



THE BUCHANAN TRUST

Policy Name	Safeguarding Policy
Board Approval Date	2 nd December 2024
Signed Name/Position	 Helen Thomas, Chair
Next Review Date	December 2025

Our safeguarding policy is for everyone involved with The Buchanan Trust (The Trust) whether a beneficiary, Trustee, volunteer or staff member, or anyone working on its behalf. All are expected to support it and comply with this policy and associated safeguarding policies and procedures.

Protecting people and safeguarding responsibilities are a priority for all charities. As such, ensuring appropriate and robust safeguarding measures are in place is a key part of governance, as laid out by the Charity Commission. The Board of Trustees (the Board) promotes a fair, open, and positive culture to ensure everyone within the Trust's community has confidence to identify and report concerns, take appropriate action and contribute to constant improvement. The Board holds overall responsibility for taking reasonable steps to protect from harm people who come into contact with the Trust.

The Trust is a registered charity run for the following purpose:

"To help those who have served in the armed forces, enabling them to transition into civilian life by offering short term accommodation, accredited training, skills, work experience and employment opportunities in the rural and construction sectors."

based at Estate Office, North Farm, Bosbury, Ledbury, Herefordshire, England,
HR8 1JY

This policy is intended to protect safeguard vulnerable adults who receive any service from the Trust, including those who are the children of adults who may receive services from us.

The policy defines safeguarding as "the protection of children, adults at risk and vulnerable adults from abuse or neglect." It sets out the Trust's responsibilities in relation to safeguarding.

The Trust believes that no adult or child should experience abuse or harm and are committed to the protection of them; this policy is intended to provide guidance and overarching principles to those who represent us as trustees, volunteers or staff, to guide our approach to adult and child protection and safeguarding.

The Risks to Vulnerable People and Definitions

This policy has been drawn up in accordance with the following legislation and guidance:

- Children Act 1989
- United Nations Convention on the Rights of the Child
- General Data Protection Regulation
- Data Protection Act 2018
- Human Rights Act 1998
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- The Care Act (2014)
- Children and Social Work 2017
- What to do if you're worried a child is being abused: advice for practitioners (Department of Education, 2015); and
- Working together to safeguard children (Department for Education, 2018).

Nearly every person in Western society grows up in a safe and happy environment, however, it is important not to miscalculate the dangers posed in society. There are situations where vulnerable adults and children need protection including but not limited to:

- sexual abuse
- grooming
- physical, emotional and/or psychological abuse and neglect
- domestic violence and/or abuse
- financial and material abuse
- inappropriate supervision by staff or volunteers
- bullying, cyber bullying, acts of violence and aggression within our sites
- victimisation
- neglect and acts of omission
- self-harm
- modern slavery
- self neglect
- unsafe environments and activities
- crime; and,
- exploitation.

The Care Act (2014) sets out what constitutes an ‘adult at risk’. Adult at risk is the term used to describe those deemed to require additional protection measures because they may be unable to ensure this for themselves. Under safeguarding law an adult at risk is defined as a person 18 and over who:

- has needs for care and support (whether the local authority is meeting any of those needs) and
- is experiencing, or at risk of, abuse or neglect; and,
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

It is important to note that being an “adult at risk” can be temporary or changeable and there are other risk factors to consider

- mental health and psychological factors (capacity)
- alcohol or substance misuse
- physical dependency
- low self esteem; and,
- previous abuse as an adult or child.

Although beneficiaries of the Trust cannot exclusively be categorised “at risk”, under the provisions of the Care Act (2014), there are those using our services who are permanently within this category and many others who will variously cross this threshold on a temporary basis. These include beneficiaries with serious mental illness, complex comorbid (presence of one or more diseases or disorders co-occurring concurrently) presentations, individuals with acquired brain injury and those physically dependent due to injury. Likewise, it is important to recognise that others also may be more at risk because of their relationships, being socially isolated, a sense of duty or being lonely (this list is not exhaustive). The Trust has a separate and accompanying Safeguarding of Vulnerable Adults’ Procedure.

The Trust also has a duty to comply with legislation and statutory guidance to keep children safe.

Safeguarding Children means protecting children from maltreatment, preventing impairment of children’s mental and physical health or development, ensuring that children grow up with safe and effective care, and taking action to enable all children to have the best outcomes. The Trust has a separate Safeguarding Children Policy.

Universality of Protection

The Trust is committed to ensuring that it provides a safe and trusted environment which safeguards and promotes the welfare and wellbeing of anyone who comes into contact with, or is part of, the Trust; this includes beneficiaries, staff and volunteers.

We believe that safeguarding is about a way of thinking and behaving rather than just being a set of policies.

Safeguarding is everyone’s responsibility, and everyone has a role to play.

The Trust recognises that:

- the welfare of adults and children is paramount
- all adults and children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm

- some adults and children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency; and,
- working with vulnerable people, their families, parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

The Trustees recognise that they are ultimately responsible for making sure that those benefiting from, or working with, the Trust are not harmed in any way through contact with it and that they are treated in a safe, respectful, and appropriate manner. This responsibility particularly relates to permanently or temporarily vulnerable persons (the elderly, or adults who require support/ care, or who might be vulnerable to any form of harassment, or intimidation) and young people (those under 18 years of age, as defined by the UN Secretary General)

Safeguarding Vulnerable People at Events/Activities

There are three kinds of events/activities that the Trust may be involved with:

- those open to adults and children of all ages
- those for children accompanied by a 'parent' and,
- those for unaccompanied children, which are sometimes run alongside other events/activities.

Both events and activities are to be defined broadly to include any occasions where the Trust will be providing a service.

At events and activities open to all ages, children under 16 must be accompanied Throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

Before starting any event that may involve any vulnerable people, the Board will carry out a risk assessment and then take steps to minimise all risks to health and safety. Identified vulnerable people, parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The Board will keep a record of all risk assessments.

Prevention of Bullying

The Trust will not tolerate the bullying of any individual, specifically those who may be recognised as vulnerable people. If any incident of bullying should arise at a Trust event and

or across the estate, those involved will be separated immediately and the matter reported immediately to the Chair, the Board and law enforcement if required.

The Trustees will review all incidents of bullying and assess the likely future risk to vulnerable people across our events and or estate property. If appropriate, Trustees will consider banning individuals from future events and/or the estate as deemed necessary.

Photographing

No photos will be taken or published of any person attending an event or activity unless, prior permission is sought. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact the Trust immediately.

No photos will be taken or published of any child attending an event or activity unless prior written permission is sought from a person with parental responsibility. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact the Trust immediately.

Managing Behaviour, Discipline and Acceptable Restraint

Adults supervising children at any of the Trust's events and or across our estate, must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.

Unacceptable behaviour at the Trust's events and or across our estate by any person is not tolerated and must be reported immediately to the Chair and law enforcement if required.

The Trust may apply a further disciplinary sanction; namely the banning of any adult from one or more future events and or the estate over a prescribed period or indefinitely. Any Such sanction would be determined and applied by Chair.

Any person who is aggrieved by this ban may appeal to the Trust who will hear the views of all relevant persons. The decision of the Trust is then final. Any such appeals should be made to, and will be determined by the Chair, or the Board as appropriate.

Disclosure and Barring

The Trust currently offers the following activities for children:

1. Our military veteran beneficiaries are permitted, with agreement by the Trust, to have family members and friends of all ages, to visit and stay at the accommodation.

Some of our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.

Training

All staff members, volunteers and Trustees are required to undertake mandatory introductory level safeguarding training. This is required within 3 months of joining and then refreshed every two years. The Designated Safeguarding Officer and the Chair will undertake further and

additional training on an annual basis. The cost of this will be borne by the by the Trust using a suitable provider.

Reporting

The Trust will take very seriously any allegation of impropriety on the part of any member or representative of the Trust. Any person who is aware, made aware or discovers anything amiss should get in touch immediately with the Veteran Support Manager of the Trust.

Concerns, risks and allegations will be appropriately reviewed and the likely risk any vulnerable person, if appropriate, will consider banning the member from future events, the estate, or revoking his or her membership or representation of the Trust or both, but only in full accordance with the rules and procedures of the Trust.

The Buchanan Trust's Designated Safeguarding Officers are the Veteran Support Manager (for beneficiaries and day to day) and the Chair.

The Trust has a separate and accompanying Safeguarding Procedure detailing reporting requirements, responsibilities and processes.

All safeguarding information relating to recipients of our services is held securely on the Trust's Sharepoint with controlled access. Control of, and access to, this area is regulated by the Veteran Support Manager and associated Designated Safeguarding Officer.

Safeguarding information concerning staff or volunteers is managed within personnel record systems overseen by the Estate Secretary.

Where there are concerns about an at-risk person, the sharing of information in a timely and effective manner between professionals and organisations can reduce the risk of harm.

Whilst the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child or at-risk adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real safeguarding concerns. Therefore, the correct management of information is central to good safeguarding practice and the Trust understands the critical importance of information sharing between professionals and local agencies. Any transfer of safeguarding data is actioned securely in accordance with the Trust's and government's guidelines concerning data protection.

Information sharing requirements should be discussed with Veteran Support Manager and/or the Chair as both are Designated Safeguarding Officers. A member of staff, volunteer or Trustee must never guarantee confidentiality to anyone about a safeguarding concern (including parents / carers or other external agencies) or promise to keep a secret which might compromise safety or wellbeing.

Whistleblowing and Raising Concerns

All representatives of the Trust need to be aware of their duty to raise concerns, where they exist, relating to safeguarding. These may include the attitude or actions/inactions of other colleagues, poor or unsafe practice and potential failures in the Trust's safeguarding arrangements. This list is not exhaustive. The Trust aims for everyone connected with the Trust to feel able to report any concerns through existing procedures, including the whistleblowing and complaints policies. The Trust is committed to ensuring that staff,

contractors, and volunteers who, in good faith, whistle-blow in the public interest, will be protected from reprisals and victimisation.

If any member of the organisation is unhappy with a decision about the safeguarding concern, they are to refer to the [Complaints Policy](#).

Safeguarding & Incident Review

The Trust is registered with the Charities Commission and therefore all staff, contractors and volunteers have a legal *Duty of Candour* to give a full and honest explanation to people about when things go wrong.

The Trust also takes seriously the need for constant review and improvement. Moreover, The Charity Commission holds trustees to account where things do go wrong and will check that the guidance and law are being followed. Where there has been a serious incident or where things have gone wrong the board of trustees will ensure a process of rigorous investigation and make changes where necessary. This may include reporting to and working with the Charity Commission in order to meet compliance and the Trust will produce a Serious Incident Policy and procedure.

Helpful contacts and sources of advice

- Herefordshire Children's Service
In office hours: The Referral and Assessment Team: 01432 261628
Out of office hours: The Emergency Duty Team: 01905 768020
- West Mercia Police: 08457 444 888
- Local Safeguarding Children Board: 01432 260119
- NSPCC Helpline: 0808 800 5000
- Herefordshire PCT Safeguarding Advice: 01432 363916

Trust Points of Contact

Designated Safeguarding Officers: Veteran Support Manager & Chair

The Buchanan Trust email: info@buchanan-trust.org.uk

The Buchanan Trust address: Estate Office, North Farm, Bosbury, Ledbury, Herefordshire, HR8 1JY