, etc.) and informal (drop-ins, ad hoc meetings, etc.).

This policy seeks to ensure that **The Anthony Seddon Fund** undertakes its responsibilities with regard to the protection of children and/or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework for all trustees, staff, volunteers, and other connected individuals in their practices and clarifies the charity's expectations.

Further details on the charity's practices and expectations in regards to the safeguarding of children can be found in **HR-PP-HS-023 - Safeguarding Children Policy**.

2. Definitions

Safeguarding

Safeguarding is about embedding practices throughout the charity to ensure the protection of children and/or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse

Abuse is a selfish act of oppression and injustice, exploitation, and manipulation of power by those in a position of authority. This can be caused by those who inflict harm or by those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender, or culture. It can take a number of forms, including the following:

- Physical abuse.
- Sexual abuse.
- Emotional abuse.
- Bullying.
- Neglect.

- Financial (or material) abuse.

Child

A child is any individual under the age of 18 (as defined in the United Nations Convention on the Rights of a Child).

Vulnerable Adult

A vulnerable adult is a person aged 18 or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This **may** include a person who:

- Is elderly and frail.
- Has a mental illness, including dementia.
- Has a physical or sensory disability.
- Has a learning disability.
- Has a severe physical illness.
- Is a substance misuser.
- Is homeless.

3. Roles, Responsibilities and Accountabilities

All Trustees, Staff and Volunteers

All trustees, staff, volunteers, and other connected individuals have a responsibility to follow the guidance laid out in this and related policies and to pass on any welfare concerns using the appropriate procedures.

It is fully expected that all trustees, staff, volunteers, and other connected individuals promote good practice by being excellent role models, contributing to discussions regarding safeguarding, and positively involving people in the ongoing development of safe practices.

Board of Trustees

Trustees have the responsibility to ensure:

- Appropriate safeguarding policies are in place.
- Sufficient resources (time and money) are allocated to ensure safeguarding policies and procedures can be effectively implemented.

Designated Safeguarding Lead (DSL)

Their responsibilities are to ensure:

- Safeguarding policies and procedures are implemented.
- Safeguarding policies and procedures are accessible.
- Safeguarding policies and procedures are monitored and reviewed (at least annually or following any change in legislation).
- All individuals connected to **The Anthony Seddon Fund** have access to appropriate information and training regarding safeguarding.

- All concerns raised are responded to appropriately, seriously, and swiftly.
- Effective links are developed and maintained with relevant agencies.
- That they keep up with local and national safeguarding arrangements, including the requirement for DBS checks where necessary.

The DSL for **The Anthony Seddon Fund** is:

Benjamin James – General Manager

Office – 0161 376 4439; Mobile – 07944 420 426;

Email – benjames@tasfund.org.uk

4. Implementation Stages

The scope of this **Safeguarding Policy** is broad, and in practice, it will be implemented via a range of policies and procedures within the charity. These include:

HR-PP-CE-01 – Freedom to Speak Up & Whistleblowing Policy

The ability to inform on other trustees, staff, or volunteers practices within the charity

HR-PP-HS-001 - Health and Safety Policy

Including lone working procedures and mitigating risk to trustees, staff, volunteers, customers, and members of the public.

HR-PP-HR-01 – Equality & Diversity Policy

Ensuring that safeguarding procedures are in line with this policy, in particular around discriminatory abuse, and ensuring that the safeguarding policy and procedures are not discriminatory.

HR-PP-IG-01 – Data Protection & Confidentiality Policy

How safeguarding records are stored and accessed, and ensuring that customers are aware of your duty to disclose safeguarding issues in certain situations.

Trustee / Staff / Volunteer Induction - (Local)

Trustee / Staff / Volunteer Training - (Local)

Safe Recruitment Practices - (Local)

DBS Checks

DBS checks will be required for all trustees, staff, and volunteers working with children and vulnerable adults. It is a criminal offence for individuals barred by the ISA to work with children or vulnerable adults in a wide range of positions.

5. Criminal Bureau Records Gap Management

Commitment to DBS Checks

The charity is committed to providing DBS checks for all trustees, staff, and volunteers whose roles involve contact with children and/or vulnerable adults. This is a crucial step in safeguarding our service users and ensuring a safe environment for all.

Maintaining and Reviewing Roles

To prevent any gaps in DBS coverage, the charity will maintain and regularly review a comprehensive list of roles that require contact with children or vulnerable adults. This list will be updated as roles evolve or new positions are created, ensuring that all relevant positions are identified and covered.

Rolling Programme for Re-Checks

- **Regular Re-Checks:** A rolling programme is in place to re-check DBS records every three years for all trustees, staff, and volunteers in identified roles. This ongoing process ensures that the charity remains vigilant and responsive to any changes in individuals' DBS status.
- **Monitoring and Compliance:** The charity will monitor compliance with this programme, ensuring that all required re-checks are completed on schedule. Any lapses will be addressed promptly to maintain the integrity of our safeguarding measures.

Further Information

For more detailed information on DBS checks and procedures, refer to **HR-PP-HR-11 – DBS Policy**. This policy provides comprehensive guidelines on the implementation and management of DBS checks within the charity.

6. Service Delivery: Contracting and Sub-Contracting

Systematic Safeguarding Checks

- **Partner Organisations:** The Anthony Seddon Fund will conduct systematic checks of the safeguarding arrangements of all partner organisations. This includes verifying that they have robust safeguarding procedures in place and conducting DBS checks for all relevant provider positions.
- **Compliance Assurance:** Regular audits and reviews will be carried out to ensure that partner organisations comply with the required safeguarding standards, maintaining the integrity and safety of our service delivery.

Safeguarding in Partnership Meetings

- **Fixed Agenda Item:** Safeguarding will be a permanent agenda item in all partnership reporting meetings. This ensures continuous monitoring and discussion of safeguarding issues, promoting a collaborative approach to maintaining high standards of protection for children and vulnerable adults.
- **Ongoing Communication:** The Anthony Seddon Fund will foster open communication with partner organisations regarding safeguarding

practices, encourage the sharing of best practices, and address any concerns promptly.

7. Communications and Support

Training and Support

The Anthony Seddon Fund commits resources for induction, training of trustees, staff, and volunteers, effective communications, and support mechanisms in relation to safeguarding. **Induction** will include:

- Discussion of the **Safeguarding Policy** (and confirmation of understanding).
- Discussion of other relevant safeguarding policies and procedures.
- Ensure familiarity with reporting processes and the roles of the Trustees and Designated Lead Officer (and who acts in their absence).
- Initial training on safeguarding includes safe working practices, safe recruitment, and understanding child and vulnerable adult protection.

Training

All trustees, staff, and volunteers who are in contact with children and/or vulnerable adults will have access to safeguarding training at an appropriate level. This will include:

- Provision of a clear and effective reporting procedure that encourages reporting of concerns.
- Encouraging open discussions (e.g., during meetings) to identify any barriers to reporting so that they can be addressed.

Discussions of Safeguarding Issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- Trustee meetings.
- Volunteers and staff team meetings
- One-to-one meetings.
- Participation in multi-agency safeguarding procedures and meetings in order to be involved in child or adult protection procedures, where appropriate.

Support

We recognise that involvement in situations where there is a risk of or actual harm can be stressful for the individuals concerned. The mechanisms in place to support people include:

- Debriefing support for staff and volunteers is important so that they can reflect on the issues they have dealt with.

- Signposting to further support as appropriate, e.g., counselling. GM Resilience Hub; see **HR-PP-HR-03 – Wellbeing Toolkit** for further information.

8. Professional Boundaries

Professional boundaries are what define the limits of a relationship between trustees, staff, volunteers, and customers. They are a set of standards we agree to uphold that allow this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

The Anthony Seddon Fund expects trustees, staff, and volunteers to protect the professional integrity of themselves and the charity.

The following professional boundaries must be adhered to:

- How we respond to inappropriate behaviour or language is important. Trustees, staff, and volunteers should remain professional at all times. The use of chastisement is not acceptable.
- Trustees, staff, and volunteers must always be aware of their responsibilities regarding the confidentiality of information.
- Trustees, staff, and volunteers must not accept responsibility for any valuables belonging to a customer.
- Trustees, staff, and volunteers must not accept personal gifts of money or borrow money from or lend money to a customer.
- Trustees, staff, and volunteers must not accept responsibility for, manage, or administer medications for or on behalf of a customer.

The following policies also contain guidance on trustees, staff's, and volunteer conduct:

- **HR-PP-IG-01 – Data Protection & Confidentiality Policy.**
- **HR-PP-FI-10 – Financial Procedures Handbook.**
- **HR-PP-CE-10 – Standards of Business Conduct Policy.**

If professional boundaries and/or policies are breached, this could result in further action being taken or the matter being referred to the relevant agency.

9. Reporting Procedure

The process outlined below details the stages involved in raising and reporting safeguarding concerns at **The Anthony Seddon Fund**.

Communicate your concerns with the DSL in the first instance, or a delegated individual if they are unavailable.



Seek medical attention for the vulnerable person if needed, or urgent support from the police if required.



Relay your concerns to the service provider, the responsible person (i.e., the course facilitator), or the vulnerable person. Obtain permission to make a referral if it is safe and appropriate.



If needed, seek advice from the Children and Families or Adult Social Care Teams.



Complete the Local Authority Safeguarding Vulnerable Groups Incident Reporting Process if required and submit it to the local authority within 24 hours of making a contact.



Ensure that feedback from the Local Authority is received and their response is recorded. The local authority has a process for reporting must be followed. We are expected to complete the initial contact process with the local authorities with the local authorities when informing them of a concern about a child or vulnerable adult. The use of this process and compliance with the policy are mandatory.

10. Contact Details

Children's Multi-Agency Safeguarding Hub	Mon to Fri	0161 342 4101
Emergency Safeguarding (Adult or Child)	Out of Hours	0161 342 2222
Children's Social Care Team	Mon to Fri	0161 342 4150
Safeguarding Gateway		0161 922 4888
GMP – Family Support Unit		0161 856 9314
Police (non-emergency)		101
Emergency Services		999

Designated Safeguarding Lead of The Anthony Seddon Fund

Benjamin James - General Manager	Office: 0161 376 4439
	Mobile: 07944 420 426
Support provided by Mark Thornley (Trustee) –	07751 727996

11. Allegations Management

If an allegation is made against a trustee, staff member, or volunteer, then the following process must be followed:

- Any trustee, staff member, or volunteer from **The Anthony Seddon Fund** is required to report any concerns in the first instance to the DSL or Trustee.
- The responsible person must contact the local authority for advice.
- The responsible person must follow the advice given.
- A full written record must be kept throughout the process.

12. Monitoring

The Anthony Seddon Fund will monitor the following safeguarding aspects:

- Safe recruitment practices.
- DBS checks are undertaken as identified.
- Training register of trustees, staff, and volunteers receiving training on safeguarding.
- Monitoring whether concerns are being reported or addressed.
- Checking that relevant policies are kept up-to-date with relevant legislation.
- Review of reporting procedures.

13. Managing Information

Information will be gathered, recorded, and stored in accordance with the following policies:

- **HR-PP-IG-01 – Data Protection & Confidentiality Policy.**
- **HR-PP-IG-02 – Data Retention Guidance.**
- **HR-PP-IG-03 – The Caldicott Principles & Data Guidelines.**

All trustees, staff, and volunteers must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults.

The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the DSL.

All trustees, staff, and volunteers must be aware that they cannot promise customers, their families, or carers that they will keep secrets.

14. Conflict Resolution and Complaints

Conflicts, concerns, or complaints will be managed in accordance with **HR-PP-HR-02 – Complaints Policy.**

15. Communicating Safeguarding Procedures

The **Anthony Seddon Fund** will make customers aware of the Safeguarding Policy through the following means:

- Information on the website.
- Information is given to group facilitators.
- The Complaints Policy and Procedure.

16. Review

This policy will be reviewed in line with The Anthony Seddon Fund's policy review cycle, which operates on a tiered system based on risk, relevance, and compliance need:

- **Tier 1** – Annual review (compliance-critical policies)
- **Tier 2** – Review every two years (operational or people-focused policies)
- **Tier 3** – Review every three years (low-risk or informational policies)

In addition to the scheduled cycle, this policy may also be reviewed earlier if:

- There are significant changes in legislation or best practice.
- Internal monitoring, feedback, or incidents indicate a review is necessary.
- Structural or operational changes within the charity affect its relevance or application.

Whether or not there were substantive changes, the version control section will display the date of the most recent review.