



General Manual

Subject: Safeguarding Policy Statement

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Purpose of Statement

To affirm Life's commitment and obligation to Safeguarding

1. What is Safeguarding and Life Commitment to Safeguarding.
2. Life Safeguarding Structure and Individual Area Procedures
3. Life Safeguarding Reporting Structure and Whistleblowing
4. Confidentiality
5. Legislation
6. List of all relevant Life Policies
7. Glossary of Terms

1 What is Safeguarding and Life's Commitment to Safeguarding

1.1 What is Safeguarding

Safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect, especially children, young adults and Adults at Risk of Harm. This terminology is recognised throughout the United Kingdom.

1.2 Life's Commitment to Safeguarding

"We will not tolerate abuse and exploitation"

Life believes that everyone regardless of age, gender, identity, disability, sexual orientation, ethnic orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation.

We aim to ensure that no client, volunteer, member of staff or beneficiary within Life or who meets with Life is subject to any form of abuse, especially those who fall into more vulnerable categories such as Adult at harm of Risk, Child, or young person at risk. We will do this by having the follow systems in good working practice and adhered to:

- Safer Recruitment procedures
- Individual Area Procedures
- Safeguarding Training procedure
- Safeguarding Reporting procedure
- Whistle blowing

We are committed to addressing safeguarding through the three pillars of:

- Prevention
- Reporting
- Responding

These procedures along with a booklet of guidance documents will ensure that any form of abuse, allegations of abuse or wrong doing against any of the said mentioned groups identified above will be investigated and managed ethically, effectively and responsibly ensuring that Safeguarding is treated with the highest respect throughout the whole Charity.

We recognise that Safeguarding is everyone's responsibility and as such this Policy Statement applies to anyone working on behalf of Life, including Board of Trustees, Senior managers, paid staff, volunteers, sessional workers, agency staff and students.

All Life staff and volunteers that are based in Houses, Pregnancy matters centres, National and Link offices and Shops will adhere to all Life's Safeguarding Policies and Procedures to ensure they are safe environments for all.

Fundraising is an integral element for our Charity. Within this area we will always be legal, open, honest, respectful, responsible and accountable. We will always treat people fairly, never placing anyone under undue pressure to give or taking advantage of someone's lack of knowledge or need for care in line with the Fundraising Code of Conduct published by the Fundraising Regulator.

We have a zero-tolerance approach to breaches of our Safeguarding policy Statement and procedures and will thoroughly investigate all alleged breaches. We regularly review our safeguarding documents, which aim to improve the knowledge and understanding of all who work, volunteer or are involved with the Charity.

Safeguard Training is provided to all staff and volunteers at a level that is in accordance with their position or role within the Charity.

2 Life Safeguarding Structure

2.1 Due to the diversity of the Charity, Life have appointed a Safeguarding Departmental Representative to each individual area. They in turn will report to the Safeguarding Co-ordinator who will advise and oversee Life's Safeguarding structure. The Safeguarding Co-ordinator will report to the Deputy CEO and Link Safeguarding Trustee.

All role descriptions, flow chart of Safeguarding structure, and names of all Safeguarding Leads and Link Trustee can be found here (

2.2 Life Safeguarding Area Procedures

While all areas of Life must adhere to this document (**Life Safeguarding Statement**) as the cornerstone and foundation for the work they undertake, we recognise the diversity of the work undertaken in each identified area. Therefore, while we have a generic procedure this is supported by area procedures for each arm of the charities work area

3.Life Safeguarding Reporting Structure

3.1 Life Safeguarding Reporting Structure is mapped as follows:

- Individual Case Reports for Safeguarding or Welfare Concerns
- Monthly Report from all Safeguarding Departmental Representative to be completed
- Compilation of Monthly Area reports completed by Safeguarding Co-Ordinator for submitting to Deputy CEO
- Quarterly Out turn report compiled by Link Trustee, and Safeguarding Co-Ordinator for presenting to Full Board of Trustees
- Six Month and Full End of Year Safeguarding Audit

Life will ensure that safe, appropriate and accessible means of reporting safeguarding concerns are available to all directly involved with the Charity and investigation begins within a 24hr period. Safeguarding concerns from members of the public, working partners and official bodies will be investigated within 24hrs and a reply given to the individual within 48hrs.

Staff members who have a concern relating to safeguarding should report it immediately to their Safeguarding Departmental Representative or Line Manager. If the staff member does not feel comfortable reporting to their designated SDR or Line Manager (for example they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other area SDR or appropriate staff member.

3.2 Whistleblowing

Any staff reporting concerns or complaints through formal whistleblowing channels will be protected by Life's Whistleblowing Policy.

4. Confidentiality

4.1 It is essential that confidentiality is maintained at all stages of process when dealing with safeguarding concerns. Information relating to the concerns and subsequent case management should be shared only on a "need to know" basis with identified relevant people, and should always be kept secure . To help us ensure this all of Life's Safeguarding and Welfare Cases are given a unique identification code and are kept securely within the Safeguarding team site. Please read Life's Confidentiality Policy

5 Legislation

5.1 Life Safeguarding Policy Statement and procedures are guided by :

- Children Act 1989, amended 2004
- Care Act 2014 (Safeguarding Adults at Risk)
- Working Together to Safeguard Children 2015, amendments 2018
- Serious Crime Act 2015
- Equality Act 2010, amended 2019
- Data Protection Act 1998, amended 2018
- Criminal Justice Act 1998 amended 2003, amendments for NI 2013
- Public Interest Disclosure Act 1998, amendments 2013 and 2018
- Mental Capacity Act 2005, amendments 2019
- Sexual Offences Act 2003, amendments 2012,2019
- The Rehabilitation of Offenders Act 1974, amended 2014
- Safeguarding Vulnerable Groups Act 2006, amended in NI 2012

- Children and Families Act 2014
- Adoption and Children Act 2002
- The Protection of Freedoms Act 2012
- The Criminal Justice and Court Services Act 2000, amended 2015
- Children and Young Persons Act 1963, amended 2008 and (Scotland)2014
- Female Genital Mutilation Act 2003, amended 2015
- Children and Social Work Act 2017
- Human Rights Act 1998
- United Convention of the Rights of the Child 1992
- Counter Terrorism & Security Act 2015, amendments 2019 Prevent Duty
- Revised Prevent Duty Guidance for England & Wales: July 2015, amendments 2019
- The European Convention of Human Rights

Life polices - GDPR compliance

1. I have read and understood the Life GDPR Policy and confirm that the policy above fully complies with it in all areas ☒

2. Lawful basis for this policy (tick which one(s) apply)
 - a. Legal obligation ☒
 - b. Legitimate Interest ☒
 - c. Contract ☒
 - d. Vital Interest ☐

e. Consent ☒

f. Special Category (e.g. Children's data) ☒

Please state the purpose for special category _____

3. I confirm that all personal data is:

a. held only in the locations detailed in this Policy ☒

b. used only for the purposes stated ☒

c. held securely ☒

4. A Data Processor Agreement is in place with all external organisations (Data Processors) who are in receipt of personal data under the terms of this Policy:

(tick to confirm) ☒

5. The relevant Privacy Notices under this Policy have been published in an appropriate manner:

(tick to confirm) ☒

6. The person(s) responsible* for data protection covered by this policy are:

_____ Kiz Lloyd _____ (date) _____ 18/06/2020 _____

_____ (date) _____

7. As the above named person I confirm that this Policy complies with the General Data Protection Regulations 2018

Signed _____ Liz Lloyd 18/06/2020 _____

Name _____ Liz Lloyd _____

Date _____ 18/06/2020 _____

Note: * Life has chosen not to appoint a Data Protection Officer which is permitted under GDPR and so this responsibility is devolved to the appropriate person named under this Policy.

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