



Safeguarding Policy of Sal's Shoes ('the Charity')

1. Preliminary

- 1.1 The Charity Commission has stated that safeguarding should be a key governance priority for all charities, regardless of size, type, or income, *not just those charities working with children or vulnerable adults*. It has also stated that it is essential for charity trustees to have and implement safeguarding policies and procedures and that they have to be adequate and appropriate for the charity's particular circumstances.
- 1.2 This policy applies to all staff and volunteers of the Charity. In this Policy, 'volunteers' means and includes the Charity's trustees and all other volunteers.

2. Commitment to safeguarding

- 2.1 The Charity recognises that it has a duty to act on reports or suspicions of abuse and/or bullying. It adopts a zero-tolerance policy of such within the Charity.
- 2.2 The Charity will put in place appropriate procedures for reporting and accessing specialist support, as and when required.

3. Safe recruitment

- 3.1 Where the Charity should do so, it will use the Disclosure & Barring Service ("DBS") checks to help it to assess suitability of a candidate for a particular volunteer or staff role which is treated by the DBS as Regulated Activity and is therefore subject to a barring list check. In relation to a post or role which is eligible for an enhanced DBS check, where it considers it appropriate it will carry out an enhanced DBS check. The Charity will assess any criminal record information that is disclosed in line with its data protection and equalities (treating ex-offenders fairly) policies. Volunteers will be treated equally alongside paid staff, and all volunteers will be offered the same opportunities for advancement, responsibility, training and gaining qualifications, and acknowledgement for their contribution to the Charity.

4. Volunteers

- 4.1 Volunteers will be treated equally alongside paid staff, and all volunteers will be offered the same opportunities for advancement, responsibility, training and gaining qualifications, and acknowledgement for their contribution to the Charity.
- 4.2 In turn, volunteers will be required to adhere to the applicable parts of the Code of Conduct (Staff and Volunteers) at all times as a representative of the Charity. Before they take up their role, they will each be given a clear description of the requirements and responsibilities of their role and the member of staff or trustee recruiting them will discuss their role with them, to ensure that they understand what is expected of them.
- 4.3 Any volunteer roles, which would be Regulated Activity if unsupervised, will be appropriately supervised in accordance with statutory guidance.



5. Safeguarding Officer

- 5.1 The Charity's lead on Safeguarding is CJ Bowry.
- 5.2 They will be available to all volunteers to speak to when they have any concerns, issues, or complaints regarding the safety, well-being or conduct of volunteers or staff.
- 5.3 The lead will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records, keep confidentiality, adhere to and promote this Policy within the Charity, and support or provide access to support for individuals suffering harm or abuse.

6. Awareness of harm and abuse within the Charity

- 6.1 Harm is caused by accidents, deliberate abuse (physical, psychological, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes, or a failure to enable a person to participate in activities that are open to most of their peers. It can also include abuse via use of ICT facilities (e.g. bullying via the internet).
- 6.2 If a criminal offence is thought to have been committed by any staff member or volunteer, the police will be informed.

7. Confidentiality

All reports and logs (including personnel records) will be kept securely and confidentially according to the Charity's Data Protection Policy and Confidentiality Policy or in line with the DBS Code of Practice for Registered Bodies if appropriate, until or unless it is necessary to share this material with the agencies named above. Information will be shared by the Charity on a 'need-to-know' basis only.

8. Reports of possible or actual harm

- 8.1 The Charity supports and encourages all volunteers and staff to promptly speak up and contact the Safeguarding lead where there is a concern (i.e. a worry, issue or doubt about practice or about treatment of a colleague, or their circumstances).
- 8.2 Staff or volunteers can report, and have a responsibility to report, something that they become aware of if they suspect or discover that it is not right or is illegal or if it appears to them that someone at work is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing. They may become aware of any of these things from what they see or hear or from something another person has disclosed to them.
- 8.3 In the first instance the staff or volunteer making a report should speak to CJ Bowry. However, if the report implicates CJ Bowry, the staff member or volunteer making the report should instead speak directly to Katie Lomas – trustee.
- 8.4 The Charity prefers that anyone should use internal processes whenever possible to make a report as above, but this does not prevent them from making



a report or referral, in their own right as a private individual, to statutory agencies such as social services or the police.

8.5 The Charity cannot promise confidentiality to staff or volunteers making an internal report where it is has to be shared with any statutory agencies.

8.6 The Charity also supports its staff or volunteers to raise concerns or to disclose information, which they believe shows malpractice - whistle-blowing (disclosure in the public interest).

9. Safeguarding Leads's Action

Where there is risk of Significant Harm to any volunteers or staff, the Safeguarding lead will have the power to act as necessary and, in particular, as follows:

- log all conversations regarding the issue
- sign and request signatures on reports and statements
- confidentially seek advice from expert sources
- share concerns (with consent where required and appropriate) internally with the Board of trustees
- share concerns and make referrals to external agencies such as the police, as appropriate to the circumstances

10. Communication by the Charity about safeguarding and this Policy

10.1 All staff and volunteers have an obligation to learn about protection issues and their related responsibilities.

10.2 The Charity will communicate this Policy (using appropriate methods, formats and language to communicate the substance of it) to all of its staff and volunteers.

11. Implementation of this Policy

11.1 This Policy must be followed by all staff and volunteers of the Charity and must be promoted by all of its trustees and senior staff. Failure to follow it will be treated as a very serious matter.

12. Adoption, coming into effect, and review, of this Policy

12.1 This Safeguarding Policy was approved by the Chair of Trustees of Sal's Shoes on **30/08/2021**. It also comes into force on that date.

12.2 The Board will, as appropriate, monitor and enforce this Policy.

12.3 The Board will revise this Policy from time to time. The next date for review of this Policy by the Board will be **30/08/2023**.