

Policy: Safeguarding Children and Vulnerable Adults



1. Overview

This policy applies to The Pepper Foundation.

The directors and trustees of the Pepper Foundation fully recognise their legal responsibility to have safeguarding measures in place that protect children and vulnerable individuals or groups with whom it comes into contact. They have the right to be protected from all forms of harm, abuse, neglect and exploitation regardless of age, gender identity, disability, sexual orientation or ethnic origin.

The charity acknowledges that safeguarding is everyone's responsibility and actively promotes this message.

To support this, trustees will promote a fair, open and positive culture and ensure that all involved feel able to report concerns, confident that they will be heard and responded to.

Trustees and volunteers who come into contact with children and vulnerable adults receive appropriate training. Safeguarding and safety briefings are provided to larger groups when appropriate to improve safeguarding awareness.

Safeguarding is a standard agenda item for all trustees' meetings. It is the responsibility of the designated safeguarding trustees to report confidentially and act appropriately to manage the safeguarding issue. This policy should be used in conjunction with Pepper's code of conduct.

2. Scope

This policy includes everyone with whom the charity works including staff, volunteers and, those participating in fundraising events and activities organised by the charity where they might come into contact with children and vulnerable adults.

It also includes events organised collaboratively with other charities and organisations where children, families and carers are present.

Staff and volunteers working with the Pepper Play Service or involved in outreach projects involving children receive appropriate additional training and maintain confidential notes.

3. Designated Safeguarding Lead (DSL)

The charity will appoint a Designated Safeguarding Lead who will be a member of the board of trustees. They will act as the main point of contact for all safeguarding matters and will have undertaken training appropriate for the role.

The DSL will ensure that there are clear reporting lines within the charity so that everyone knows who they should contact if they have safeguarding concerns.

The DSL is responsible for referring cases of suspected abuse to the local authority's social care department as required or to the Police where a crime may have been committed.

The trustees will also appoint a Deputy Designated Safeguarding Lead to act in the absence of the DSL.

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The DSL will be responsible for ensuring that all members of staff, trustees, office holders or volunteers who have oversight of children or vulnerable adults confirm that they have read the charity's Safeguarding Children and Vulnerable Adults policy and have undergone appropriate checks and received appropriate training.

4. Checks, precautions and training

The policy focuses on all members of staff, trustees, office holders or volunteers who have oversight of children or vulnerable adults in relation to fundraising or any other events or activities organised by the charity. It sets the requirements for the checking and training, as follows:

- They are subject to the appropriate criminal record check using "The Disclosure and Barring Service" (DBS). A DBS check is mandatory for all staff, key contractors, key volunteers and trustees.
- They are also required to undertake appropriate safeguarding training.

Both checks are mandatory for all staff, key contractors, key volunteers and trustees.

The Pepper Foundation has a ["Pepper Event Code of Conduct"](#) which supports this policy, particularly in relation to key fundraising events undertaken by the charity, which all participants are required to read and confirm that they have done so in writing.

5. Governance

Safeguarding will be a standard agenda item at all trustee board meetings and all incidents will be reported appropriately with regard to confidentiality. This would include consideration as to whether any incident is deemed Serious (as defined by the Charity Commission).

Appropriate records of all activities relating to safeguarding will be maintained by the charity.

The trustees will review compliance with this policy at each review.

6. Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only, and should be kept secure at all times.

7. Handling Allegations

If an allegation is made against a member of staff or a volunteer, it must be reported as a matter of urgency to the Designated Safeguarding Lead (DSL) as soon as possible. If the allegation is against the DSL then the information should be reported to another trustee or manager or directly to the local Social Services department. (This would generally be referred to the authority in which the alleged incident took place).

The alleged perpetrator should not be made aware of the allegation at this point.

In all situations the details of allegation or reported incident must be recorded. Make accurate notes of time, dates, incident or disclosure, people involved, what was said and done and by whom, action taken to investigate, further action taken e.g. suspension of individual and if relevant: reasons why the matter was not referred to a statutory agency, name of person reporting and to whom it was reported

The record must be stored securely and shared only with those who need to know.

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8. Reporting an allegation

DO NOT worry that you might be mistaken; you have a responsibility to pass on your concerns following a disclosure. Never think abuse is impossible, or that an allegation about a person you know well and trust is bound to be wrong.

IT IS YOUR DUTY TO REFER CONCERNS ON, NOT TO INVESTIGATE

The Designated Safeguarding Lead is:

Name: Robert Breakwell

Position in charity: Trustee

Contact details: Email: robert.breakwell@pepper.org.uk

Telephone: 01442 507324

9. Review

This policy will be subject to review on an annual basis, after any change in relevant legislation and after any serious incident.

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