




Foreland Fields Charity

Safeguarding Policy

Date of Last Review	6 th May 2025
Review Cycle	Annually
Date (Month / Year) of Next Review	04/2026
Date Policy was Ratified by CHARITY	6 th May 2025
Named Lead for Writing/Review	Jeremy Edwards
Category of the Policy	Safeguarding
Signed – Chair 	6 th May 2025

Introduction

The Foreland Fields Charity abides by the duty of care to safeguard and promote the welfare of children and adults and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children/adults is paramount in all the work we do and in all the decisions we take.
- All children/adults have an equal right to protection from all types of harm or abuse.
- The children/adults we work with may be additionally vulnerable because of their special educational needs and/or disabilities.
- Working in partnership with children/adults, their parents, carers, our partners and other agencies is essential in promoting people's welfare.

Purpose

Our activities include working with children and vulnerable adults. The purpose of this policy is to protect them and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

Designated Safeguarding Lead (DSL)

We have appointed a DSL to provide oversight of safeguarding and to lead on any incident investigation and reporting.

Our DSL is: Jeremy Edwards

Contact details:

JeremyEdwards@foreland.kent.sch.uk

01843 863891

Further details can be found on our 'Safeguarding Poster' under Appendix 1.

Applicability

This policy applies to anyone working on our behalf, including our Trustees' and other volunteers.

Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work. These include, but are not limited to other [UK regulators](#), if applicable.

Safeguarding should be appropriately reflected in other relevant policies and procedures.

Related Policies and Guidance

- This policy has been developed in accordance with, but is not limited to, the following acts and guidance:
 - Keeping Children Safe in Education 2024 (KCSIE)
 - Working Together to Safeguard Children 2023 (WTSC)
 - Framework for the Assessment of Children in Need and their Families 2000
 - Kent and Medway Safeguarding Children Procedures
 - The Education Act 2002
 - Education and Inspections Act 2006
 - Safeguarding Vulnerable Groups Act 2006
 - Protection of Freedoms Bill
 - The Care Act 2014
 - The Human Rights Act 1998
 - The Equality Act 2010 (including the Public Sector Equality Duty)
 - Counter-Terrorism and Border Security Act (2019)
 - Promoting fundamental British values as part of SMSC in schools: Departmental advice for maintained schools (DfE 2014)
 - The Prevent Duty: An introduction for those with Safeguarding Responsibilities – Updated September 2023
 - Prevent Duty Guidance: for England and Wales (September 2023)

Principles

We believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect, or exploitation.
- We all have a responsibility to promote the welfare of all service users, staff and volunteers, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

Definitions

The Children Act 1989 definition of a child is:

Anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or in hospital.

Adult at Risk:

An adult who has needs for care and support (whether or not the authority is meeting any of those needs), is experiencing, or is at risk of, abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Child and Adult Abuse:

Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are four main categories of abuse, which are: physical, sexual, emotional and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation

- Child criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

Signs that may indicate the different types of abuse can be found in Appendix 2.

Safeguarding children/adult at risk:

Safeguarding children and adults at risk is defined in WTSC 2023 and KCSIE 2024 as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children/adults at risk in England. A summary of the key legislation is available from nspcc.org.uk/learning.

The Prevent duty:

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children/adult at risk and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations

Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children/adults at risk can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Responsibilities

Trustees'

This safeguarding policy will be reviewed and approved by the Charity Trustees' annually.

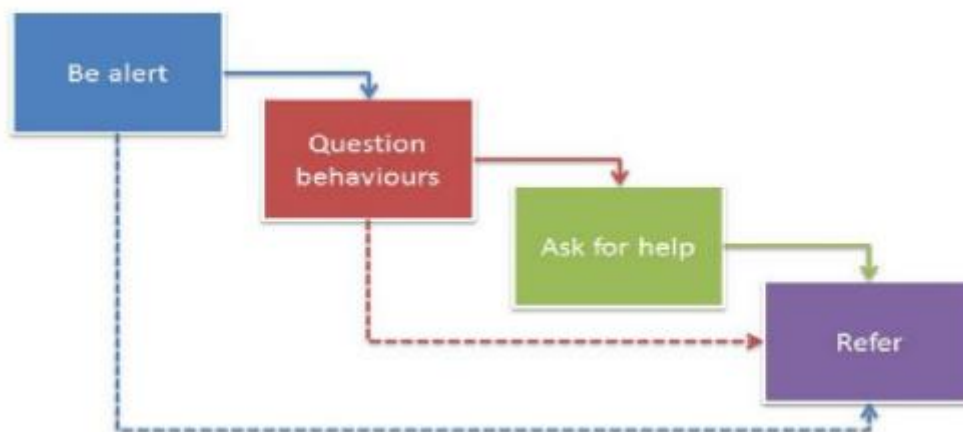
A lead Trustee will be given responsibility for the oversight of all aspects of safety, including whistleblowing and health and safety. This will include:

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- Receiving regular reports, to ensure this and related policies are being applied consistently.
- Providing oversight of any lapses in safeguarding.
- And ensuring that any issues are properly investigated and dealt with quickly, fairly, and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Leading the organisation in a way that makes everyone feel safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
- Planning programmes/activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.
- Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up to date. Rebecca Keefe (Foreland Fields School) maintains this on a benefits in kind basis.
- Ensuring that safeguarding requirements (e.g. DBS) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- Listening and engaging, service users, staff, volunteers, and others and involving them as appropriate.
- Responding to any concerns sensitively and acting quickly to address these.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- Making Trustees', and others aware of:
 - Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
 - The signs of potential abuse and how to report these.

Everyone

To be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately (see below – reporting concerns).

Everyone is expected to be aware of and follow the below approach if they are concerned about an individual:



Training and Awareness

The Charity will ensure an appropriate level of safeguarding training is available to its Trustees', employees, volunteers, and any relevant persons linked to the organisation who requires it (e.g. contractors). It is the responsibility of hiring organisations to ensure that they have suitably trained staff for any activities/events. Confirmation of this is required prior to entering into any hiring agreement.

For all Trustees' who are working or volunteering with children/adults at risk, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children/adults at risk.
- Recognise a child/adult at risk potentially in need of safeguarding and take action.
- Understand how to report a safeguarding concern.
- Understand dignity and respect when working with children/adults at risk.
- Have knowledge of the Safeguarding Policy.

Confidentiality and Information Sharing

The Charity expects all Trustees' to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection. The Charity has an appropriately trained Data Protection Officer (DPO) as required by the UK GDPR to ensure that the Charity is compliant with all matters relating to confidentiality and information sharing requirements. The DPO at the Charity is Jeremy Edwards.

However, information should be shared with the Local Authority if a person is deemed to be at risk of harm or contact the police if they are in immediate danger, or a crime has been committed, in line with the [Information Commissioner's Office](#).

Reporting Concerns

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.

If you are a service user, or member of the public, make your concerns known to a member of our team, who will alert the DSL.

For members of the Charity, make your concerns known to the DSL. If you feel unable to do so, speak to a Charity trustee and, if applicable, refer to our whistleblowing information both within this policy, and in more detail, in our Whistleblowing Policy.

A written record must be kept about any concern regarding a child or adult. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made. A copy of the 'Record of Concern Form' can be found in under Appendix 3.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Safer Recruitment and Selection

The Charity is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children/adults at risk from people unsuitable to work with them or have contact with them.

The Charity has policies and procedures that cover the recruitment of all Trustees'. Please refer to our safer recruitment policy for further information.

Social Media

All Trustees' should be aware of the Charity social media policy and procedures.

Use of Mobile Phones and other Digital Technology

The Charity has clear guidelines around the use of mobile phones and other digital technology.

Mobile phones and smart technology are part of everyday life for people, thus this policy clearly outlines the appropriate use of any devices in our setting. Mobile phone use is covered in staff/volunteer training during the induction process and policies and procedures are reviewed regularly in the light of changing technologies.

All Trustees' understand that it is unlawful to photograph children/adults at risk a without the explicit consent of the person concerned or with parental responsibilities. Partner organisations should also adhere to these procedures and have their own policies in place.

Personal Use:

- Personal mobile phones should be either turned off or on silent.
- Mobile phones can only be used on away from children and/or vulnerable adults.
- Mobile phones should be stored safely at all times during working hours.
- Photographs must not be taken on any personal phones or any other personal information storage device. Only Charity-owned devices can be used to take photographs or videos for any activities/events organised by the Charity. For service users, only devices owned by the organisation can be used.
- Anyone who bring personal mobile phones into the Charity must ensure that there is no inappropriate or illegal content on them.
- The Charity is not responsible for the loss, damage, or theft of any personal mobile device.
- Everyone should remain vigilant and report any concerns to the designated safeguarding lead (DSL).
- If a director/employee/volunteer breaches the mobile phone policy, action will be taken in line with our associated policies and procedures.
- Anyone who is thought to have illegal content on a mobile phone or have committed a criminal offence using a personal device or mobile phone, the police will be contacted, and the LADO (Local Authority Designated Officer) will be informed.
- No director/employee/volunteer should have their mobile phone, or any other device capable of capturing images, on their person when supporting a child or adult with personal care or within any changing or toilet area.

Use of Charity mobile phones and devices:

The Charity does not own any mobile phones, laptops or tablets.

Online Safety

We will identify and manage online risks by ensuring:

- Trustees' understand how to keep themselves safe online. We may use high privacy settings and password access to support this.
- The online services we provide are suitable for our users. For example, use age restrictions and offer password protection to help keep people safe.
- The services we use and/or provide are safe and in line with our code of conduct.
- Put in place robust filtering and monitoring systems to limit exposure to the 4 key categories of risk (described below).
- We protect people's personal data and follow data protection legislation.
- We have permission to display any images on our website or social media accounts, including consent from an individual, parent/carer, etc.
- We clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process. If you are unsure, you can contact one of [these organisations](#), who will help you.
- We have adopted and comply with the Information Commissioner's Office [Guidance on AI and data protection | ICO](#)

The 4 key categories of risk:

Our approach to online safety is based on addressing the following categories of risk:

- Content – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation and extremism.
- Contact – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- Conduct – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying.
- Commerce – risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

Whistleblowing

It is important that people within the Charity have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by the Charity to protect whistle blowers.

For more details please refer to our Whistleblowing Policy. Whistleblowing concerns should be reported to the Whistleblowing Lead, Adrian Mount in the first instance. If the concern is regarding Adrian Mount, then refer the matter onto Jeremy Edwards, the DSL. Concerns raised that are evidenced as vexatious will be processed as per our whistleblowing policy.

Fundraising

We will ensure that:

- We comply with the [Code of Fundraising Practice](#), including [fundraising that involves children](#).
- Trustees' are made aware of the Institute of Fundraising guidance on [keeping fundraising safe](#) and the NCVO Guidance on [vulnerable people and fundraising](#).
- Our fundraising material is accessible, clear, and ethical, including not placing any undue pressure on individuals to donate.
- We do not either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
- We are sensitive to any particular need that a donor may have.

Working With Other Organisations

In working with other organisations, including any grant making, we will carry out relevant due diligence and have a written agreement that sets out:

- Our relationship.
- The role of each organisation.
- Monitoring and reporting arrangements.

Further information regarding working with other organisations (partner contracts) can be found in our Lettings Manual and Partner Contract terms and conditions.

Version Control - Approval and Review

Version No.	Approved by	Approval Date	Main Change	Review Period
1.0	Andy Bull	6 th May 2025	Initial policy approved	Annually

This policy will be reviewed as part of any safeguarding incident investigation, to test that it has been complied with and to see if any improvements might realistically be made to it.

Appendix 1 – Safeguarding Poster

Safeguarding is Everyone's Responsibility

If you have any safeguarding concerns

Please contact the DSL

Foreland Fields Charity, Newlands Lane, Ramsgate, Kent, CT12 6RH

Jeremy Edwards

jeremyedwards@foreland.kent.sch.uk

01843 863891

For further information regarding our safeguarding procedures please ask for a copy of our safeguarding policy.

LOCAL CONTACTS

Early Help Team
03000 41 95 67
thanetearlyhelp@kent.gov.uk

Adult Social Services
03000 416 161
social.services@kent.gov.uk

Online Safety
03301 651 500

LADO
03000 410 888
kentchildrenslado@kent.gov.uk

IN AN EMERGENCY

If someone is in immediate danger please call the Police on 999

Front Door
03000 411 111 (office hours)
frontdoor@kent.gov.uk

Out of Hours Service
03000 419 191

EXTREMISM

Counter-Extremism Helpline -
020 7340 7264

Report to the Police -
0800 789 321

Anti-Terrorist Helpline -
0800 789 321

In an emergency, call 999

HELPLINES

Police (non emergency) - 101
NSPCC - 0808 800 5000
Childline - 0800 1111
Action on Elder Abuse -
0808 808 8141
Family Lives - 0808 800 2222
National Domestic Violence -
0808 200 0247
Samaritans - 116 123

Appendix 2 – Signs of Abuse

Physical Abuse

- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or under dose of medications.
- individual's report being hit, slapped, kicked, or mistreated.
- vulnerable adult's sudden change in behaviour.
- the caregiver's refusal to allow visitors to see a vulnerable adult alone.

Sexual Abuse

- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- an individual's report of being sexually assaulted or raped.

Mental Mistreatment/Emotional Abuse

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- an individual's report of being verbally or mentally mistreated.

Neglect

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.
- unattended or untreated health problems.
- hazardous or unsafe living condition (e.g. improper wiring, no heat or running water).
- unsanitary and unclean living conditions (e.g. dirt, fleas, lice on person, soiled bedding, faecal/urine smell, inadequate clothing).
- an individual's report of being mistreated.

Self-Neglect

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.
- hazardous or unsafe living conditions.
- unsanitary or unclean living quarters (e.g. animal/insect infestation, no functioning toilet, faecal or urine smell).
- inappropriate and/or inadequate clothing, lack of the necessary medical aids.
- grossly inadequate housing or homelessness.
- inadequate medical care, not taking prescribed medications properly.

Exploitation

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.
- adding additional names on bank signature cards.
- unauthorised withdrawal of funds using an ATM card.
- abrupt changes in a will or other financial documents.
- unexplained disappearance of funds or valuable possessions.
- bills unpaid despite the money being available to pay them.
- forging a signature on financial transactions or for the titles of possessions.
- sudden appearance of previously uninvolved relatives claiming rights to a vulnerable adult's possessions.
- unexplained sudden transfer of assets to a family member or someone outside the family.
- providing services that are not necessary.
- individual's report of exploitation.

Appendix 3 – Record of Concern Form

To be used to record any concern of a safeguarding nature.

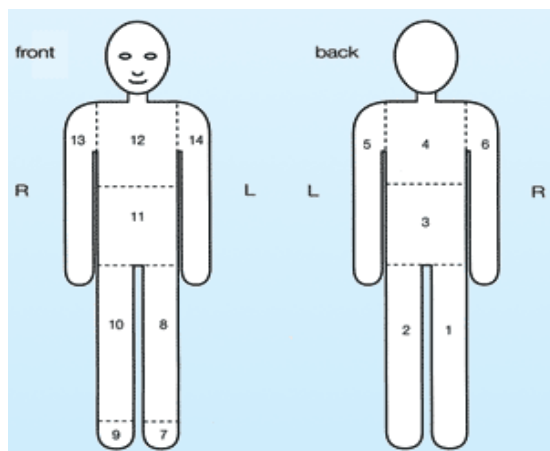
PLEASE NOTE:

- This record should be completed by the person who first becomes concerned.
- The record must be discussed with the Designated Safeguarding Lead (DSL) as soon as possible after the concern arises.
- The concern should not usually be discussed with others before it is taken to the DSL.

Individual's Name:	
Date of Birth:	
Reporter's Name:	
Date of Report:	
Any Other Witnesses:	
<p>Context: Outline the circumstances before and/or around finding the injury, hearing the disclosure or witnessing the incident (continue on a separate sheet and staple to the record if necessary)</p>	

Details of disclosure: Write down any statement, phrase or words witnessed that have given cause for concern. Record these exactly as they were said, i.e. do not summarise, paraphrase or interpret.

Details of injury: Give dimension, colour, and general appearance. Use the body and/or face map to show location.



Background details: Please note anything that you think may be relevant such as previous concerns or relevant family circumstances.

Action Taken: Record any action taken by the reporter prior to completing this record, e.g. querying an unexplained minor injury with a parent/carer. Please also note (or photocopy and attach) any response received. **If in doubt as to whether to take any action, always consult the DSL first.**

Record of Concern completed to this point by:**Name (please print):****Signature:****Date:****Log of Charity action and outcomes:****DSL Signature:****Date:**