Safeguarding Policy

The Together Free Foundation	
Controlled Document	
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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 of 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 to 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.

When an incident is reported, the safeguarding leads considers if an early review of the policy is undertaken and learning and proposals for changes are brought to the trustees

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

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THE TOGETHER FREE FOUNDATION
SAFEGUARDING POLICY STATEMENT

The trustees of The Together Free Foundation (TF) care about the safeguarding of Staff[1] and 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 other 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 other organisations 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 partner organisations to have a robust safeguarding policy in place and to act in line with that policy. To this end, the trustees actively signpost organisations and voluntary groups to the model policies of TF.

Trustees, staff or equivalent may be subject to the DBS checks appropriate for their role and are expected to undertake Safeguarding training[2]. For the organisational safeguarding lead and paid employees working with clients, Safeguarding level 3 will be required. For volunteers who have contact with clients, Safeguarding level 2 will be needed.[3]

The trustees of TF undertake to exercise proper care in the selection and appointment of any staff working with children, young people or adults with support or care needs. This includes ensuring references are received and appropriate, and that DBS checks are undertaken at an appropriate level.

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.

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[1] Staff, include paid employees, volunteers (including trustees), contractors, researchers, students and any other party delivering the organisational functions.
[2] For guidance on who should be DBS checked refer to https://assets.publishing.service.gov.uk/media/6229db7e8fa8f526d45ab5a6/Quick_Guide_to_DBS_Checks.pdf
[3] DBS checks are conducted through: https://www.ddc.uk.net
Safeguarding Training can be completed through: https://www.virtual-college.co.uk

TOGETHER FREE'S RESPONSIBILITY FOR SAFEGUARDING

Duty of Care

Together Free has a duty of care towards its service users, and staff and complies with the following legislation relating to safeguarding:

The Modern Slavery Act 2014
The Care Act 2014
Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Bill
Public Interest Disclosure Act 1998
The Children Act 1989
Children and Social Work Act 2017
Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

Together Free follows the principles of the Southend, Essex & Thurrock (SET) Partnership Safeguarding Policies and Guidelines.[4]

Together Free Activities

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

Trustees and Staff

TF will ensure that all trustees and staff have appropriate DBS checks (renewed every three years), and undertake role appropriate Safeguarding Training.

TF's designated safeguarding trustee will undertake assurance and audit, ensuring that the respective antislavery partnerships held within TF are being encouraged to follow 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, Local Authorities and Local and Regional 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.

[4] https://www.escb.co.uk/media/2739/set-procedures-may2022.pdf

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
- coercive control (a continuous patterns of behaviour that are intended to exert power or control over a survivor)
- exploitation (Using someone unfairly for their own advantage)

*Abuse may be carried out deliberately or unknowingly***.** It is important to remember that abuse is also defined by the impact on the individual not just 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. Abusers are defined by their actions or omissions, not their role, age, position etc.

Vulnerable beneficiaries **–** our primary purpose as a charity is to provide up to date information about the best support 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 TF, and ensure they take all reasonable steps to prevent any harm to TF service users and staff.

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, procedures and control measures to protect staff and service users. They must also undertake on-going monitoring activity to ensure that these 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: Refer to contact document

Deputy Designated Person for Safeguarding

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

Procedure for Staff

1. The following information will be sought from potential new TF staff:

    - 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
        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 three years through Due Diligence Checking (DDC), via Together Free.

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) 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 the TF policy on DBS checks and renewals will be regarded as a breach of contract and employment will terminate.

Staff 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 staff will be recorded promptly and immediately reported to the Trustee for Safeguarding, who will take appropriate action, including consideration of reporting to the Local Authority Designated Officer, LADO[5]. If the inappropriate behaviour involves the Trustee 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 area of responsibility of the charity, this will be reported to the Trustee for Safeguarding. Although this falls beyond the responsibility of the charity and this policy, action will be taken as resources allow.

5. Appropriate action may include:
    - Further clarification discussions with the alleged 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 anyone has any concern that something is wrong, 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 significant later and may help to build up a picture of abuse**.**

Safeguarding Training

Paid Staff with TF must undertake *Safeguarding Training.* For those who have a safeguarding lead role or direct access to Client's or client data, level 3 is required. The training should occur every 3 years, with at least one refresher session per year in the intervening years.

[5] For more information and contact details for the LADO for Southend and Essex refer to the following.
Southend: https://safeguardingsouthend.co.uk/professionals-policy-guidance-children/allegations/
Essex: https://eycp.essex.gov.uk/safeguarding/report-a-concern-about-a-member-of-the-workforce/

For paid staff who do not have a safeguarding role or access to clients or their data, level 2 is required. This training should occur every 3 years.

Level 3 is a 4-6 hour 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 should be completed after completing Level 2.

Employees 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 comply with the TF policy on DBS checks and renewals will be regarded as a breach of contract and employment will terminate.

SAFEGUARDING AWARENESS FOR TRAINERS

As an organisation, we believe 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 What are modern slavery and human trafficking? How to spot the signs? Legislation relating to modern slavery. Safeguarding and what to do if potential victims are identified? *A Guide to Understanding Modern Slavery and Safeguarding* has also been developed. This is not to replace organisations existing safeguarding policies, but to add expertise regarding matters relating to modern slavery and human trafficking.

RESPONDING TO ALLEGATIONS

Allegations Made Regarding a Staff Member or Volunteer

Any adult working or volunteering with children at some point in their career may be subject to an allegation that they have harmed a child or adult with support or care needs.

The criteria for making a report to trustee of safeguarding are that an individual in the workplace may have:

- Behaved in a way that has harmed, or may have harmed a child
- Possibility committed a criminal offence against or related to a child
- Behaved towards children in a way that indicates they may pose a risk of harm to them

If any staff has a safeguarding concern, 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 the TF Trustees that there is a safeguarding concern. Further action will be taken as needed with consideration to refer to the LADO (Local Authority Designated Officer), in consultation with the trustees, where appropriate.

APPENDIX 1

Self Harm and Suicidal Ideation

Together Free supports individuals who have experienced extensive trauma and who may self harm and have suicidal ideation. Isolated individuals with little or no support systems in place are particularly vulnerable and a cause for concern. These include people who are homeless or those who are not in school, education or employment.

"My doctor looked at me differently once I told her why I was there. It was as if I were being annoying and wasting her time".

"I self-harm because I am alone and don't connect with people, but I don't want to kill myself"

If someone experiences self-harm or suicidal ideation, it can be hard to stay calm if someone has disclosed that they are hurting themselves, but remember that they see you as someone they can tell and you don't need to have all the answers.

What to do?

- Listen and explain the limits to confidentiality.
- Reassure the individual it is fine to talk about it.
- Stay calm and don't judge the individual for their actions.
- It is acceptable to say you need to go and find out more information.
- Volunteers of TF should immediately report their concerns with their line manager.
- The TF staff member can signpost the individual to relevant organisations

The person's GP (General Medical Practitioner) can offer confidential and regular support for a wide range of health problems including the psychological distress and physical injuries of self-harm. Quick access to advice and, if necessary, an appointment should usually be available for urgent matters.

If someone has seriously injured themselves or taken an overdose it is important that they get immediate medical treatment from the Emergency Department (also known as accident or emergency or A&E). **In an emergency call an ambulance on 999.**

The most important thing is not to tell people to stop, but to listen to them, find out what they need to stop and help them find ways of achieving that

Questions you could ask include:

- Are you planning to self-harm?
- Are you considering taking your own life?

- What is happening for you?
- Is this affecting you?
- What help do you need?
- What would you like to happen next?
- Sometimes when people feel like this they have thoughts of suicide. Is that happening to you?

It is fine to say you need to go and find out more (see more information section). Volunteers should immediately report to their line manager. The line manager will work out the best response for the person, proportionate to the level of self-harm or the issues behind the self-harm. This may be in consultation with TF's lead for safeguarding if appropriate.

Helping someone who self harms or who has suicidal ideation

It might be useful to get the person to think of a time when they felt like self-harming but had not done so. What had they done instead? Try to help the individual come up with things that might work for them. If this is not possible some suggestions could be made.

- Talk to someone – if they are on their own perhaps they can phone a friend.
- Distract themselves by going out, singing or listening to music, or by doing anything (harmless) that interests them.
- Relax and focus their mind on something pleasant – their very own personal comforting place.
- Find another way to express their feelings other than self harm, such as squeezing ice cubes (which can be made with red juice to mimic blood if the sight of blood is important), or just drawing red lines on their skin.
- People have reported that the first time they speak to a professional they want to be treated with care and respect, but sometimes the response can actually make their situation worse, for example if they are told to simply stop self-harming or if suicidal thoughts are dismissed as attention seeking.

Safeguarding Referrals and More Information

- In an emergency call 999
- Encourage the individual to talk to their GP
- Consider a referral to talk to someone specialised, such as a counsellor or:
    - Mind - a mental health charity with a view that no one has to face a mental health problem alone, they offer information, support and advice and run campaigns to promote mental health awareness. They provide an A-Z of Mental Health.
    - Samaritans - There are lots of useful reports on the topic of Suicide by Samaritans and other signposting for help and support. They have a 'Working with Compassion' toolkit which can assist staff when talking to or helping someone who is experiencing poor mental health or emotional distress.
    - Friends for Lives is a Southend-based Suicide intervention service. They receive referrals for clients and offer training.
    - Papyrus - a charity preventing young suicide. They offer support and referrals as well as training.

- Ensure your line manager is kept in the loop regarding the case and any potential referrals.
- Ensure all interactions with any individuals concerning self harm/ suicidal ideation are recorded on their within their securely held case notes in Lamplight.

Support for Employees and Volunteers

- Your line manager will be available to discuss any concerns.
- Training is available and all staff and volunteers should receive training proportionate to their role. https://www.papyrus-uk.org/help-and-advice-resources/
- If there are concerns about vicarious trauma (received from working with individuals experiencing trauma), employees and volunteers are able to access a counsellor.

APPENDIX 2
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 pressured 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

APPENDIX 3: Training

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 with 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 and module completion

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