



## **Safeguarding Policy, Jan 2024**

BOOST is committed to ensuring that the welfare of all children and vulnerable adults is promoted and they are protected from harm.

BOOST recognises that the welfare of children and vulnerable adults is paramount and that no individual or group should be treated any less favourably than others when it comes to accessing services particular to their needs. BOOST believes that all children and vulnerable adults have the right to protection from all types of abuse and neglect without discrimination on the basis of age, disability, gender, ethnicity, religion or belief, marital status, pregnancy, maternity or sexuality.

This policy applies to all trustees, volunteers and contractors of BOOST. BOOST does not employ any staff.

BOOST exists to provide activities, facilities and resources which support children and young people's learning, development and wellbeing. The beneficiaries supported by BOOST are:

- (i) Students of the Duchess's Community High School (DCHS) aged 11-18
- (ii) Siblings and other children within our school families
- (iii) Children at feeder primary and middle schools

Many of the activities facilitated by BOOST are delivered via the school or appropriate organisations in the community (e.g. Community@NE66, feeder schools). However, there are circumstances where BOOST's trustees and volunteers do come into contact with children and/or vulnerable adults. This includes:

- (i) Fundraising events which are attended by students, staff and members of the community
- (ii) Meetings or presentations in school which are attended by students, staff, parents and members of the community
- (iii) Attendance at events, performances, activities which have been facilitated by BOOST
- (iii) Social media including public pages and private messaging apps
- (iv) Email (BOOST email, hosted by DCHS, has access to all student and staff email addresses)

We recognise that, as the charity grows, we will develop new activities that may not fall under the list stated above.

## Our commitment

BOOST will ensure trustees, volunteers and delivery partners are aware of their responsibilities with regard to safeguarding. We will:

- Have a nominated ***Safeguarding Designated Person*** on: **Rosie Bush = Safeguarding Designated Person for trustees, appointed Nov 2022** who will have up-to-date training (most recently Nov 2023)
- Have a second safeguarding trustee, also trained: **Hilda Blythe = Deputy Safeguarding Person, appointed July 2023** (training most recently Nov 2023)
- Ensure names of all trustees are provided to DCHS so that they can be registered on the ***Single Central Record*** for visits into school;
- Keep a [record of volunteers](#) and have their information registered;
- Provide appropriate ***safeguarding training*** for trustees (most recently, July 2023);
- Provide a [Code of Conduct](#) for volunteers supporting events and other activities;
- Risk assess any Trust event/activity which is out of school and share the [risk assessment](#) with all trustees and volunteers running the event (template attached);
- Maintain a ***list of events*** when trustees or volunteers have had contact with children and/or vulnerable adults;
- Complete a [debrief document](#) after BOOST events to encourage record keeping and allow for concerns and 'near misses' to be shared
- Invite DCHS Co-Headteachers to attend every board meeting to, amongst other things, provide safeguarding support and maintain an overview of Trust activities and their potential impact on children and vulnerable adults within the DCHS community;
- Encourage dialogue around concerns and make it easy to report safeguarding concerns via a document available on the website, [Reporting Safeguarding Concerns](#)
- Make this policy available to all trustees, volunteers, beneficiaries and others on BOOST website.

## Working with DCHS

For all activities which are on the DCHS site or accompanied by DCHS staff, the school will maintain responsibility for safeguarding and the [DCHS Safeguarding & Child Protection Policy and Guidelines](#) will take precedence.

The ***DCHS Designated Persons for Safeguarding*** are Mr A Rogers ([alan.rogers@dchs-alnwick.uk](mailto:alan.rogers@dchs-alnwick.uk)) and Mrs A Alexander ([ann.alexander@dchs-alnwick.uk](mailto:ann.alexander@dchs-alnwick.uk)). Out of hours phone numbers will be made available for events.

## Working with other partners

BOOST shall ensure all delivery partners undertake the following as a condition of their partnership:

- Arrange any necessary DBS or other background checks on staff or volunteers;
- Provide BOOST with contact details for their Safeguarding Designated Person (or equivalent position);
- Share their policies, guidelines and other information relating to safeguarding of their beneficiaries;
- Ensure their staff and volunteers have appropriate training prior to commencing their work with BOOST.

A Terms of Reference will be agreed with any delivery partner and a list of partners will be kept and reviewed at Board meetings.

### **Digital engagement**

BOOST recognises that contact with children and vulnerable adults does not only happen in a face to face situation. BOOST also has a responsibility to safeguard people who come into contact with them via social media and email. BOOST's [social media guidelines](#) will be regularly reviewed.

BOOST will maintain a list of trustees who have access to the shared email address and any social media accounts. At least two trustees will have access to and actively participate in any social media platform/group with a direct messaging facility.

Trustees are advised not to engage with DCHS students who they do not know personally (e.g. their own children and their children's friends who they have met) via their own personal accounts.

All passwords will be changed if any trustee with access leaves the organisation for any reason.

### **Recruiting trustees and volunteers**

Trustee vacancies are advertised or, when appropriate, an individual may be recommended by another trustee. All potential trustees must apply in writing, providing a summary of any current and previous employment and other relevant experience. Two written references are sought for all trustees. All trustees will have a DBS check through DCHS when they are registered on the *Single Central Record*. Trustees are also required to complete the Charity Commission Eligibility Declaration. Trustees will provide their full name, address, email, phone number and next of kin.

BOOST is supported by a number of volunteers who tend to provide help on an ad-hoc basis (for example, a parent may offer to volunteer to sell raffle tickets at a performance that their child is involved in). Volunteers will never have unsupervised access to children in school. At other events, all volunteers will be provided with a simple [Code of Conduct](#). Expectations of volunteers will be made clear. A record will be kept of names, addresses and contact email/phone number for all volunteers and the dates on which they have volunteered in the volunteer section of the BOOST Recruitment Folder.

BOOST currently does not have any regular volunteers. If ad-hoc volunteers start to volunteer more regularly, or if the need for new volunteer roles are identified, BOOST will review this section of the policy to introduce additional checks and training.

### **Training**

Safeguarding training will be provided for all trustees. If a trustee is not able to attend training for any reason, they must make reasonable efforts to organise an alternative date. If a trustee is not able to or refuses to participate in training, they will not be able to continue as a trustee. A record will be kept of all training completed by trustees.

All trustees will also be provided with a copy of this policy, the [DCHS Safeguarding & Child Protection Policy and Guidance](#) and the [Charity Commission guidance on Safeguarding and protecting people for charities and trustees](#).

### **What to do if a concern is raised**

Abuse can occur wherever there are children or vulnerable people. The term “abuse” describes all the ways in which a child or a vulnerable adult's development and health are damaged by the actions or in-actions of others, usually adults. Abuse can include physical abuse, emotional abuse, sexual abuse and neglect. BOOST acknowledges that trustees and volunteers must understand their responsibilities to safeguard children/vulnerable adults from abuse, recognise signs of abuse in children/vulnerable adults, respond appropriately to any concerns and make a referral to the appropriate services if needed.

Trustees and volunteers will be guided by the following principles when communicating with children and vulnerable adults:

- Listening to what children and vulnerable adults might say and taking what they say seriously;
- If a child or vulnerable adult has disclosed information that indicates the child or vulnerable adult is suffering or has suffered abuse, this must be disclosed to someone that can help in accordance with this policy. Promises to keep information secret should not be given; and
- Confidentiality is of utmost importance. Information relevant to the alleged abuse should only be disclosed to the necessary persons.

Concerns and allegations of abuse that may arise during contact with children or vulnerable adults will be taken seriously by the Foundation and responded to appropriately. Trustees or volunteers acting on behalf of BOOST may be seen as trusted adults and, for this reason, children, vulnerable adults or others may choose to confide in them.

Concerns can be reported [here](#).

The following steps shall be taken by staff and volunteers when they are concerned about a potential instance of abuse:

1. If the activity is on the DCHS site or supported by DCHS staff, the individual must report the incident to a member of school staff and the ***DCHS Safeguarding & Child Protection Policy and Guidance*** must be followed.
2. If BOOST is acting independently of DCHS, any incident must be reported to the ***Safeguarding Designated Person*** and this can be done via the form [here](#).
3. If the Safeguarding Designated Person considers that the child or vulnerable adult is suffering or is likely to suffer significant harm as a result of the incident, they should contact one of the following services:
  - (a) police;
  - (b) The Local Authority Designated Officer and relevant children's services;
  - (c) Child Exploitation Online Protection Centre;
  - (d) NSPCC.
4. If the Safeguarding Designated Person is unavailable, any trustee at the event should take forward any urgent referral. If needed they could seek advice from the DCHS Safeguarding Leads or the NSPCC Helpline 0808 800 5000.

Many Trust events which are out of school are likely to take place on evenings or weekends. Phone numbers for Safeguarding Leads will be provided.

### **Records**

BOOST will record any incident, disclosure or observation relevant to the abuse or potential abuse of a child or vulnerable adult, including the date and time of any incident, the time of any disclosure by a child or vulnerable adult and if a referral is made to an outside agency.

### **Review**

BOOST recognises the importance of reviewing this policy and monitoring our activities to ensure that we are prepared for any eventuality and to keep up to date with any legislative changes. The policy will be reviewed annually or more frequently if needed.

The ***10 actions trustee boards need to take to ensure good safeguarding governance*** will be reviewed annually (Appendix 1).

Proposed by: Katherine Williams, Chair

First proposed: 8.9.22

Updated on: 22.1.24

Date adopted: 29.1.24

## Appendix 1: Ten Actions Trustee Boards Need To Take To Ensure Good Safeguarding Governance

Action (recommended by the Charity Commission)	Do we meet this standard?	Date	Jan 2024 update
1. Ensure your charity has an adequate safeguarding policy, code of conduct and any other safeguarding procedures. Regularly review and update the policy and procedures to ensure they are fit for purpose	New policy proposed Code of conduct and other supporting docs to be developed by Jan 23	Dec 2022	Updated Jan 2024 in line with recent training Other docs developed and adopted by trustees
2. Identify possible risks, including risks to your beneficiaries or to anyone else connected to your charity and any emerging risks on the horizon	Risk assessments to be produced for any events where DCHS Trust is the lead organisation	Dec 2022	Risk assessment template <a href="#">here</a>
3. Consider how to improve the safeguarding culture within your charity	New policy proposed in 2022 and training to be organised for 2023. Reminded all trustees of the Charity Commission guidance	Dec 2022	Training for all trustees has taken place; Safeguarding is now a regular agenda item
4. Ensure that everyone involved with the charity knows how to recognise, respond to, report and record a safeguarding concern	Trustees to take part in training early in 2023. Policy shared with all trustees DCHS SLT also represented at trustee meetings to provide direct contact point and safeguarding support as needed.	Dec 2022	Easily accessible reporting form and information on website Designated Safeguarding Lead and deputy review safeguarding feedback after events
5. Ensure people know how to raise a safeguarding concern			
6. Regularly evaluate any safeguarding training provided, ensuring it is current and relevant			
7. Review which posts within the charity can and must have a DBS check from the Disclosure and Barring Service	All trustees to be added to Single Central Record for DCHS. School will hold contact details for all trustees and carry out DBS checks.	Dec 2022	Done
8. Have a risk assessment process in place for posts which do not qualify for a DBS check, but which still have contact with children or adults at risk	Any volunteers who have contact with children/vulnerable adults will always be supervised by a trustee and/or staff from DCHS. Records of events will be kept of volunteers.	Dec 2022	Record of volunteers set up
9. Periodically review your safeguarding policy and procedures, learning from any serious incident or 'near miss'	Annual review agreed, more often if needed	Dec 2022	Policy reviewed; post-event feedback encourages reporting of incidents/near-misses
10. If you work overseas, find out what different checks and due diligence you need to carry out in different geographical areas of operation	n/a	Dec 2022	n/a

