



Safeguarding Policy

The Together Free Foundation	
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Document Description

Safeguarding is the protection of adults and children from harm, abuse or neglect.

Safeguarding means enabling people to live their lives free from harm, abuse and neglect, and to have their health, wellbeing and human rights protected. Consequently, each person has a right to be protected from abuse, coercion and control, which usually form part of someone's experience of modern slavery.

We all have the same rights and expectations to independence, respect, choice, fulfilment of our ambitions, to be heard, included, and to have privacy and confidentiality. These expectations are central to the way in which we interact with each other in our life together.

Safeguarding involves a range of activities and attitudes aimed at promoting the individual's fundamental right to be safe. These include making and maintaining safe environments for all, having processes to follow should something go wrong, and support for everyone involved.

The Together Free Foundation recognises that in its work with vulnerable beneficiaries it has a responsibility always act in their best interests and ensure reasonable steps are taken to

protect them from harm. This document outlines practically how Together Free will protect adults and children from neglect or harm within it's projects and operations.

Implementation & Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed. The Policy will be reviewed every 12 months by the Trustees /Steering Group, sooner if legislation, best practice or other circumstances indicate this is necessary.

All aspects of this Policy shall be open to review at any time. If you have any comments or suggestions on the content of this policy, please contact Antislavery Coordinator

THE TOGETHER FREE FOUNDATION SAFEGUARDING POLICY STATEMENT 2022

The trustees of The Together Free Foundation (TF) care about the safeguarding of everyone who comes into contact with victims/survivors of modern slavery, particularly children, young people and adults at risk.

The trustees recognise that they have no power to enforce good practice in safeguarding upon small and voluntary organisations and nor can they accept any responsibility for safeguarding in those organisations as this is the responsibility of the leaders of each organisation.

However, the trustees of TF actively encourage each voluntary and community organisation associated with TF to take safeguarding seriously, ensuring that victims/survivors of modern slavery, the children, young people and adults at risk it is in contact with are kept safe from harm.

The trustees expect each organisation and voluntary group to have a robust safeguarding policy in place and to act in line with that policy. To this end, the trustees actively signpost organisation and voluntary groups to the model policies of TF.

Trustees, staff or equivalent are subject to the DBS checks appropriate for their role and are expected to undertake Safeguarding training to at least level 3.

The trustees of TF undertake to exercise proper care in the selection and appointment of any paid or volunteer staff working with children, young people or vulnerable adults. This includes ensuring that DBS checks are undertaken at an appropriate level and that they have received an appropriate level of safeguarding training.

Together Free's designated trustee with oversight of safeguarding is Jackie Raja. The safeguarding trustee is responsible for ensuring that Safeguarding policies and procedures are correctly applied and implemented within TF. They will also bring issues regarding safeguarding to the TF trustees for attention and action.

TOGETHER FREE'S RESPONSIBILITY FOR SAFEGUARDING

Together Free Activities

TF will ensure that all its activities comply with TF's safeguarding policy and procedures.

Trustees and Staff

TF is responsible to ensure that all trustees and staff will have DBS checks undertaken and renewed every five years, and that all undertake level 3 Safeguarding training every 3-5 years.

TF's designated trustee with oversight of safeguarding will be one of assurance and audit, ensuring that respective partnerships within TF are following TF's safeguarding policy. See the sections below for more details.

Support for Organisations

TF may provide support to voluntary and community organisations regarding safeguarding concerns relating to victims/ survivors of modern slavery. TF staff may give advice or be a conduit for advice; TF will seek advice from the The Human Trafficking Foundation, the National Crime Agency, The Police, The Modern Slavery Helpline and local safeguarding boards.

Together Free will keep a secure record of all safeguarding concerns and questions. All staff will be responsible to report any conversations or concerns in the reporting file.

SAFEGUARDING FOR VULNERABLE BENEFICIARIES

Definitions

Children - are defined as being someone under the age of 18.

Vulnerable Adults - are defined as someone '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 him or herself or protect themselves from harm' *No Secrets: Department of Health, March 2000*

Beneficiaries – all those who benefit from our services

Abuse – is a single or repeated act or lack of appropriate action, occurring in a relationship where there is an expectation of trust which causes harm or distress to a vulnerable beneficiary who needs our care or support.

Abuse includes:

- physical abuse, hitting, slapping, punching, burning
- sexual abuse, rape, indecent assault, inappropriate touching
- emotional abuse, belittling, name calling,
- financial or material abuse, stealing, selling assets
- neglect and acts of omission, leaving in soiled clothes, failing to feed properly
- discriminatory abuse (including racist, sexist, based on a person's disability and other forms of harassment)
- institutional

Abuse may be carried out deliberately or unknowingly. It is important to remember that abuse is defined by the impact on the individual not the intention of the abuser, in other words if someone does not have their needs cared for this can be just as damaging as when abuse is carried out deliberately.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

Vulnerable beneficiaries – our primary purpose as a charity is to provide up to date information about the best treatments available and to give emotional and practical support to those who have been exploited through modern slavery and those caring for them. At this very challenging time of their lives our beneficiaries may be at their most vulnerable and open to abuse. However, not all those who need our care and support are inherently vulnerable.

Responsibilities

All trustees and volunteers

All trustees and volunteers represent the charity and have a responsibility to safeguard from harm all those who need care and support in all the areas of the charities work.

Trustees and volunteers are inducted into this policy and procedure to ensure they have an understanding of what forms abuse can take and how to report any concerns.

All trustees and volunteers must share information on abuse or potential abuse.

Trustees

Trustees of The Together Free Foundation have a collective duty of care to take the necessary steps to safeguard all beneficiaries who use our charity for help and support. They must always act in the best interests of these beneficiaries and ensure they take all reasonable steps to prevent any harm coming to them.

The Trustees of The Together Free Foundation have a responsibility for the general control, management and administration of the charity. It is therefore vital that Trustees assess the risks that arise from the charity's activities and operations involving all beneficiaries and develop and put in place appropriate safeguarding policies and procedures to protect them. They must also undertake on-going monitoring activity to ensure that these safeguards are being effectively implemented in practice.

Trustees will ensure that safeguarding is included, where appropriate, in the strategic plans, risk assessments, communications and quality assurance processes of the charity.

Trustees for Safeguarding

The Trustee for Safeguarding is responsible for overseeing the safeguarding policy and taking appropriate action in the event of reported abuse.

Designated Trustee for Safeguarding

Name: Jackie Raja
Contact: jackie.r2@icloud.com

Deputy Designated Person for Safeguarding

Name: Dan Pratt
Contact: dan@togetherfree.org.uk

Procedure

1. The following information will be sought from potential new Trustees, Paid Workers and Volunteers undertaking regular projects with clients on behalf of the charity:
 - The names and contact information of two individuals prepared to give references
 - An enhanced DBS check for both the barred lists for children and adults, in order to be on the appropriate register.
 - a) Portability of an enhanced DBS is acceptable if the DBS is done within the last 12 months. A DBS renewal is required from the date of the ported DBS check. This will in turn validate identification and address.
 - b) The disclosure should be renewed every five years through DDC, via TF or when a new post is taken up if this is sooner
 - c) Where a disclosure is blemished, this will be reviewed by TF's trustee for safeguarding who will inform the TF trustees of the outcome of the review and any necessary action.
 - d) Where a disclosure is blemished, this will be reviewed by TF's trustee for safeguarding who will inform the TF trustees of the outcome of the review and any necessary action.
 - e) Through the DDC system workers will be sent an email to inform them that the disclosure is due to be renewed and one subsequent email reminder. Over the next few years these may come from the TF trustee until all renewal dates are on the DDC system. If a disclosure is not applied for the TF trustees will be informed and one final reminder will be sent. Failure to comply with this request will result in the paid employee being asked to consider giving in their notice. In these circumstances the person will be given 14 days' notice in order to make representation to the committee.

Trustees or Volunteers (as described above) will not undertake any duties on behalf of the charity until references and security information have been received.

2. All beneficiaries will be treated with respect, tact, understanding and genuine concern.
3. Inappropriate behaviour by any trustee or volunteer will be recorded promptly and immediately reported to the Trustees for Safeguarding, who will take appropriate action. If the inappropriate behaviour involves the Trustees for Safeguarding it will be reported to at least two of the following officers of the charity, chair, trustee or antislavery co-ordinator
4. If a trustee or volunteer believes that a beneficiary is being abused outside the confines of the charity this will be reported to the Trustees for Safeguarding
5. Appropriate action may include:
 - Further clarification discussions with the perpetrator
 - Further training
 - Reporting to the police
 - Advising social services

- Serious incident reporting to the Charity Commission
6. It is often very difficult to identify abuse. If a trustee or volunteer has a “nagging doubt” that something is wrong, then even if there is no plan to report the incident outside the charity it must be recorded and must be brought to the attention of the Trustee for Safeguarding. Something that appears trivial at the time may prove vital later and may help to build up a pattern of abuse.

Safeguarding Training

Workers with TF must undertake *Safeguarding Training* level 3 safeguarding training every 4 years, and at least one on line module per year in the intervening years.

Level 3 is a day long course, designed to give further help with what to do if a disclosure is made, or if you discover that abuse has or is taking place and safe recruitment. It covers in more depth signs of abuse and how to safeguard. Level 3 is designed to follow on from Level 2 and it is strongly advised that you access level two before accessing Level 3.

Employees and volunteers who fail to attend safeguarding training for levels 2 and 3 having been contacted by TF will be reminded by them on one further occasion. If they fail to book and attend the training, the TF trustee for safeguarding will be notified and a further reminder will be sent. Failure to respond to this reminder will mean that the worker will be asked to give their notice for termination of employment. In these circumstances the individual will be given 14 days’ notice in order to make representation to the committee.

PROVISION OF SAFEGUARDING TRAINING FOR PARTNER ORGANISATIONS

As an organisation, we believe and our partners organisations should be places of safety for all people, children/young people and vulnerable adults, particularly relating to exploitation through modern slavery and human trafficking. We want to ensure that we are able to support local organisations in providing good quality and accessible training. We acknowledge that it is the local organisations responsibility to ensure everyone within their organisation is aware of the need to keep children / young people and vulnerable adults safe and provide training for all those involved in this area of work.

Leaders in local partner organisations are responsible for:

- 📄 Putting a safeguarding policy in place and ensuring that it is disseminated appropriately and implemented and adhered to in all aspects.
- 📄 The activities undertaken by the organisation on its own premises and elsewhere and for ensuring that outside groups using their premises have appropriate policies to which they adhere.

To support the work of local organisations, TF has developed material and training relating to *A Guide to Understanding Modern Slavery and Safeguarding*. This is not to replace organisations existing safeguarding policies, but to add expertise regarding matters relating to modern slavery and human trafficking.

Approved Together Free Trainers

Jackie Raja

Dan Pratt

Agreement with Trainers

Trainers will be responsible for:

- Delivering the training
- Reporting any concerns to the trustee for safeguarding
- Taking delivery of the hand-outs and transporting them to the venue.
- Using the most up to date training materials provided by TF

Together Free will be responsible for:

- Every trainer will be provided the appropriate training from TF
- Booking the venues in partnership with local organisations
- Producing the manuals for participants as needed
- Dealing with all payments relating to the training
- Keep a register of those who have attended the training

Local organisations and antislavery partnerships will be responsible for:

- Advertising the training in their own organisation
- Make practical arrangements for the venue including room layout and technology, set up and refreshments
- Hosting the trainer on the day
- Inform TF of the individuals and their organisations who attended training

RESPONDING TO ALLEGATIONS

Allegations Made Regarding a Staff Member or Volunteer

Upon discovering of reporting of safeguarding concerns related to a TF staff member, the trustee for safeguarding or deputy is to be notified immediately.

The trustee for safeguarding or deputy will record this on the TF's safeguarding register.

The trustee for safeguarding or deputy will identify the facts and will record this on the TF safeguarding register.

The trustee for safeguarding or deputy will inform that there is a safeguarding concern to the TF trustees.

APPENDIX 1
USEFUL RESOURCES AND CONTACTS

Police

Telephone: 999 (Emergency) or 101 (non-Emergency)

National Crime Agency

Leads the UK's fight to cut serious and organised crime.

Telephone: 0370 496 7622

Website: <https://nationalcrimeagency.gov.uk>

Modern Slavery Helpline

For advice and reporting. Available 24/7 with translators.

Telephone: 0800 0121 700

Website: www.modernslaveryhelpline.org

The Salvation Army

The Salvation Army provides safe-houses for victims/survivors of Modern Slavery

Telephone: 0300 3038151 (National Referral System)

Website: www.salvationarmy.org.uk/modern-slavery

Crimestoppers

An independent charity, that enables anonymous reporting of crime

Telephone: 0800 555 111

Website: <https://crimestoppers-uk.org>

NSPCC (National Society for the Prevention of Cruelty to Children)

A charity providing safeguarding advice and referrals relating to the abuse of Children.

Telephone: 0808 800 5000

Email: help@nspcc.org.uk

Website: www.nspcc.org.uk

Gangmasters & Labour Abuse Authority (GLA)

The GLA investigates labour offences in England and Wales only including: gangmaster offences, non-payment of the National Minimum Wage, forced and compulsory labour and any associated trafficking and other modern slavery offences.

Telephone: 0800 432 0804

Website: www.gla.gov.uk/report-issues/english-report-form

Other organisations:

There are a number of external organisations who specialise in supporting different aspects of life for adults at risk. For further information and expert advice please contact:

Action on Elder Abuse

A specialist organisation that focuses on the issue of abuse towards to elderly.

Helpline: 0808 808 8141

Website: www.elderabuse.org.uk

Address: PO Box 60001, Streatham, SW16 9BY

Action on Hearing Loss - *(previously known as the Royal National Institute for the Deaf)*

A national voluntary organisation that provides information, training and awareness raising of deafness, hearing loss and tinnitus.

Helpline: 0808 808 0123

Website: www.actiononhearingloss.org.uk

Address: **19-23 Featherstone Street, London, EC1Y 8SL**

Age UK

National organisation offering advice and information on all aspects of elderly life.

Telephone: 0800 169 6565

Website: www.ageuk.org.uk

Address: Tavis House, 1-6 Tavistock Square, London, WC1H 9NA

Alzheimer's Society

Provides information, support and guidance on Alzheimer's and other forms of dementia.

Helpline: 0300 222 1122

Website: www.alzheimers.org.uk

Address: Gordon House, 10 Greencoat Place, London, SW1P 1PH

Baptist Union Safeguarding Team:

Each of our local Baptist Associations has a person who is able to offer guidance to churches in adopting and implementing safeguarding policies and procedures in their work with adults at risk.

Website: www.baptist.org.uk/Groups/220183/Safeguarding.aspx

Bullying UK

Bullying UK is part of Family Lives, a charity supporting and helping people with issues that are a part of family life.

Telephone: 0808 800 2222

Website: www.bullying.co.uk/cyberbullying

CAADA - Coordinated Action Against Domestic Abuse

A national organisation providing practical help and support for professionals and organisations working with domestic abuse victims.

Telephone: 0117 317 8750

Website: www.caada.org.uk

Address: 3rd Floor, Maxet House, 28 Baldwin Street, Bristol, BS1 1NG

Churches' Child Protection Advisory Service (CCPAS)

CCPAS is an independent Christian Safeguarding charity which offers training and resources for churches and a 24 hour helpline for all safeguarding issues and disclosures

Helpline: 0845 120 4550

Telephone: 01322 517817

Website: www.ccpas.co.uk

Address: PO Box 133, Swanley, Kent, BR8 7UQ

The Cybersmile Foundation

A non-profit organisation trying to combat cyber abuse.

Website: www.cybersmile.org

DDC – Due Diligence Checking

DDC supports organisations by providing criminal records services, training and advice. From 1 November 2015 they are the DBC checking organisation for BUGB.

Telephone: 0845 644 3298

Website: <http://www.ddc.uk.net>

Address: Due Diligence Checking Ltd, Meltongate House, 1282a Melton Road, Syston, Leicester, LE7 2HD

Disclosure & Barring Service (DBS)

DBS carries out criminal records checks on employees and volunteers working with children, young people and adults at risk.

Telephone: 0870 90 90 811

Email address: customerservices@dbs.gsi.gov.uk

Website: www.gov.uk/government/organisations/disclosure-and-barring-service

Independent Age

A charity that provides advice and support for older people, their families and professionals on community care and other issues.

Telephone: 0800 319 6789

Website: www.independentage.org

Address: 18 Avonmore Road, London, W14 8RR

Livability

Previously known as The Shaftesbury Society, it is a Christian charity working with disabled and disadvantaged people to help achieve social inclusion, empowerment and justice.

Telephone: 020 7452 2000

Website: www.livability.org.uk

Address: 50 Scrutton Street, London, EC2A 4XQ

MENCAP

A national organisation that works in partnership with people with a learning disability, offering support, advice and advocacy services.

Telephone: 0808 808 1111

Website: www.mencap.org.uk

Address: 123 Golden Lane, London, EC1Y 0RT

Methodist Homes for the Aged

MHA provides care, accommodation and support services to older people throughout Britain.

Telephone: 01332 296200

Website: www.mha.org.uk

Address: Epworth House, Stuart Street, Derby DE1 3EQ

Mind

Mental health charity offering advice and support for people in mental distress and their families.

Telephone: 0300 123 3393

Email: contact@mind.org.uk

Website: www.mind.org.uk

Address: 15-19 Broadway, London, E15 4BQ

Royal National Institute for the Blind (RNIB)

A national voluntary organisation focusing on the needs of blind and partially sighted people. RNIB offers help with advice, aids and equipment.

Helpline: 0303 123 9999

Website: www.rnib.org.uk

Address: 105 Judd Street, London, WC1H 9NE

The Relatives and Residents Association

Gives advice and support to older people in care homes and their relatives and friends.

Advice line: 020 7359 8136

Website: www.relres.org

Address: 1 The Ivories, 6-18 Northampton Street, London, N1 2HY

Respond

Support and help for victims of abuse who have learning difficulties, and their families.

Telephone: 0808 808 0700

Website: www.respond.org.uk

Samaritans

The service provides emotional support for people who are experiencing feelings of distress or despair, including those which may lead to suicide.

Helpline: 08457 90 90 90 (available 24 hours a day)

Website: www.samaritans.org

Scope

A national charity that provides support, information and advice to people with disabilities and their families.

Telephone: 0808 800 3333

Email: helpline@scope.org.uk

Website: www.scope.org.uk

selfharmUK

An online organisation that offers information, advice, support and training on the subject of self-harm. It is primarily focused on self-harming young people and those who work with them.

Website: www.selfharm.co.uk

Survivors UK

Support for survivors of male rape or sexual abuse.

Email: info@survivorsuk.org

Website: www.survivorsuk.org

Address: Unit 1, Queen Anne Terrace, Sovereign Court, The Highway, London, E1W3HH

Think U Know

Resources and all the latest information about new technologies and sites children and young people are visiting.

Website: www.thinkuknow.co.uk

Trading Standards

If someone has experienced a situation where they feel they have been charged excessive amounts of money for services provided, or pressurised into buying something they did not want by unscrupulous traders, Trading Standards may be able to help.

Phone: 08454 040 506
Website: www.tradingstandards.gov.uk

Victim Support

Victim Support is the independent charity for victims and witnesses of crime in England and Wales.

Support line: 0808 16 89 111
Website: www.victimsupport.org.uk

Women's Aid

A national charity working to end domestic violence against women and children. Supports a network of over 500 domestic and sexual violence services across the UK.

National Domestic Violence Helpline: 0808 2000 247
Website: www.womensaid.org.uk
Address: PO Box Bristol 391, BS99 7WS