Safeguarding Policy and Procedure for An Hour for Others
Registered Charity 1180688

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1. Introduction

An Hour for Others is committed to safeguarding and promoting the welfare of children, young people and adults. We recognise our responsibility to protect children from harm and to ensure their safety and well-being in all activities, including those involving outside providers. This policy outlines our commitment to safeguarding and the procedures we will follow to ensure the safety of everyone in our care.

2. Purpose

The purpose of this policy is to:

- Protect children and adults from abuse and neglect.
- Provide staff, volunteers, and outside providers with clear guidelines on safeguarding practices.
- Ensure that all concerns about a child's or adults welfare are addressed promptly and effectively.
- Promote a culture of safeguarding within our organisation.

3. Scope

This policy applies to all staff, volunteers, and external providers associated with An Hour for Others. It encompasses all activities involving children and adults, including events, workshops, and any interactions with vulnerable beneficiaries and the wider community.

4. Definitions

Child: Any person under the age of 18.
Safeguarding: Protecting children from abuse and neglect, ensuring their health and development, and promoting their rights.

Abuse: Any form of maltreatment of a child, including physical, emotional, sexual abuse, and neglect. As An Hour for Others works with adults in the community we endeavour to protect all.

A vulnerable person is defined as any individual who may be unable to protect themselves from harm or exploitation due to reasons such as age, illness, trauma or disability.

Types of child abuse and neglect

There are four main categories are: physical abuse, emotional abuse, sexual abuse and neglect.

There are a number of different types of child abuse which sit under the umbrella of the four main categories above. There can be significant overlap and children may experience more than one type of abuse at any one time. The different types include:

- physical abuse
- neglect
- emotional abuse
- sexual abuse
- child sexual exploitation
- grooming
- harmful sexual behaviour
- domestic abuse
- bullying and cyberbullying
- online abuse
- child trafficking
- female genital mutilation (FGM)
- breast ironing
- criminal exploitation and gangs
- grooming
- fabricated or induced illness
- radicalisation
- child abuse linked to faith or belief.
- County lines
- Criminal exploitation and gangs
- Non recent abuse (historic abuse)
- Online abuse

5. Legal Framework

This policy is guided by the following legislation and guidance:
Children Act 1989 and 2004
Working Together to Safeguard Children (2018)
Keeping Children Safe in Education (2024)

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Safeguarding Vulnerable Groups Act 2006

6. Roles and Responsibilities

6.1 Designated Safeguarding Lead (DSL)

Gill Watkins is the designated safeguarding lead and Lorraine Fay is the Deputy DSL. Together they are responsible for:

- Ensuring that safeguarding policies and procedures are implemented and followed.
- Providing support and guidance to staff and volunteers on safeguarding issues.
- Liaising with external agencies and authorities as necessary.
- Keeping accurate records of safeguarding concerns and actions taken.
- Will ensure all staff and volunteers access safeguarding training on an annual basis.
- The Designated Safeguarding Lead (DSL) will ensure that a Safeguarding Noticeboard is displayed in all An Hour for Others settings. This noticeboard will include – (Work in Progress):
    i. The names and photographs of the DSL, Deputy DSL and Safeguarding Trustee.
    ii. The safeguarding policy and procedures – how to report a concern.

6.2 Staff and Volunteers

All staff and volunteers are responsible for:

- Meeting all necessary identity and safeguarding requirements prior to employment or volunteering.
- Registering on the DBS update service.
- Understanding and adhering to this safeguarding policy.
- Accessing Safeguarding and Radicalisation training on an annual basis via the Flick Learning.
- Reporting any concerns about a child's or adults welfare to the DSL or their Deputy immediately via shared contact numbers.
- Participating in additional safeguarding training as required.
- Completing annual safeguarding declarations.

6.3 Outside Providers

Outside providers working with An Hour for Others must:

- Comply with our safeguarding policy and procedures – Our Policy will be shared with all appropriate outside agencies.

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- Provide evidence of their own safeguarding policies and procedures.
- Ensure that their staff are trained in safeguarding and child protection.
- Submit proof of identification and current DBS status before commencing work with our organisation if required.

7. Safeguarding Procedures

7.1 Recognising Abuse

All staff and volunteers should be aware of the signs and symptoms of abuse, which may include:

- Unexplained injuries or changes in behaviour.
- Fear of certain adults or situations.
- Disclosure of abuse by the child.
- This list is not exhaustive.

7.2 Reporting Concerns

If a staff member or volunteer has concerns about a child's welfare, they must:

- Report the concern to the DSL or their Deputy immediately via a telephone call.
- As part of the conversation the concern will be documented including dates, times, and any relevant details.
- Do not investigate the concern further; this is the responsibility of the DSL or relevant authorities.

7.3 Responding to Disclosure

If a child or adult discloses information about abuse:

- Listen carefully and do not interrupt.
- Reassure them that they are being heard and that they are not to blame.
- Do not promise confidentiality; explain that you must report the information to keep them safe.
- Report the disclosure to the DSL or deputy as soon as possible via the telephone.

7.4 Confidentiality

All safeguarding concerns will be treated with the utmost confidentiality. Information will only be shared with those who need to know to protect the child or adult.

8. Training

All staff and volunteers will receive safeguarding training during their induction and regular refresher will take place on an annual basis via Flick Learning. Outside providers must also provide evidence of safeguarding training for their staff.

9. Recruitment and Selection

Prior to appointment or volunteering An Hour for Others will ensure that all staff and volunteers undergo appropriate background checks, including:

- Induction and Safeguarding training.
- Enhanced Disclosure and Barring Service (DBS) checks.
- Verification of references and qualifications (if appropriate).
- Proof of Identity and right to work in the UK (if appropriate).
- Health screening declarations
- References
- Declarations of interest, investigation and convictions.

10. Review of Policy

This safeguarding policy will be reviewed annually or sooner if there are changes in legislation or guidance. All staff and volunteers will be informed of any changes. Last updated July 2025.

11. Trustees Role and Responsibilities

i. The Safeguarding Trustees will be shared asap.
ii. All Trustees are encouraged to access the Safeguarding Training via Flick Learning. We will ensure they have access if they request.
iii. The safeguarding role of trustees is crucial to ensuring the safety and well-being of all involved in the charity's activities.
iv. Trustees are responsible for ensuring that the charity has a robust safeguarding policy in place that complies with legal requirements and best practices.
v. Trustees should regularly review and approve safeguarding policies and procedures to ensure they remain effective and relevant.
vi. Trustees should ensure that all staff and volunteers receive appropriate safeguarding training and are aware of their responsibilities.
vii. Trustees should ensure that there are clear procedures for reporting and responding to safeguarding concerns or incidents.
viii. Trustee Support for the Designated Safeguarding Lead (DSL)

ix. Trustees should support the DSL in their role, ensuring they have the necessary resources and authority to carry out their responsibilities effectively.
x. Trustees should receive regular reports from the DSL regarding safeguarding concerns, incidents, and training updates.
xi. Trustees should ensure that there are clear procedures in place for responding to safeguarding emergencies or allegations of abuse.
xii. Trustees should ensure that appropriate support is available for individuals affected by safeguarding incidents.
xiii. All Trustee Meetings will ensure that Safeguarding is on all agendas.

12. Contact Information

For any safeguarding concerns or queries, please contact:
Designated Safeguarding Lead (DSL): Gill Watkins: g.watkins@anhourforothers.co.uk
Deputy DSL: Lorraine Fay l.fay@anhourforothers.co.uk

13. Dates for Review

This Policy was drafted on: July 2025
Agreed by Trustees on: TBC
Review Date: July 2026

14. Summary

This policy is intended to provide a framework for safeguarding all within An Hour for Others. All staff, volunteers, and outside providers are expected to adhere to these guidelines to ensure the safety and well-being of all.