

SAFEGUARDING POLICY

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| Approval By | Trustee Board |
| Approved On | 21/09/2023 |
| Last Reviewed On | 21/09/2023 |
| Next Review Due | 21/09/2024 |

A. Introduction

HOPE Coventry primarily focuses on the communities across the city of Coventry. We also link with some organisations, beyond our city, where we share common goals in line with our core purpose.

Our core purpose is to enable churches to come together to transform lives with the love and power of Jesus. We build strong partnerships with churches and other organisations to radically transform the city. We speak out as a collective voice, challenging poverty, and injustice. We give hope by delivering projects that meet the needs of Coventrians to positively impact their lives.

HOPE Coventry is committed to safeguarding. We believe that our own values are inextricably linked with safeguarding principles: speaking out for vulnerable people, on every occasion when we have safeguarding concerns, and giving hope to all those we encounter by always being vigilant.

We want all those connected with HOPE Coventry to be protected from maltreatment, access experiences that foster their mental and physical health and enjoy a fulfilling life. We recognise that, individually, we have the right to define what constitutes our safety and wellbeing and that this is influenced by a range of factors.

Our procedures are in line with national legislation and with relevant national and local safeguarding guidelines. We work with [thirtyone:eight](#) for safeguarding advice and to ensure our policies and procedures are fit for purpose. We refer to information accessed via the [Charities Commission](#). In addition we refer to local statutory advice both for [children and young people](#) and for [adults](#).

We also recognise regional and national charitable organisations who share information and resources e.g. <https://learning.nspcc.org.uk/child-protection-system>
<https://www.anncrafttrust.org/resources/tips-safeguarding-adults-policy-procedure/>

B. Purpose

The purpose of this policy is to ensure everyone involved with HOPE Coventry is aware of:

- Our commitment to ensuring effective safeguarding practice.
- The legislation, our policy, and our procedures for safeguarding.
- Our shared and collective responsibility for safeguarding.
- What to do or who to speak to if they have a concern relating to an individual's welfare or wellbeing and in the instance of a safeguarding incident or disclosure.

We are committed to annually reviewing our policy and good practice to ensure that our safeguarding policy and procedures are as strong and as effective as they can be. We recognise the

importance of worker (employee and volunteer) training at induction, together with updating worker knowledge and refreshing understanding on a regular basis.

Regular management reports to the trustees will summarise how risks to safeguarding are being addressed and how any safeguarding incidents have been addressed; the lead trustee for safeguarding will support operational management decision making.

Please also read the relevant appendix / appendices to directly inform your safeguarding risk management and safeguarding response procedures.

In addition, all employees should consult the Staff Handbook.

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| APPENDIX 1: | Safeguarding for Children and Young People Guidance |
| APPENDIX 2: | Safeguarding for Children and Young People Procedures |
| APPENDIX 3 | Safeguarding for Adults Guidance |
| APPENDIX 4: | Safeguarding for Adults Procedures |
| APPENDIX 5: | Safeguarding Flowchart |
| APPENDIX 6: | Safer Recruitment Guidance |
| APPENDIX 7: | Statement for Recruitment of Ex Offenders |
| APPENDIX 8: | Safeguarding Training and Support |
| APPENDIX 9: | Safeguarding Lead Role Guidance |
| APPENDIX 10: | Safeguarding Trustee Role Guidance |

C. Scope

This safeguarding policy, its appendices 1 – 10, and associated procedures apply to all individuals working on behalf of or representing HOPE Coventry including employees, partners, service users, sponsors, trustees, and volunteers.

HOPE Coventry exists to facilitate churches working together to transform lives, therefore wider partnerships reflect our core purpose. Trustees will only ever collaborate when they are confident of compatible values and aims, this includes safeguarding policy and procedures.

HOPE Coventry undertakes thorough risk assessment and due diligence before engaging with partners and Trustees scrutinise detailed planning to inform written partnership agreements. Effective safeguarding practice, consistent with HOPE Coventry's policy and procedures, is a non-negotiable element of our partnership agreements.

D. HOPE Coventry's Safeguarding Statement

1. Every human being has a value and dignity, and all people should be respected, supported, and protected from harm.
2. We will take all reasonable steps to foster a safe and positive environment together with an open, listening culture for everyone engaging with HOPE Coventry where individuals feel able to share concerns without fear of retribution.

3. The trustees have primary responsibility to ensure good safeguarding governance. However, we believe that effective safeguarding practice to prevent abuse and neglect is **everyone's** responsibility.
4. We recognise that health, wellbeing, ability, disability and the need for care and support can affect a person's resilience. On some occasions, some people experience barriers with communicating concern or seeking help; some individuals are additionally vulnerable because of the impact of previous experiences or their level of dependency. We will do all we can to ensure appropriate channels of communication are open.
5. Our policy and practice are informed by legal frameworks and safeguarding guidance, we will protect those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding legislation and within local statutory safeguarding procedures.
6. Actions taken by HOPE Coventry will be consistent with safeguarding principles – response to an incident will be prompt, proportionate and respectful of individual dignity.

E. HOPE Coventry's Safeguarding Commitments

We will work to keep those adults, children and young people who engage with us or are connected with us safe by:

1. Valuing them and listening respectfully to them.
2. Appointing an organisational lead for safeguarding and nominating a lead trustee with responsibility for safeguarding. These roles and responsibilities are set out in Appendix 10, role of the safeguarding lead, and in Appendix 11, role of the trustee who leads on safeguarding.
3. Building a culture where safeguarding awareness is supported by our policy, effective practice, and robust safeguarding procedures.
4. Developing a safeguarding aware online policy and adopting safe practice. Detailed information regarding our approaches for safeguarding training and development for both employees and volunteers is set out in Appendix 9.
5. Providing effective management for staff and volunteers through safeguarding training, supervision, support, and quality assurance measures so that all workers know about and follow our policies, procedures, and behaviour codes confidently and competently. Guidance on procedures is set out in Appendix 2, procedures for safeguarding children and young and people, and in Appendix 4, procedures for safeguarding adults.
6. Ensuring that all clients understand how to share a concern and / or disclose their experience of being abused, and be confident that HOPE Coventry's workers will take the matter seriously and seek to ensure they are signposted to appropriate support."
7. Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made and every anomaly is thoroughly addressed. Detailed information is available in Appendix 6, safer recruitment, and in Appendix 7, recruitment of ex-offenders.
8. Recording, storing, and using all information professionally and securely, in line with data protection legislation and our data protection and archiving policy guidance.
9. Making sure that our service users, employees, sponsors, partners, trustees, and volunteers, know where to go for help if they have a concern.
10. Supporting every person who presents or discloses a safeguarding issue in accordance with The Mental Capacity Act 2005.
11. Using our procedures to manage any concerns or allegations about staff and volunteers.

F. Implementation

Workers can raise concerns about certain types of wrongdoing without worry of being dismissed or being subjected to detrimental treatment. This includes reporting issues relating to health and safety, wellbeing, and abuse – [HOPE Coventry's Policy for Whistleblowing](#) sets out our principles and procedures for making a disclosure in the public interest. The Primary Whistleblowing Officer for HOPE Coventry is the COO (Chief

Operating Officer). As a secondary route, a named Trustee will also operate as a Whistleblowing Officer.

HOPE Coventry regularly facilitates whole staff safeguarding training; this includes legal updates as well as refreshing awareness and understanding of our own policy and procedures. In addition, individual project managers are responsible for identifying the level / focus of safeguarding training relevant for their teams, staff and volunteers, based on project delivery priorities and analysis of risk assessments. These decisions will be agreed with the Chief Operations Officer (COO).

Safeguarding is systematically included on HOPE Coventry meetings agenda e.g. project team meetings, volunteer meetings, 1:1 staff reviews.

Detailed guidance for workers about the nature of safeguarding risks for children and young people and for adults is available in Appendices 1 and 3 respectively. HOPE Coventry's procedure for workers is set out in Appendices 2 and 4, and this information is also available via our HOPE Coventry Team shared drive address and online at xxxxx. At a glance information is in the flowchart in Appendix 5.

The COO and project managers will meet at least annually to share learning including outcomes from any case reviews in order to review practice, policy, and procedure. In addition, the COO will submit an annual report to trustees detailing:

- The number of incidents reported, together with clarification of the follow up actions.
- Policy and procedural development, in line with statutory and good practice guidance.
- Recommendations by the Governance Committee for policy / practice change.

A named trustee will have lead responsibility for safeguarding, see Appendix 10 for detailed information. However all trustees are responsible for ensuring that policies and practice are effectively implemented. Safeguarding is a standing agenda item at all meetings of the Board of Trustees.

If HOPE Coventry's safeguarding procedures have not been followed then in case of HOPE Coventry employees, failure to follow the Safeguarding Policy may result in disciplinary action being taken. In the case of HOPE Coventry volunteers, they may be asked to stop their involvement with our work and information could be passed on to relevant authorities.

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