

Safeguarding Policy

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Safeguarding Policy

1. Introduction

This policy explains how the Lord's Taverners aims to keep people safe from harm and meet its safeguarding duties, especially in relation to work with Children and Adults at Risk of harm.

The aim of this policy is to promote good practice ensuring we consistently provide appropriate care and protection for individuals whilst they are in contact with the Lord's Taverners and to allow staff, members and volunteers to make informed and confident responses to specific protection and safeguarding issues.

This policy applies to:

- All staff and other team members working on behalf of the Lord's Taverners or the Johnners Trust, including but not limited to trustees, volunteers, Members and consultants
- Donors and Partners

Our Delivery Partners hold primary responsibility for meeting their safeguarding duties and must have adequate safeguarding policies and procedures. Therefore, this policy does not directly apply to them. It does set out our minimum expectations for their safeguarding and our commitments to support them to meet their duties.

This policy statement should be read in conjunction with our organisational policies and procedures including, but not limited to:

- Code of Conduct
- Data Protection
- Disciplinary Policy
- Disclosure and Barring Checks Policy and Procedure
- Health and Safety
- Recruitment and Selection Policy (including Safeguarding guidance)
- Social media
- Responding to concerns about a young person's well being
- Role of the designated safeguarding officer
- Volunteer management including
Training and monitoring where appropriate
- Briefings prior to events / activities
- Management of allegations against employees and volunteers
- Recruitment policies and procedures, including
 - Employee induction
 - Employee training
- Code of conduct for employees and volunteers

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- Data protection, including in respect of:
 - Sensitive data
 - images
- Whistleblowing

2. Definitions

Adult at Risk	anyone aged 18 or over who has needs for care and support and is experiencing, or is at risk of, abuse or neglect. As a result of those care and support needs, they may be unable to protect themselves.
Charity	The Lord's Taverners and/or Johnners Trust
Child	anyone under the age of 18 years.
Contracting member of staff	the team member who contracts with consultants or partners delivering services to the Lord's Taverners or on our behalf.
Partners	agencies or organisations engaged in delivering services on behalf of the Lord's Taverners ("Delivery Partners"); or agencies or organisations we are in a joint initiative with ("Charity Partners").
Safeguarding	the range of measures to protect the people who come into contact with the Lord's Taverners from harm, abuse, neglect and mistreatment of any kind. It includes a wide range of issues relating to an individual's welfare and their health and safety.
Safeguarding Team	<ul style="list-style-type: none"> • as a minimum: <ul style="list-style-type: none"> ○ Trustee Lead for Safeguarding ○ Designated Safeguarding Lead ○ Chief Executive Officer ○ Director of Programmes and Growth ○ Chief Operating Officer ○ Governance and Risk Officer
Team member	anyone engaged or acting on behalf of the Lord's Taverners supported or directed activities including employees, agency workers, secondees, Interns, those on work experience, volunteers (including trustees and Members) and consultants.

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3. Legislative background

We recognise and seek to meet all duties expected by our principal regulator, the Charity Commission for England and Wales for safeguarding and protecting people and protecting charities from abuse for extremist purposes.

In developing this policy and any associated procedures and guidance, we have referred to key domestic legislation as expected by the Charity Commission including The Charities Acts 2006 & 2011, the Children Act 1989 & 2004, the Protection of Children Act 1999 and the Safeguarding Vulnerable Groups Act 2006, the Care Act 2014, the Data Protection Act 2018, Public Interest Disclosure Act 1998, the Equality Act 2010 and in light of the principles of the Mental Capacity Act 2005 and the Counter-Terrorism and Security Act 2015.

Links to the above areas of legislation are included as an Annex to this Policy.

The Lord's Taverners operates across the United Kingdom and Northern Ireland. The principles underpinning this policy are developed with regard to UK legislation. They apply across the organisation, irrespective of location. However, specific legal obligations and context for our safeguarding activity will vary according to the nation in which we are operating.

4. Our commitment to safeguarding (including Policy Statement)

The Lord's Taverners strives to provide an enjoyable experience in all that we do and to create inclusive and welcoming environments where every is safe, valued and respected. Protecting people and meeting our safeguarding duties is a governance priority for the Lord's Taverners. We will ensure that safeguarding is embedded within our programmes, operations, working environment, digital activities and culture across the organisation.

Our Core Values are

Togetherness:

We deliver fellowship through our regions and partnerships in the provision of our activities.

Accountability:

We are all accountable for ensuring that the Lord's Taverners is fit for purpose and remains so.

Diversity:

We seek to create an organisation that reflects the diverse nature of our society and our beneficiaries.

Social Impact:

We seek to make a difference to disadvantaged and disabled young people and we measure the impact that our programmes have to signpost how we spend our money.

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Standards of acceptable behaviour contained in our Members Code of Conduct, apply across everything we undertake. Every individual should establish respectful and courteous relationships with others, providing constructive challenge and support where necessary. No one should use their position of authority to improperly influence other Members, volunteers, employees, partners, and/or others, or to bring the Lord's Taverners into disrepute.

The Lord's Taverners is committed to creating an environment where everyone is treated equally, fairly, with dignity and respect, free of harassment and bullying. There is no place for prejudice, discrimination, harassment or victimisation, whether intended or not, nor is there any place for malicious or vexatious behaviour. It is critical to be aware that it is how any such behaviour is received or perceived and not how it was meant, that matters. The Lord's Taverners seeks to create an inclusive environment that celebrates and values everyone and will challenge unacceptable behaviour.

These overriding principles underpin our approach to Safeguarding as set out in our Policy Statement:

Policy Statement

Safeguarding is everyone's responsibility. All employees, volunteers and those acting on our behalf must play their full part in safeguarding people who come into contact with the charity. They have an obligation and responsibility for safeguarding and to achieve the commitments in this policy. They are responsible for the quality, efficiency and effectiveness of their safeguarding activity.

No one should ever experience abuse through our activities. Prevention, awareness and empowerment are core elements of effective safeguarding arrangements.

Everyone, be they beneficiaries, donors, Partners, Members, volunteers, or staff, has the right to protection from abuse or harm of any kind regardless of their experience, background or status.

We recognise that abuse can be perpetrated by anyone and could take place anywhere. Abuse can be a single or repeated act, or failure to take appropriate action, which causes harm or distress to a person. We take a holistic approach to safeguarding and seek to promote the welfare of all those affected by our work.

The primary consideration when managing safeguarding is always to act in the best interests of those at risk of or experiencing harm. The welfare of the individual is paramount and we will always consider how best they can be supported and the potential effect the application this Policy may have on their life.

Working in partnership with children, young people and vulnerable adults as well as their carers and parents is essential for effective safeguarding practice. We will provide everyone connected with the organisation (including parents, children and volunteers) with the opportunity to be heard about safeguarding matters; including sharing any concerns which they have about risks of harm.

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5. Our safeguarding team

Trustees

Our Board of Trustees has ultimate responsibility for the management of safeguarding across the organisation. They have a duty to ensure that those who benefit from, or work with, the charity are not harmed in any way through contact with it. The Trustees have a legal duty to act prudently and this means that they must take all reasonable steps within their power to ensure that such harm does not happen.

Governance and oversight is managed through the Governance and Finance Committee. Safeguarding is a standing agenda item at every meeting and included in the organisations risk register.

The Lead Trustee will provide strategic leadership for safeguarding, support the Board to meet its responsibilities and support the Executive and Designated Safeguarding Lead to fulfil their duties. The Lead Trustee accountable for safeguarding is Ian Martin.

Designated Safeguarding Lead (DSL)

The DSL is accountable overall for the direction and operational implementation of the Lord's Taverners safeguarding activity and communicating with the Board on all aspects of safeguarding. The DSL is Anna Stogdon.

The Role and structure of the members of the Safeguarding Team are set out in Annex 4.

Our Safeguarding Team can be contacted for advice or to raise a concern:

Trustee Lead – Ian Martin ian.martin@btinternet.com

Staff Designated Safeguarding Lead – Anna Stogdon safeguarding@lordstaverners.org

6. Embedding safeguarding in our organisation

Core principles

The Trustees are responsible to ensure that the Charity:

- Ensures that Safeguarding responsibilities and procedures for raising concerns are widely understood and embedded in our values and practice.
- Raises awareness and empowering everyone we engage with to create safe environments, to identify and respond appropriately to Safeguarding concerns.
- Empowers Children and Adults at Risk, as well as other individuals who work for, on behalf of, or with the Charity to understand their rights and where they can get help or advice if they need it.
- Embeds Safeguarding in the planning, delivery and review of all our activities.
- Works with and supports Committees / Delivery Partners to meet our safeguarding requirements.

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- Works in partnership with stakeholders to continuously strengthen our Safeguarding arrangements.
- Takes all reasonable steps to make it as difficult as possible for any form of abuse, exploitation or mistreatment of Children and Adults at Risk to take place in both physical and online environments.
- Embeds a holistic approach to Safeguarding and promoting the welfare and wellbeing of Children and Adults at Risk.

Staff, Volunteers and Members are expected to:

- Ensure that the safety, welfare of and wellbeing of Children and Adults at Risk, as well as other individuals who work for, on behalf of, or with the Charity underpins their behaviour and actions.
- Be familiar with the principles of the Code of Fundraising as published by the Fundraising Regulator.
- Avoid favouritism and treat every individual with whom they interact equally, without prejudice or discrimination.
- Ensure that the same professional standards are applied regardless of ethnic origin, colour, nationality, race, religion or belief, gender, sexual orientation, age or disability.
- Maintain professional boundaries by ensuring that all contact, interactions and communications (face-to-face and online) with Children and Adults at Risk, with donors, with Partners, and with each other, take place in line with this Policy.
- Adhere to our position on relationships of trust
- Foster a culture where everyone feels comfortable to raise concerns about inappropriate attitudes or behaviour towards Children or Adults at Risk, as well as other individuals who work for, on behalf of, or with the Charity.
- Promote an environment where poor practice is identified, challenged and reported.
- Ensure that any safeguarding concerns, alleged or suspected abuse is taken seriously and acted on in line with this Policy and training delivered by the Lord's Taverners.
- Be aware that breaches of the law or this Policy may result in criminal and/or disciplinary action being taken against them.

Specifically in relation to Children and Adults at Risk, staff, volunteers and Members must never:

- Abuse, harm or exploit Children and Adults at Risk or neglect their basic needs.
- Use their position or influence to form or promote inappropriate relationships with the Children and Adults at Risk they work with.
- Use their position to gain access to information relating to Children and Adults at Risk for their own or others' advantage. Such information should only be used or shared to protect Children and Adults at Risk and to meet their needs.
- Carry out their duties whilst under the influence of alcohol, solvents or drugs.
- Use any type of physical punishment in order to discipline Children or Adults at risk.

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- Engage in any sexual or related activities, or have discussions about such activities, in the presence of Children and Adults at Risk, except in a clear educational context and with the knowledge and agreement of the Lord's Taverners.
- Take, display or distribute photographs or video footage of Children and Adults at Risk without the knowledge and agreement of the Lord's Taverners
- Take, share or publish on the internet or social media accounts photographs or video footage of Children and Adults at Risk without the knowledge and agreement of the Lord's Taverners
- Use the Lord's Taverners equipment to access pornography or access pornography on personal devices when on duty.
- Access, make or distribute illegal or indecent content or images of Children or Adults.

7. Specific Safeguarding Aims

a. Ensuring safe and suitable people in our organisation

- We will set procedures for safer recruitment practices that must be applied consistently for any paid or unpaid role in the organisation.
- We will actively advertise our commitment to safeguarding throughout any recruitment process for a new role.
- We will advise all team members working with Children and Adults at Risk of harm to disclose any reason that may affect their suitability to undertake this work (including convictions, cautions, court orders, reprimands and warnings).
- We will set and apply procedures to assess all roles, taking into account the working environment, determining if they are eligible for a DBS check and if so, at what level. We will always manage risks to ensure the individual is suitable for their role.

b. Raising awareness and building knowledge & skills

- We will provide all team members with information of their right to be safe at the Lord's Taverners, including through structured induction, training and by being provided with this policy and associated procedures.
- We will ensure that all team members have an induction with the DSL (or deputy) within one month of starting work.
- We will provide all team members with safeguarding training at a level appropriate to individual roles and responsibilities regardless of their background, safeguarding knowledge or experience.
- Enhanced safeguarding training and other relevant training will be given to team member that have designated safeguarding responsibilities or work in high-risk roles including work with Children and Adults at Risk.
- We will actively share information about safeguarding, including this policy and how people can raise a concern to those affected by our work, including on our website.

c. Setting and applying clear standards of practice and behaviour

- We will set a Code of Conduct to provide a framework of expected standards of practice and behaviour that contribute to a safe and inclusive environment and culture. Team members

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must follow Code of Conduct relevant to their role and responsibilities; recognising specific standards may apply when in contact with children or adults at risk.

- The Code of Conduct does not provide an exhaustive list of expected and prohibited behaviours. Team members are expected to always act in the best interests of Children and Adults at Risk and ensure that their safety, welfare and wellbeing is a primary consideration where no policy or guidance exists.
- Where appropriate, we will be clear about our behaviour expectations of those engaged in our work and how we will respond if they are not met.
- Team members who have power and influence over others by virtue of their work or the nature of the activity/event they are engaged in have particular safeguarding responsibilities. They must be aware of the power imbalance inherent and to ensure that their position and/or influence is not used for personal advantage, gratification or as an opportunity for inappropriate contact or abuse.

d. Designing and delivering safer programmes, environments and activities

- Team members responsible for programmes, environments or activities must ensure that safeguarding those connected to the Lord's Taverners should always be a primary consideration at all aspects of design, delivery and evaluation. They must ensure a risk assessment of potential hazards is undertaken at the planning phase to allow programmes and activities to be designed with safeguarding in mind, and regularly reviewed as part of monitoring activities.
- Working together is an underpinning principle of safeguarding. Team members must follow appropriate procedures which ensure that they engage with the Lord's Taverners Safeguarding Team so that safeguarding risks are fully considered and appropriately managed prior to delivery. The Safeguarding Team should be involved in all programme, environment and activities debriefs to strengthen policies and practices where necessary.
- All team members should be proactive in taking appropriate, proportionate, preventative steps to reduce the risk of, or perception of, harm occurring; especially concerning Children and Adults at Risk. They will seek to protect those at risk of being harmed and respond well to those who have experienced harm.
- We will provide a safe physical environment by applying health and safety measures in accordance with the law, regulatory guidance and good practice.

e. Designing and delivering safer digital engagement

- We recognise the specific risks of harm when working digitally. We will take technical solutions to reduce access to inappropriate content on devices owned or used by our team. We will review and update our information systems' security regularly, ensuring that appropriate filtering and monitoring systems are in place when team members or those we work with are accessing any systems or internet provision.
- Where we are using digital to engage with children and young people and adults at risk, we will ensure that we adhere to best practice in digital safeguarding relevant to their age or context. We will identify appropriate approaches to educate and raise awareness of online safety to these groups relevant to our activities.

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- We will examine and risk assess any social media platforms and new technologies before they are used within the organisation; especially when applied for use with Children and Adults at Risk. We recognise that where we use third-party platforms/apps and social media, we are bound by their terms and conditions, but we will take reasonable steps to help mitigate risks and escalate and report any concerns.
- We will always act to hateful and inappropriate content targeting our team members.

f. Fundraising, marketing and communications

- We will ensure that our marketing and communications, are respectful and courteous and do not place undue pressure on recipients.
- We will ensure that all images, case studies, and references to examples of our impact will have the appropriate consent for use from a responsible adult, or that such references are efficiently anonymised.
- Where beneficiaries are invited to attend and/or speak at our fundraising events we will ensure that they are treated with proper respect and are invited to speak with honesty and integrity about their experiences.
- All images, case studies, and related consents will be retained for as long as consent has been obtained for and will be retained in a secure location within our server structure.
- All employees will be familiar with the principles underpinning the Code of Fundraising as published and updated by the Fundraising Regulator, and shall conduct themselves (whether directly or indirectly involved in activity intended to generate funds) with respect and in accordance with the Code.

g. Supporting, supervising and managing our team

- We will provide effective management for team members through supervision, support and quality assurance measures. The Executive will ensure opportunities to discuss safeguarding within team meetings, 1-to-1s, appraisals and other forums across the organisation.
- Any team member who believes that they are not receiving the support necessary to meet their safeguarding duties should raise this with their line manager, Senior Leadership Team member, or the DSL as appropriate without fear of penalty or victimisation. They can also raise issues directly with the Trustee Safeguarding representative.
- Line managers of staff should ensure that team members are aware of their right to whistle-blow in the public interest, as set out in the Whistleblowing Policy & Procedures.

h. Acting on disclosures, concerns and allegations

- The Lord's Taverners strives to foster a culture which positively encourages and supports individuals to share their concerns about the safety or welfare of others.
- Team members will always respond to safeguarding disclosure, concern or allegation as soon as possible and appropriately following the relevant procedure. Failure to report will be considered a serious breach of our safeguarding procedures and may result in disciplinary action.
- If we become aware of abuse, neglect or harm, we will provide support and make sure that our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account.

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- We will record all safeguarding concerns, discussions and decisions (and justifications for those decisions) promptly and appropriately in writing, recording and storing information professionally and securely and in line with established procedures. All disclosures will be reported to the Board of Trustees anonymously.
 - We will keep any information confidential and proactively share concerns and relevant information appropriately with agencies who need to know; especially concerning Children, Adults at Risk, parents, families and carers.
 - Where concerns relate to the behaviour of one of our team, we will appoint a suitably trained member of staff and or external person where appropriate to investigate disclosures. All investigations will be reported at least quarterly to the Board of Trustees ensuring confidentiality.
 - The DSL will ensure that serious incidents which require reporting to the Charity Commission are shared with the Chief Operating Officer and/or the Chair of Governance and Finance Committee who will ensure appropriate action is taken.
- i. Embedding safeguarding in our partnerships**
- Team members who are responsible for the relationship with partners will help the partners to be aware of and understand our commitment to safeguarding.
 - We will set and communicate minimum expectations of safeguarding all the organisations we fund to have in place to prevent harm and respond to safeguarding concerns. Partners should have their own equivalent policies in place.
 - We will be mindful of our safeguarding responsibilities when undertaking due diligence of partners.
 - We will ensure that all memorandums of understandings (MoUs) and contracts with partners, and consultancy agreements, will include reference to safeguarding and clarity on whose safeguarding policy and procedures apply to the related programmes and activities.
 - We recognise that our partners hold the primary responsibility for safeguarding and protecting from harm those with whom they are in direct contact with through their own organisation. We expect all partners to fully implement and monitor the safeguarding measures set out in their policies and procedures and our funding agreements' requirements. We will support organisations to continually improve their safeguarding practices.
 - In any joint activities or initiatives with others, we will agree and record in writing who has responsibility for safeguarding (i.e. the "safeguarding lead organisation") and which policies and procedures will be followed for the joint initiative. We will maintain a log of all known safeguarding lead organisation and the individual contact details of their relevant designated safeguarding lead.
- j. Review and continuous improvement**
- We are committed to continuous improvement and understanding how best to promote and protect the safety, welfare and wellbeing of those in contact with the organisation.
 - We will regularly assess the implementation and effectiveness of this Policy and all related procedures, training and guidance through annual reviews or sooner where there are changes in legislation, key functions or persons within the organisation, following new or revised

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government or statutory guidance, or after dealing with any safeguarding concern or allegation.

8. Failure to Comply

The failure to comply with this policy or the associated procedures will be swiftly addressed and may result in warnings, or dismissal from the organisation – whether the individual is an employee, a volunteer or a Trustee or other officer. In addition if such a failure to comply is regarded as a breach of the Member's Code of Conduct then the Charity will take action in accordance with that Code of Conduct.

All organisations with whom we partner, including beneficiary organisations, are also subject to their own policies and procedures and any other requirements set out in our agreements with them in relation to either programme delivery, or use of grant funding. We may suspend or withdraw funding in exceptional circumstances if the partner is unable or unwilling to meet their safeguarding responsibilities. The decision to terminate funding is never taken lightly, and we will always try and support our partners to address concerns rather than terminate funding. Any decision to suspend or terminate funding must be agreed with the Executive and approved by the Designated Trustee for Safeguarding.

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Annex 1: Safeguarding in the context of recruitment

The Lord's Taverners recruitment procedures will include the following:

- At sift stage, applications are assessed to ascertain whether the individual has the appropriate skills, knowledge and background to undertake the duties of the post for which they are applying.
- All applicants are required to complete self-disclosure about any previous convictions. Any gaps in employment or inconsistencies are identified and investigated with the individual. Interviews are conducted with a minimum of two people and specific questions are asked about protection of Children and Adults at Risk to ascertain whether the individual has knowledge of potential risks to these groups. Interviewers have appropriate safer recruitment training.
- Offers of employment are made subject to satisfactory pre-employment checks and occupational reference checks are made simultaneous to the offer of employment. Individuals must provide two referees, one of whom must be their last employer. Where any information is falsely submitted or where information is provided which give cause for concern, withdrawal of conditional offer of employment is considered if necessary.
- Other checks include an individual's eligibility to work in the UK, their identity and the validity of their qualifications.
- Relevancy assessments for Disclosure and Barring Service (DBS) are carried out for all who routinely deal with protection issues or who may find themselves alone with children during their duties. Any regulated DBS checks carried out prior to September 2014 and Enhanced DBS checks are routinely repeated every three years. Where any offence is disclosed by the DBS, these are investigated fully, taking into consideration of the Rehabilitation of Offenders 1974 (the 1974 Act), Protection of Freedoms Act 2012. Offers of employment or placement may be withdrawn: employees or volunteers moved or dismissed where necessary.
- Each of our staff and volunteer roles are risk assessed as to the requirement to undertake a DBS check and to enrol on the DBS update Service.
- No unsupervised access to children/young people is allowed until these processes are complete.
- In the event of a positive DBS check, a risk assessment will be carried out to assess the management of any risk associated with the individual within the role.

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Annex 2: How we respond to concerns and allegations

The Lord's Taverners strives to foster a culture which positively encourages and supports individuals to share their concerns about the safety or welfare of a Child or Adult at Risk, or about any other individual who works for, on behalf of, or with the Charity in whatever capacity.

When responding to concerns and allegations, we are committed to:

- Acting in the best interests of the individual concerned.
- If the concern requires expedite to the relevant authority.
- Ensuring that all concerns and allegations are taken seriously and handled confidentially, professionally, fairly and consistently.
- Ensuring that our response is person-led and outcome-focused.
- Ensuring that if we are engaging Children and Adults at Risk we take note of risk, age, understanding and capacity into account.
- Taking proportionate action that does not increase the risk. This may include sharing information where there is an overriding duty to do so for legitimate purposes.
- Working together to protect the safety, welfare and wellbeing of Children and Adults at Risk, or any other individual who is involved in the alleged incident.
- Supporting all those involved.

Action on Disclosure - Abuse

Responding to a disclosure is the process by which a person starts to share that they have been abused with others. It is important to recognise that it takes extraordinary courage for someone to go through the journey of disclosing abuse. It is therefore important that Staff and Partners respond in accordance with the Safeguarding Policy and training to reduce the risk of increased trauma and/or compromising an investigation.

Listen

- Give your full attention to the person disclosing.
- Respect pauses and don't interrupt the person disclosing.
- Limit any questioning to the minimum necessary to seek clarification only. When seeking clarification, use the language of the person disclosing to show that it is their experience.

Reassure

- Provide reassurance that the person disclosing is being taken seriously and that they are not to blame.

Views and wishes

- Engage the person disclosing as far as possible about how best to respond to their safeguarding situation.

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Take action

- Always act in the best interests of Children and Adults at Risk.
- Explain to the person disclosing what action you will be taking and that you will support them through the process. There may be circumstances where it is not appropriate to explain the action you will be taking, for example, a child's age and understanding or if doing so would place the person at greater risk of harm.
- Where it is suspected that a crime has been committed, the police should be contacted immediately, and physical, forensic and other evidence must be preserved.
- Once the person's immediate needs have been met, ensure the information is shared with the Lord's Taverners Safeguarding Team

Individuals to whom an allegation has been disclosed, including Staff, Members, volunteers and Partners must never:

- Make ambitious promises or promise confidentiality.
- Seek details beyond those the person willingly discloses.
- Ask leading questions.
- Give the impression that the person disclosing is to blame.
- Approach the alleged perpetrator of abuse or person whose behaviour and/or actions there are concerns about.

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Annex 3 - Physical contact guidance

While representing the Lord's Taverners, Children and Adults at Risk may involve physical contact, such as medical intervention, responding to success or distress, preventing an injury or accident, sporting skills instruction or demonstrating the safe use of a piece of equipment. There may be some roles where physical contact is commonplace and/or a requirement of the role. Children and Adults at Risk are entitled to respect and privacy at all times. All supervision measures should be transparent, consistently applied, and appropriate to the needs, age and capacity of those concerned. In all circumstances where a Child or Adult at Risk initiates inappropriate physical contact, Staff, volunteers and members are expected to sensitively deter the Child or Adult at Risk helping them understand the importance of personal boundaries. Should inappropriate contact be initiated by a Child or Adult at Risk, then it must be recorded and reported to the Lord's Taverners Safeguarding Team.

Staff, volunteers, Members and Partners are expected to:

- Avoid making gratuitous or unnecessary physical contact with Children and Adults at Risk.
- Ensure that physical contact only takes place in the interests of and for the benefit of the Child or Adult at Risk.
- Keep cultural implications of physical contact in mind.
- Explain the nature of and reason for physical contact to the Child or Adult at Risk.
- Unless the situation is an emergency, ask the Child or Adult at Risk for permission.
- Encourage Children and Adults at Risk to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.
- Ensure that physical contact always takes place in an open or public environment and not in secret or out of sight of others.

Examples of acceptable physical contact:

- Celebrating success with a handshake or a high five.
- Responding to distress or providing comfort and reassurance by placing a hand on the upper back arm.
- To aid sporting skills instruction or to demonstrate the safe use of a piece of equipment. Wherever possible, use verbal directions rather than touch. Explain the nature and reason for the physical contact to reinforce learning.
- Preventing an injury or accident from occurring.
- Treating an injury and administering first aid.

Examples of unacceptable physical contact:

- Inappropriate areas for touch include: chest, breasts, waist, thighs, genital areas, buttocks or any other part of the body that might cause a Child or Adult distress or embarrassment.
- Never make physical contact to enforce adherence to instructions, for example: pushing, grabbing, pulling or poking.

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- Never assist with personal care that can be undertaken independently, for example, dressing or undressing, showering or going to the toilet.
- Engaging in sexual activity or an intimate relationship with a Child or Adult with whom you come into contact through your role.

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Annex 4 - Safeguarding Team and Responsibilities

Trustees

Our Board of Trustees has ultimate responsibility for the management of safeguarding across the organisation. They have a duty to ensure that those who benefit from, or work with, the charity are not harmed in any way through contact with it. The Trustees have a legal duty to act prudently and this means that they must take all reasonable steps within their power to ensure that such harm does not happen.

Governance and oversight is managed through the Governance and Finance Committee. Safeguarding is a standing agenda item at every meeting and included in the organisations risk register.

The Lead Trustee will provide strategic leadership for safeguarding, support the Board to meet its responsibilities and support the Executive and Designated Safeguarding Lead to fulfil their duties. The Lead Trustee accountable for safeguarding is Ian Martin.

The Executive

The CEO will ensure that a DSL and deputies are named, appropriately trained and have the time and focus to fulfil their duties effectively. The Executive, led by the CEO, is responsible for actively promoting safeguarding within day-to-day operations and role modelling best practice.

Designated Safeguarding Lead (DSL)

The DSL is accountable overall for the direction and operational implementation of the Lord's Taverners safeguarding activity and communicating with the Board on all aspects of safeguarding. The DSL is [name].

Duties include:

- To ensure safeguarding is part of the operational and business planning and strategic development.
- Evaluate the impact of relevant legislation on the organisation's approach to safeguarding.
- Supporting and guiding staff, partners and committees on safeguarding matters and to be the central point of contact for safeguarding queries across the organisation.
- Evaluate, develop and challenge the safeguarding performance of individuals and teams.
- Leading the response to reported safeguarding concerns and allegations (including those raise outside of working hours).
- Maintain a confidential recording system for safeguarding incidents, concerns and allegations (known as a "Safeguarding Log").
- Engage with other agencies and experts within the sector to ensure our approach is both informed by and contributes to best practice.
- Leading at least annual reviews of our safeguarding policies, practices and awareness raising measures ensuring they remain effective.
- Ensuring that the Lord's Taverners Board receives regular updates on safeguarding risks (as appropriate), reported Safeguarding concerns and allegations as well as progress against key areas of work.

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Deputy Designated Safeguarding Leads

Deputy DSLs will build awareness and mainstream safeguarding across the organisation. They will act as cover for the Designated Safeguarding Lead as necessary

- Promote safeguarding within their teams and support the implementation of safeguarding policies and procedures,
- Provide advice to their teams, including signposting to safeguarding resources,
- Ensure that safeguarding concerns are escalated in line with safeguarding procedures, and
- Support the Safeguarding Lead to develop and deliver training and other resources to meet the needs of their teams.

Social Media

Although social media is a very useful tool for the Lord's Taverners it is important that clear defined line is created to ensure professional relationships are maintained. Therefore staff, members and volunteers should not accept or request to "follow" or "friend" any beneficiaries. Staff should also refrain from adding members to non-professional platforms such as Facebook, Twitter and Instagram.

The Lord's Taverners understand that individuals may have met other members and or beneficiaries in a more social background. If this is the case speak with the Safeguarding Team to ensure transparency of friendships.

Activities and events

The notice period required by the Lord's Taverners HQ team to embed effective safeguards varies between Activities/events. As a general guide, at least six weeks' notice is required for Activities/events and longer if the Activity/event is international. Additional lead time may be required from time to time.

Staff, volunteers and members (including regional committees) are expected to:

- Ensure that no Activities/events are delivered without the prior knowledge and agreement of the Lord's Taverners HQ Team.
- Work with the Lord's Taverners HQ Team from the outset when planning any Activity/events allowing sufficient time to embed effective safeguarding arrangements prior to delivery.
- Engage with the Lord's Taverners Marketing and Communications Team prior to processing personal data. This includes but is not limited to: the taking and use of images, video footage, the use of online platforms to communicate with Children and Adults at Risk and to deliver any Activities/events.

Safeguarding Policy

Annex 5 – Links to other guidance and documents

Charity Commission Guidance

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

<https://www.gov.uk/government/publications/protecting-charities-from-abuse-for-extremist-purposes/chapter-5-protecting-charities-from-abuse-for-extremist-purposes#what-is-the-purpose-of-this-guidance-and-who-should-read-it>

Legislation

<https://www.legislation.gov.uk/ukpga/2006/50/contents> - Charities Act 2006

<https://www.legislation.gov.uk/ukpga/2011/25/contents> - Charities Act 2011

<https://www.legislation.gov.uk/ukpga/1989/41/contents> - Childrens Act 1989

<https://www.legislation.gov.uk/ukpga/2004/31/contents> - Childrens Act 2004

<https://www.legislation.gov.uk/ukpga/1999/14/contents> - Protection of Children Act 1999

<https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted> - Care Act 2014

<https://www.legislation.gov.uk/ukpga/2006/47/contents> - Safeguarding Vulnerable Groups Act 2006

<https://www.legislation.gov.uk/ukpga/1998/23/contents> - Public Interest disclosure Act 1998

<https://www.legislation.gov.uk/ukpga/2010/15/contents> - Equality Act 2010

<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted> - Data Protection Act 2018

<https://www.legislation.gov.uk/ukpga/2005/9/contents> - Mental Capacity Act 2005

<https://www.legislation.gov.uk/ukpga/2015/6/contents/enacted> - Counter-Terrorism and Security Act 2015