

# Friends of Snape Church (FOSC)

## Safeguarding policy and procedure

August 2025

### 1. Purpose

The purpose of this policy and procedure is to define how FOSC operates to safeguard children and adults at risk of harm in order to;

- protect them from harm.
- provide volunteers with the overarching principles that guide our approach to safeguarding.

We recognise we have a duty of care. We are committed to the protection and safety of everyone who comes in to contact with our organisation, including children and adults at risk involved as visitors and as participants in all our activities. We also have a duty to safeguard and support our volunteers.

This policy is a core part of our governance responsibilities and priorities. Trustees' responsibilities include ensuring that the organisation provides a safe environment and protects volunteers, and anyone who comes into contact with it, from abuse or maltreatment of any kind.

We are committed to ensuring safeguarding practice reflects our legal responsibilities, government guidance and Suffolk Safeguarding Partnership requirements. We recognise that we have responsibilities for the safety and care of children under the Children Act 1989 and 2004 and Working Together 2023. We recognise our responsibilities to safeguard Adults at Risk of Harm under the Care Act 2014. The organisation will act in accordance with all relevant legislation including the Domestic Abuse Act 2021 and the Terrorism Act (2000).

We will fulfil our duty to report Serious Incidents, including safeguarding, as part of our governance and reporting responsibilities to the Charity Commission.

Safeguarding is everyone's responsibility. For our safeguarding policy to be effective every volunteer who supports us, whatever their role, will play their part in keeping people safe.

### 2. Definitions

- **Children** are defined as those persons aged under 18 years old.
- **Safeguarding and promoting the welfare of children** is defined in Working Together 2023 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 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

- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
  - taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.
- **Adult at risk of abuse or neglect** defined by the Care Act 2014 as; someone over 18 years old who,
    - has care and support needs
    - is experiencing, or is at risk of, abuse or neglect
    - as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
 If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

### 3. Persons affected

This policy applies to everyone involved on behalf of FOSC, including the Board of Trustees, volunteers and sessional workers or contractors

### 4. Our Policy

- We believe everyone has a responsibility to promote the welfare of all children and adults at risk of harm, to keep them safe and to practise in a way that protects them.
- We recognise that while it is the responsibility of the relevant statutory agencies to determine whether or not abuse has taken place it is everyone's responsibility to report any concerns and all volunteers, trustees and contractors will know how to recognise and report safeguarding concerns.
- We have a zero tolerance approach to abuse. There are no excuses for not taking all reasonable actions to protect children and adults at risk of abuse, exploitation, radicalisation and mistreatment.
- We recognise that all children and adults at risk whatever their age, ability, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have equal rights to protection from abuse.
- Adults will be included in swift and personalised safeguarding responses, in line with the Six principles of safeguarding for adults and Making Safeguarding Personal.
- We are committed to inter agency collaboration and information sharing to safeguard children and adults at risk of harm.
- We recognise the need to protect children and adults at risk of harm from safeguarding harm both in person and/or from cyber/ virtual risks.
- We ensure all of the organisation's operations and activities are designed and delivered with effective safeguarding in mind to protect adults and children from abuse.

**We will keep children and adults at risk of harm safe by;**

- Valuing, listening to and respecting them
- Recognising;
  - The welfare of the child or adult at risk is paramount
  - All children and adults at risk have the right to protection from abuse
  - Safeguarding is everyone's responsibility
  - Professional curiosity is important in recognising and responding to safeguarding concerns
  - The importance of following information sharing procedures in safeguarding
- Providing effective and relevant management, induction training, regular refresher training and support for all volunteers and trustees to know about and follow our safeguarding policy and procedures for safeguarding children and adults at risk.
- Using our safeguarding policies and procedures to share and report all safeguarding concerns to the relevant internal trustees and external authorities swiftly and appropriately.
- Using our safeguarding policies and procedures to share and manage any allegations of safeguarding concerns about volunteers against a child or children, using the Local Authority Designated Officer process.
- Managing the risks of extremist or terrorist abuse: not supporting or enabling terrorism or other illegal conduct, such as hatred on the grounds of race, religion or sexual orientation.
- Acting in an appropriate professional behaviour.
- Recruiting volunteers safely; ensuring all necessary checks are made, including on when to obtain a DBS check.
- Preventing and reporting extremism and radicalisation concerns.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Having a culture that enables issues about safeguarding and promoting welfare to be addressed, and for volunteers and trustees to feel able to raise concerns and feel supported in fulfilling their safeguarding role.
- Implementing effective safeguarding systems where;
  - The needs of the child or adult at risk of harm are paramount, and volunteers and trustees use their professional judgement to put the person's needs at the heart of the safeguarding system so that the right solution can be found for each individual.
  - Safeguarding for adults is person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation. Issues of capacity, consent and decision making are taken into account.
- Practising Professional Curiosity, understanding what life is like for the individual and being alert to the needs of children and adults at risk of harm and any risks of harm that

individual abusers, or potential abusers, may pose to children and adults at risk.

- Ensuring a trustee lead takes leadership responsibility for the organisation's safeguarding arrangements. Contact details are included in the accompanying procedures.
- Having a Designated Safeguarding Lead and Deputy Designated Safeguarding Lead for the organisation. Contact details in the Safeguarding procedures.
- Making our policies regarding the safeguarding of children and adults at risk of harm available on our website or on demand, for anyone using our services to know what to do if they have a concern.

## 5. Review

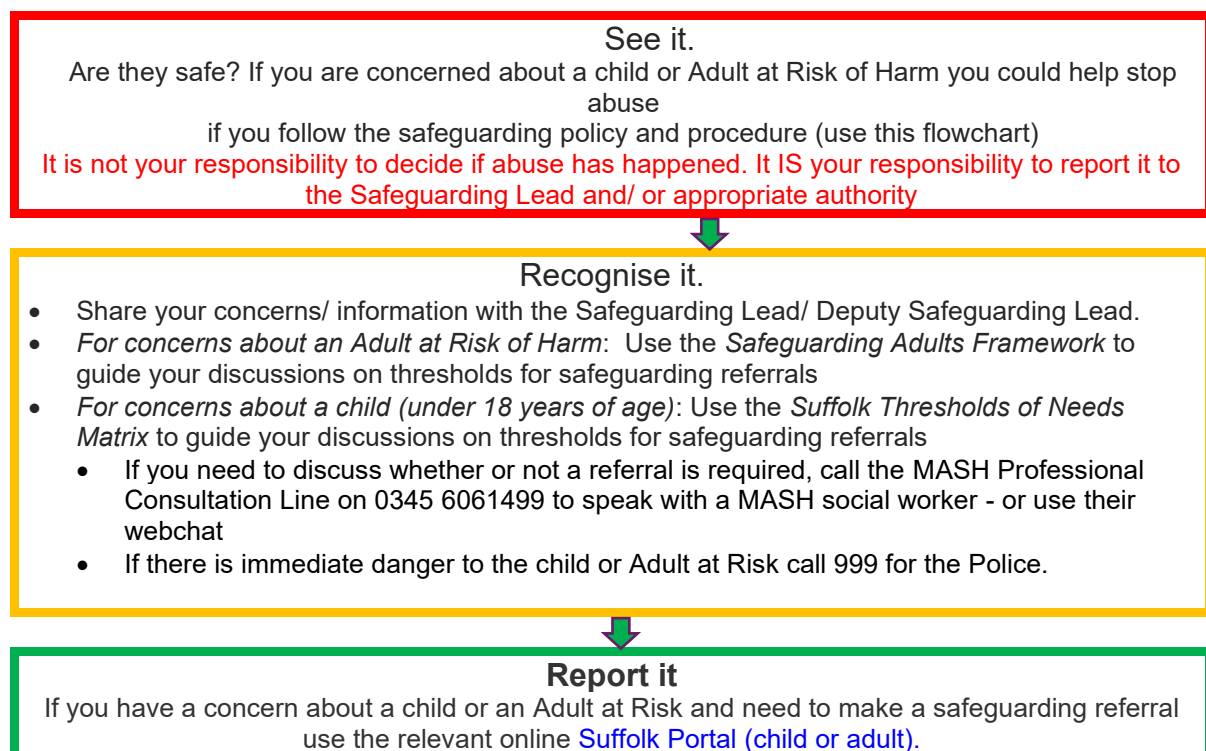
This policy and related guidance will be monitored by the Board of Trustees on a regular basis for compliance and will be reviewed annually.

## 6. Procedure

### Flowchart for referral for actual or suspected abuse

#### **See it. Recognise it. Report it.**

**If the matter is urgent because a child or adult at risk of harm is in immediate danger phone 999 for the Police.**



#### **Contact information**

Safeguarding referral: [Via portal](#).

Customer First [0808 800 4005](#)

MASH Professionals Consultation line [03456 061 499](#)

**Police: 999 if it is an emergency**

Safeguarding Lead: tel. 07958 780880  
Safeguarding Deputy: tel. 07415 117637  
Safeguarding Trustee: tel. 07958 780880

email: miranda@thesummerhouseinsnape.co.uk  
email: jallfrey20@gmail.com  
email: miranda@thesummerhouseinsnape.co.uk

Notes:  
reporting for CYP

- Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring
- **Local Authority Designated Officer (LADO) Referrals**  
If you have concerns about an adult working with a child under the age of 18 that you would like to report, [access the LADO page for more information](#)

Notes:  
reporting for Adults at Risk

It is essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant.

However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.*