

### Introduction

**Our Values:** We work with shared values of Ambitious, Compassionate and Stronger Together. In the application of our policy, we will seek to ensure that we Live Our Values. In providing services we will ensure particular care is taken with those who are vulnerable to increased risk of harm.



### Policy statement

People are at the heart of everything we do, and we are committed to making sure that everyone who takes part in our activities or services can do so in an enjoyable and safe environment. Our Safeguarding policy makes their welfare and best interests its priority and directs guidance on the extra care that staff and volunteers need to take in working with people that are at particular risk of harm.

### Legal considerations

Crohn's and Colitis UK recognises its legal responsibilities and duty of care to safeguard and promote the welfare of all its service users, particularly children and adults with care and support needs. We recognise that harm can come in many forms including, but not only, physical, sexual, financial, emotional, neglect or bullying.

This policy has been informed by relevant legislation including:

- Children's Act 1989 and 2004
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012
- Care Act 2014
- Working Together to Safeguard Children 2017
- Data Protection Act 2018

### Responsibilities

Our Safeguarding policy and procedures apply to everyone working or contracted on behalf of Crohn's and Colitis UK either in a paid or voluntary capacity. They all have a duty to: report any concerns in relation to children or adults with care and support needs to the designated safeguarding leads; and be familiar with our safeguarding policy, procedures and guidance.

All staff and volunteers should recognise that their behaviour with children and/or adults with care and support needs must always be appropriate and professional to ensure that they do not put themselves at risk through behaviour that could be misinterpreted. All allegations against staff or volunteers will be dealt with in line with this and other related policies: e.g. Recruitment; Disciplinary; and Data Protection.

## Implementation requirements

The Board of Trustees expect the CEO and SLT to ensure the following:

- Promote and prioritise the safety and wellbeing of everyone using our services.
- Practices, procedures and guidance for all staff and volunteers are developed, maintained and fully implemented.
- All staff and volunteers understand their roles and responsibilities in respect of safeguarding using effective management for staff and volunteers through supervision, support and training. This should be reviewed annually.
- Recruit staff and volunteers safely, ensuring all appropriate and necessary checks are made.
- Share this policy and, where appropriate, related procedures, information and documents to ensure they are visible and clear to service users, carers, staff and volunteers.
- Make every effort to listen and respond to individuals concerns about a child's wellbeing and make sure that -
  - any instances or reports are taken seriously
  - proper action is taken in the event of an incident or when concerns of abuse are raised
  - appropriate support is provided for everyone involved
  - confidential recording of all safeguarding concerns is maintained securely.
- Appoint named specialist Designated Safeguarding Officers (one for Children and Young Adults and another for Adults with care and support needs) to coordinate the implementation of this policy to respond to instances of concerns and disclosures and to manage and review safeguarding practice across the organisation.
- Share information about concerns with agencies who need to know appropriately and with sensitivity.

We are mindful that whilst we do not provide personal care services some aspects of our work will require a higher level of vigilance: examples include

- Processing applications for educational grant support
- Providing information and support via our helplines and online chat facilities
- Hosting online forums
- Supporting patient recruitment for research

## Review and reporting

Crohn's & Colitis UK undertake to review the Policy and the latest best practice:

- at least every 12 months
- during planning for organisational change
- in the event of legislative change
- following any review of a serious incident or report

The review will be undertaken by the Designated Safeguarding Officers (DSO) and agreed by SLT. Requests for amendments, clarifications or additions should be made to a DSO for consideration. The review and any agreed recommendations will be reported to the Governance Sub-Committee of the Board of Trustees who will decide whether any further action is needed at Board level. The review will include a report on any Safeguarding incidents since the previous review including action taken and learning utilised.

In the event of a major safeguarding breach posing substantial reputational risk and/or financial risk due to fines the relevant DSO will immediately:

- inform the CEO and Chairman
- take steps to mitigate risks
- start an investigation
- report it (without sensitive data) via the incident process

The appointed Designated Safeguarding Officers (DSOs) are:

Children and young adults - Elliot James 01727 734497

Adults - Lauren Phillips-Brighouse 01727 734456

[Email: Safeguarding@crohnsandcolitis.org.uk](mailto:Safeguarding@crohnsandcolitis.org.uk)

If they are not available staff a Director or a Trustee should be contacted.

The lead Trustee for Safeguarding is Deborah Hodges.

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Sue Cherrie, Chairman - January 2019

This policy replaces:

Safeguarding & Child Protection Policy - April 2017

Safeguarding Adults at Risk Policy - December 2017