



## The Foundry International Ltd – Safeguarding Policy

### Safeguarding Statement

The Foundry International Ltd ('The Foundry') is committed to creating safe places for all those who use our services, including staff, contractors and volunteers. We will, through this policy, endeavour to the best of our ability to safeguard any vulnerable children, young people and adults who are at risk.

The purpose of this policy is to set out the steps that The Foundry will take to protect those who may encounter the organisation either online or in face to face services. It will also ensure that our working practices support our statutory responsibilities to keep people safe and make sure that we meet our legislative requirements.

### Who is this policy for?

This policy applies to all who are part of the charity: trustees, staff, contractors, volunteers, and any child, young person or adult (known as beneficiaries) who comes into contact with, or accesses, the services of the Foundry.

### Our safeguarding principles

The Foundry's trustees will adhere to the following principles when discharging their duties to keep all safe and ensure good safeguarding governance of the work of the organisation:

- **Safeguarding is everyone's responsibility** – we all have a collective responsibility to create a culture where beneficiaries, staff or volunteers feel able to speak up and raise concerns.
- **Policy and procedures** – will be in place and reviewed at least annually to ensure that they reflect fully the services the organisation offers.
- **Manage risks** - the trustees will identify any possible risks to staff, contractors, volunteers and beneficiaries of the charity and work together to mitigate risks identified.
- **Reporting safeguarding incidents** – any incidents or concerns will be reported in a timely and secure manner to the appropriate agencies.
- **Reflect and review** – directors/trustees will review any serious or near miss incidents to ensure learning and make any appropriate adjustments to the Foundry's policies and procedures.
- **Safeguarding lead** – the board of directors/trustees will have a nominated trustee who is the safeguarding lead for the organisation.

The below states what we will do to ensure we create a safe culture.

### Trustee, staff and volunteer training

We will ensure that:

- All know how to recognise the signs of abuse;
- All know how to report and raise concerns; and
- Annual training is offered that includes any new or relevant safeguarding legislation.

## **Recruitment**

We will ensure that:

- Appropriate steps are taken to ensure that people who join the organisation (staff and volunteers) are suitable for their roles by ensuring job descriptions clearly state functions in relation to keeping people safe.
- All staff and volunteers are aware of the code of conduct that sets the values and behaviours that we expect. These will be clearly identified in the person specification at the point of recruitment.
- References will be carefully checked.
- The appropriate level of criminal record checks will be completed.

## **New staff/volunteers**

We will ensure that:

- New staff and volunteers will be required to complete an application form which includes criminal conviction disclosure prior to appointment.
- New staff and volunteers will receive a mandatory induction, which includes familiarisation with safeguarding responsibilities and procedures to be followed if anyone has any concerns.
- All are fully aware of how to record incidents and the reporting mechanisms.

## **Central register**

- We will ensure that a central register is maintained and is subject to regular monitoring to ensure that DBS clearances and training are kept up-to-date.

## **Grants/Gifts – Organisations and individuals**

We will require organisations to which we provide a grant to have its own safeguarding procedures that must, as a minimum, meet the statutory standards. We will ensure grants made to vulnerable individuals will be paid to a supporting organisation, directly to a supplier or trusted person, to mitigate any risks.

## **Online - including website, hosted social media, communication spaces**

We will ensure that:

- The website will include our safeguarding statement and principles promoting our intention of creating a safe culture and includes the details of how a person can raise concerns.
- Personal data is stored and managed in a safe way that is compliant with data protection regulations, including obtaining appropriate consent to use of imagery or video where required.
- Software meets security standards and servers are protected.
- If any areas require passwords they will be strong and protected.
- The Foundry shares content online and hosts a number of communication spaces, some of which are open whilst others are closed. By nature, some of these are public and therefore a number of guiding principle keep these spaces safe for those who use them:

- Everyone is responsible for their personal behaviour in these spaces
- Pause before you post - does it have relevance and value for others?
- Protect your own and others' personal information
- Personalise privacy settings
- Use a private internet connection
- Closed community spaces - Individuals are only invited to join by one of the named administrators.
- Open spaces - when joining, individuals take responsibility for their own personal data and content will be reviewed by administrators.
- Named administrators take responsibility for managing and monitoring the community space including user posts and content.
- Violation of the guiding principles by users are addressed appropriately, including removal or suspension of the user's access, investigation where required and support provided to affected individual(s).

### **Training events**

We will ensure that:

- Any concerns related to vulnerable adults that attend a training event are raised with the appropriate agencies.
- Any concerns will be recorded in line with the safeguarding procedures.

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## **Safeguarding Procedures.**

### **Reporting Safeguarding Concerns**

Keeping people safe is everyone's responsibility. Any concern or allegation regarding abuse must be treated seriously. If you are concerned about any of the below you should follow the steps laid out in the procedure:

#### **What should I do if I am concerned about someone's immediate safety?**

- If the person requires emergency health care or is in immediate danger of serious harm you could contact 999.
- Report your actions to the designated safeguarding lead.

#### **What should I do if I am worried about a vulnerable adult?**

- If you see, hear or suspect that an adult may be at risk of abuse or neglect, you must share your concern immediately with the designated safeguarding lead - names and contact numbers below.
- Record a factual account of what you saw, heard or suspect using only factual information.

#### **What do I do if someone discloses something to me?**

Do:

- Listen carefully and trust that what is being said is correct.



- Explain to them that you need to share information to keep them or others safe. Confirm who you will share information with and why and, where possible, seek verbal consent.
- Offer immediate support and reassurance.
- Record a factual account of the conversation immediately, using the person's actual words wherever possible. Sign, date and keep the record safe.
- Share the disclosure with the designated safeguarding lead as soon as possible.

**Do not:**

- Tell the person you will keep a secret, especially something that they disclose that will require you to pass on information to another person in order to keep them safe.
- Panic, overreact, be judgmental or make assumptions.
- Investigate, repeatedly question or ask the individual to repeat the disclosure.
- Share the disclosure with people who do not need to know.

**Documents:**

- Any documents relating to a safeguarding concern or ongoing open case will be maintained by the designated safeguarding lead. This will be stored securely and password protected and locked down ensuring that no record can be altered.

**Designation Persons and their roles:**

Should you have any concerns please use the contact list and phone numbers below. Always speak first to the designated safeguarding lead for the service that you are in. If they are unavailable please contact Julie Shew - Chair of Trustees - the designated safeguarding lead for the board.

- Foundry International Ltd - designated safeguarding lead is:

Julie Shew: [julie@thefoundryinternational.com](mailto:julie@thefoundryinternational.com)

- Sutton Community Project - designated safeguarding leads are:

Andrew Richie: 07707 569310

Sayuri Kato: 07591 451975

Stella Ho: 07767 366640

These designated safeguarding leads will be available during services for any child, young person or vulnerable adult who needs to speak to someone about an incident. The designated safeguarding lead will treat all concerns with the utmost importance but information may be shared with statutory organisations where an individual is at risk of harm.