

Safeguarding Policy

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Policy on Safeguarding Vulnerable Adults, Young People and Children

1. Purpose

This policy recognises that although Brain Tumour Research does not provide charitable services directly to members of the public, our staff and volunteers regularly come in to contact with supporters of the charity, and other members of the public. This means that the Charity will from time to time be working with a range of people of all ages, including families (though not with children on their own) and vulnerable adults. In addition, people of all ages, including children and vulnerable adults, could be accessing information we produce online or in print at any time.

Definition

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

2. Safeguarding Children and Young People

Safeguarding children and promoting their welfare includes:

- Protecting them from maltreatment or things that are bad for their health or development
- Making sure they grow up in circumstances that allow safe and effective care
- Taking action to enable all children and young people to have the best outcomes
- Ensuring that they are not being exploited under the definition of the Modern Slavery Act and being used as child labour

Brain Tumour Research has a responsibility for the safety and protection of all children and young people under the age of 18 who come into contact with us or access our information.

This policy aims to clarify Brain Tumour Research's approach to safeguarding and promoting the welfare of children by:

- Stipulating that we do not undertake activities where we are working directly with unaccompanied children
- Ensuring that our information services are secure and safe for children and vulnerable adults to use
- Ensuring that staff and volunteers make informed and confident responses to specific child protection issues in line with good practice guidelines on immediate action.

Responsibility

As a Charity which does not provide direct services to the public and does not work with unaccompanied children, Brain Tumour Research does not have a named Child Protection Lead. Any safeguarding concerns raised should therefore be directed to the Chief Executive.



Brain Tumour Research will ensure that all staff and volunteers are aware of this Safeguarding policy and their responsibilities for safeguarding and promoting the welfare of children and how they respond to child protection concerns. Staff and volunteers will receive specific training on Safeguarding.

Young people working for Brain Tumour Research

Persons under 16 years of age: to comply with the Modern Slavery Act, no child or young person under 16 years of age will be employed or be used as a volunteer by Brain Tumour Research except through formal Work Experience schemes.

Persons 16-17 years of age: young people aged 16 and 17 years of age will only be employed by Brain Tumour Research if they are on an approved Apprenticeship or training scheme or are on a formal work placement scheme.

Volunteers under 17 years of age: young people will only be used as volunteers under strict supervision for selected roles (I.e. not in a one-to-one situations).

The Safeguarding Policy will be applied whilst young persons are employed or volunteer for Brain Tumour Research.

3. Safeguarding Vulnerable Adults

Safeguarding adults includes:

- Protecting their rights to live in safety, free from abuse and neglect.
- People and organisations working together to prevent the risk of abuse or neglect, and to stop them from happening.
- Making sure individuals' wellbeing is promoted, taking their views, wishes, feelings and beliefs into account.
- Ensuring that vulnerable adults are not exploited as defined by the Modern Slavery Act or exposed to human trafficking.

Brain Tumour Research does not provide services to the general public, but we recognise that some of our supporters and volunteers are likely to be vulnerable adults.

In the context of this policy, a vulnerable adult is defined as a person, being aged 18 or over, who:

- receives personal care, or nursing, or support to live independently in their own home, or a care home;
- receives support from any health or social services;
- has a physical or mental illness, chronic or otherwise, including addiction to alcohol or drugs;
- has a substantial learning or physical disability;
- has a substantial reduction in physical or mental capacity due to advanced age or to illness;
- is at risk of exploitation because of their vulnerability.

An adult at risk refers to any adult aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

Responsibility

Although Brain Tumour Research is a Charity which does not provide direct services to the public, we recognise that some of our supporters could be vulnerable adults. Brain Tumour Research therefore has a named Vulnerable Adult Protection Lead (HR Officer). Any safeguarding concerns raised should be directed to this person, who is:

Brain Tumour Research will ensure that all staff and volunteers are aware of this policy and their responsibilities for safeguarding and promoting the welfare of vulnerable adults and how they respond to protection concerns. Staff and volunteers will receive specific training on Safeguarding if their jobs are likely to put them in contact with vulnerable adults.

4. Organisation Procedures

Staff members and volunteers of Brain Tumour Research can play an important part in promoting the safety and protection of the children, young people and vulnerable adults with whom the organisation may come into contact. The Brain Tumour Research policy, backed up by appropriate operational procedures, will ensure that any children, young person or vulnerable adult is protected and kept safe from harm while they are in receipt of services.

Because the Charity does not provide services to the members of the public, we do not require staff members to have a Disclosure and Barring Service (DBS) enhanced level check prior to taking up post.

Induction for new staff and volunteers will include information on all relevant policies and procedures, including the protection of children, young persons and vulnerable adults.

Mandatory ongoing training will be provided, and all staff and volunteers will have a designated manager who will provide appropriate ongoing support and supervision. Brain Tumour Research takes the issue of safeguarding seriously. Failure on the part of any Brain Tumour Research representative to comply with this policy will result in an internal investigation and possible dismissal following the disciplinary process.

All employees and volunteers have a responsibility to report any concerns.

Responding to safeguarding allegations

Brain Tumour Research recognises that it has a duty to act on reports, or suspicions of abuse, neglect, exploitation, or cruelty.

How we respond if we receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret
- If you witness abuse or abuse that has just taken place, the priorities will be:
 - To call an ambulance if required
 - To call the police if a crime has been committed
 - To preserve evidence

- To keep yourself, staff, volunteers and beneficiaries safe
- To inform the HR Officer in your organisation
- To record what happened

All situations of abuse or alleged abuse must be discussed with the HR Officer (for vulnerable adults) or the Chief Executive (for children) or their deputies.

If you feel unable to raise this concern with the above person, or their deputy, then concerns can be raised directly with the Chair of Trustees. The alleged victim should be told that this will happen.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) should be made to an appropriate agency (e.g. police).

The Chief Executive or HR Officer may take advice at the above stage from organisations such as the police. The Chief Executive or HR Officer will have an overview of this process so they can explain it to the person concerned and offer all relevant support to the person and process. This could be practical support e.g. providing a venue, or information and reports and emotional support.

Information should be provided to the individual. This could be about other sources of help or information that could enable them to decide what to do about their experience, enable them to recover from their experience and to seek justice.

Managing allegations made against member of staff or volunteer

Brain Tumour Research will ensure that any allegations made against members or member of staff will be dealt with swiftly. Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been directly witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the charity whilst the investigation is undertaken.

The Chief Executive or HR Officer will liaise with an appropriate agency to discuss the best course of action and to ensure that the Brain Tumour Research disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

Brain Tumour Research has a whistleblowing policy and staff are aware of this policy. Staff will be supported to use this policy.

Recording and managing confidential information

Brain Tumour Research is committed to maintaining confidentiality wherever possible and information around safeguarding should be shared only with those who need to know. All allegations/concerns should be recorded in a document.

The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate. The information that is recorded will be kept secure and will comply with data protection. Access to this information will be restricted to only the individuals that need to know the details.

Monitoring

Oversight of this policy will be by the Remuneration and Compensation Committee (RemCom), who will provide annual assurance on safeguarding to the Board in line with Charity Commission requirements.