

Safeguarding Policy

Policy Written	26/03/2023
Reviewed & Agreed by Trustees	April 2026
Next Review	April 2027

At Weave Foundation the named personnel with designated responsibility for child protection and safeguarding and associated policies are:

Designated Safeguarding Lead	Abigail Mayhew
Deputy Designated Safeguarding Lead	Samantha Wearing
External Safeguarding Officer (in the event of an allegation against the Safeguarding Leads)	Helen Parker

Introduction

Weave Foundation is committed to creating a safe and secure environment for all individuals. They believe that safeguarding is everyone's responsibility, and they are committed to promoting the welfare of all who come into contact with them, including children, young people, adults at risk, and vulnerable adults. This procedure aligns with national legislation and best practices regarding safeguarding, ensuring a safe and supportive environment within our charity.

Scope

This policy applies to all trustees, members and associates of 'Weave Foundation' who have contact with children, young people, and adults at risk as part of their role. It also applies to all activities, events, and services that are run or facilitated by Weave Foundation.

Definitions

For the purposes of this policy, “children” refers to anyone under the age of 18, “young people” refers to individuals aged between 18 and 25, “adults at risk” refers to adults who are or may be in need of community care services because they have mental health needs, a learning disability, or a physical or sensory disability, “vulnerable adults” refers to anyone who may be at risk of harm due to their age, illness, disability, or any other reason.

Roles and Responsibilities

Weave Foundation is committed to ensuring that all trustees receive appropriate training and have a DBS to fulfil their safeguarding responsibilities. All trustees are responsible for ensuring that they adhere to the Weave Foundation’s safeguarding policy and procedures, and they are aware of their role and responsibilities in promoting the welfare of children, young people, adults at risk, and vulnerable adults.

The designated safeguarding officer (Abigail Mayhew) is responsible for implementing the safeguarding policy, providing advice and support to staff, and liaising with external agencies as necessary. They are also responsible for ensuring that all safeguarding concerns are reported and dealt with appropriately.

Safer Recruitment

Weave Foundation is committed to ensuring that all trustees and volunteers are appropriately checked, recruited, and trained. This includes robust recruitment checks, reference checks, and safeguarding training.

Reporting Concerns

If a member of the Weave Foundation has any concerns about the welfare of a child, young person, adult at risk or vulnerable adult, they must report it immediately to the designated safeguarding officer (Abigail Mayhew). Weave Foundation has procedures in place to ensure that all concerns are taken seriously, investigated and resolved appropriately.

Procedure

Identification of a Safeguarding Concern

- a. Any individual who identifies a safeguarding concern should take it seriously and act promptly.
- b. A safeguarding concern may involve any form of abuse, neglect, harm, or exploitation of a vulnerable individual associated with the charity.

Immediate Response

- a. If there is an immediate risk to the individual's safety or well-being, emergency services should be contacted without delay.

b. If the immediate risk is not present, but there is still a safeguarding concern, proceed to the next step.

Reporting the Concern

- a. Report the safeguarding concern to the Designated Safeguarding Lead (DSL) - Abigail Mayhew - or an identified point of contact responsible for safeguarding = Helen Parker.
- b. Provide detailed and accurate information about the concern, including the nature of the concern, individuals involved, dates, times, and any relevant supporting evidence.

Documentation

- a. Document the safeguarding concern using a designated safeguarding reporting [form](#).
- b. Ensure that all relevant details are recorded accurately and in a timely manner.
- c. Maintain confidentiality and securely store the documentation according to data protection regulations.

Safeguarding Lead's Response

- a. The DSL or designated safeguarding point of contact will acknowledge receipt of the safeguarding concern and initiate the necessary actions.
- b. They will assess the level of risk, determine the appropriate course of action, and prioritise the safety and welfare of the individual(s) involved.
- c. If the concern involves a criminal offence, they may involve the appropriate law enforcement agencies.

Investigation and Support

- a. An investigation will be conducted by trained and authorised personnel, ensuring a fair and unbiased approach.
- b. The individual(s) involved in the safeguarding concern will be supported and provided with the necessary assistance throughout the process.
- c. Support services or external agencies may be engaged to provide additional assistance, counselling, or guidance to the individuals affected.

Information Sharing and Reporting Obligations

- a. The DSL or designated safeguarding point of contact will assess the need for information sharing with relevant parties, following data protection regulations and legal obligations.
- b. Where necessary and appropriate, they will share information with external agencies, authorities, or professionals involved in safeguarding and protection.

Monitoring and Review

- a. The progress of the safeguarding concern will be monitored and reviewed regularly to ensure appropriate actions are taken and the well-being of the individuals involved is safeguarded.
- b. The DSL or designated safeguarding point of contact will maintain clear records of the investigation, actions taken, and outcomes for future reference and learning.

Reporting Outcomes

a. The outcomes of the safeguarding concern and any actions taken will be communicated to relevant parties, as appropriate and within the boundaries of confidentiality.

Learning and Improvement

- a. The charity will use the safeguarding concern as an opportunity for learning and improvement.
- b. Lessons learned will be shared internally, and appropriate measures will be taken to prevent similar incidents from occurring in the future.
- c. The safeguarding procedure will be reviewed and updated as necessary to enhance the effectiveness of safeguarding practices.

Referring a Safeguarding Concern to an External Organisation

Evaluation and Assessment

- a. The Designated Safeguarding Lead (DSL) or designated safeguarding point of contact should assess the safeguarding concern and determine whether it requires referral to an external organisation.
- b. Consider the seriousness of the concern, the potential risks involved, and whether the expertise and resources of an external organisation are needed.

Identify the Appropriate External Organisation

a. Research and identify the relevant external organisation that specialises in handling safeguarding concerns related to the specific issue at hand. This may include local authorities, child protection agencies, adult safeguarding teams, or other relevant organisations.

Gather Relevant Information

- a. Compile all relevant information and documentation related to the safeguarding concern. This may include incident reports, witness statements, dates, times, and any other supporting evidence.
- b. Ensure that any personal data shared with the external organisation complies with data protection regulations and is securely transferred.

Contact the External Organisation

- a. Reach out to the identified external organisation through the appropriate channels, such as a designated helpline, reporting email address, or online reporting platform.
- b. Clearly communicate the safeguarding concern, providing accurate and detailed information about the incident, individuals involved, and any supporting evidence.

Follow the External Organisation's Procedures

- a. Comply with the procedures outlined by the external organisation for reporting safeguarding concerns. This may involve completing specific forms, adhering to specific reporting protocols, or providing additional information upon request.
- b. Respect any confidentiality requirements imposed by the external organisation, ensuring that personal and sensitive information is handled securely.

Maintain Communication

- a. Maintain open lines of communication with the external organisation throughout the process, following their guidance and providing any additional information or clarification as requested.
- b. Keep a record of all interactions and correspondence with the external organisation for future reference and documentation purposes.

Follow-up and Feedback

- a. Follow up with the external organisation to ensure that the safeguarding concern has been received and is being appropriately addressed.
- b. If possible, request feedback on the progress and outcome of their investigation or intervention, keeping the relevant parties within the charity informed.

Internal Collaboration

- a. Coordinate and collaborate with the internal safeguarding team and the Designated Safeguarding Lead (DSL) to ensure a smooth and effective referral process.
- b. Maintain confidentiality and restrict the sharing of information within the charity to only those individuals directly involved or with a legitimate need to know.

Review and Learning

- a. Reflect on the referral process and outcomes to identify any areas for improvement in future safeguarding concerns.
- b. Share the lessons learned internally to enhance the charity's safeguarding procedures and practices.

Risk register

A safeguarding risk [register](#) is a tool used to identify, assess, and manage potential risks related to safeguarding within an organisation. It helps ensure that appropriate measures are in place to mitigate these risks and protect the welfare and well-being of individuals involved. Here's an example of a safeguarding risk register:

Risk Register: Safeguarding (example template):

Risk ID:

Risk Description: Physical abuse of vulnerable beneficiaries by staff or volunteers.

Likelihood: Medium

Impact: High

Mitigation Measures:

- *Implement a robust recruitment process, including background checks and reference verification.*
- *Provide comprehensive training to staff and volunteers on recognizing and preventing physical abuse.*
- *Encourage reporting and maintain a supportive environment for concerns to be raised.*
- *Implement strict policies and procedures regarding appropriate physical contact and behaviour.*
- *Regularly review and monitor adherence to safeguarding policies and procedures.*

Safeguarding referral form

If a concern has been identified, the person needs to fill out the Weave Foundation's safeguarding referral [form](#). If a risk has been raised they need to fill out the [risk register](#).

Confidentiality

All information regarding safeguarding concerns must be treated confidentially and shared with relevant trustees and external agencies only on a need-to-know basis. They are committed to ensuring that confidentiality is maintained to protect the welfare of all individuals involved.

Monitoring and Review

The Weave Foundation's safeguarding policy and procedures will be regularly reviewed and updated to ensure that they remain valid, fit-for-purpose, and comply with all relevant legislation and standards. They will monitor their safeguarding arrangements to ensure they are providing a safe and secure environment for all those who come into contact with them.

Whistleblowing

At the Weave Foundation we are committed to maintaining an open culture with the highest standards of honesty and accountability, where trustees and others working with us feel confident in raising concerns about any wrongdoing or misconduct. This section of our safeguarding policy outlines the procedures for whistleblowing.

Purpose

The purpose of this whistleblowing policy is to:

- Encourage individuals to report any genuine concerns they may have about suspected misconduct or wrongdoing.
- Ensure that individuals who raise concerns are protected from retaliation or victimisation.
- Provide clear procedures for reporting concerns.

What Constitutes Whistleblowing?

Whistleblowing refers to the act of reporting concerns related to unethical or illegal activities within the organization. This may include, but is not limited to:

- Child abuse or neglect.
- Breaches of safeguarding policies.
- Health and safety violations.
- Financial fraud or mismanagement.
- Any other illegal, unethical, or improper conduct.

Reporting Procedures

If you have a concern that you wish to report, you should follow these steps:

- **Raise the Concern:** All trustees, volunteers, and other stakeholders are encouraged to report any suspected wrongdoing or unethical behaviour within the Weave Foundation. Concerns can be reported to Abigail Mayhew, Keith Smith or via support@weavefoundation.co.uk.
- **Provide Details:** Be prepared to provide as much detail as possible, including the nature of the concern, relevant dates, and any supporting evidence.
- **Confidentiality:** We will make every effort to maintain the confidentiality of the whistleblower. However, there may be circumstances where this is not possible, and in such cases, we will inform you.

Protection for Whistleblowers

We are committed to protecting whistleblowers who raise concerns in good faith. We will not tolerate any form of retaliation or victimisation against individuals who report concerns. If you believe you have been subjected to retaliation, you should report this immediately.

Investigation

All concerns raised will be taken seriously and investigated promptly. The investigation may include interviews with relevant parties and a review of relevant documents. The outcome of the investigation will be communicated to the whistleblower where appropriate.

Support

Support is available for whistleblowers throughout the process. This may include counseling services, legal advice, or other appropriate support mechanisms.

Consequences of Non-Compliance

Any trustee, volunteer or stakeholder who retaliates against or victimises a whistleblower will be subject to disciplinary action, up to and including termination of employment or removal from the Weave Foundation's board or volunteer position.



Conclusion

Weave Foundation is committed to creating a safe and secure environment for all individuals. Their safeguarding policy and procedures provide the framework for promoting the welfare of children, young people, adults at risk, and vulnerable adults. They believe that safeguarding is everyone's responsibility, and they are committed to continuous improvement in their safeguarding arrangements.