

## Policy: Safeguarding Children and Vulnerable Adults



Policy owner	Designated Safeguarding Lead
For approval by	Board of Trustees
Date of approval	21/05/2027
Review frequency	Annually
Date of next review	21/05/2027
Version	3.1

This policy should read alongside the following policies:

Child Protection Policy	Low Level Concerns Policy
Lone Working Policy	Pepper Play Service Policy
Safer Recruitment Policy	GDPR Policy
Health & Safety Policy	Volunteer Policy
Sexual Harassment Policy	Employee Handbook

## **1. Policy Statement**

This policy applies to The Pepper Foundation. References to children within this policy cover anyone aged 0-17. References to adults within this policy cover anyone over the age of 18.

The Pepper Foundation is committed to ensuring that everyone who comes into contact with the Pepper Foundation, including those who use the Pepper Play Service and attend family events, are protected from harm. This policy is to inform staff, volunteers and the beneficiaries of our service of the principles that guide our approach to adult and child protection.

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 including service users and those who are carrying out fundraising activities. 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 and staff 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, staff 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.

The Pepper Foundation will work with partner hospices, Keech Hospice and Helen & Douglas House, to ensure that any safeguarding concerns that are raised through the Pepper Play Service are dealt with accordingly through our working relationship with Keech Hospice and honorary contract with Helen & Douglas House with appropriate consent to share.

Safeguarding is a standard agenda item for all trustees' meetings. It is the responsibility of the Designated Safeguarding Lead, 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. Compliance with statutory requirements**

- Carers and Disabled Children's Act 2000
- Children Act 1989 and Children Act 2004
- Children and Families Act 2014
- Children and Social Work Act 2017
- Equality Act 2010
- Mental Capacity Act 2005

### **4. Responsibility and Accountability**

All staff, trustees and volunteers:

- To act upon any safeguarding concerns they have seen or heard
- To raise concerns as per the policy
- To complete mandatory safeguarding training
- Understand different types of abuse and recognise the possible risks and indicators
- Record and store information legally and securely in line with the organisational policies and procedures
- Understand the line of accountability for reporting any safeguarding concerns

All members of the Pepper Play Service:

In addition to above,

- To be aware of their duty of care towards all service users and families they come into contact with
- To raise concerns with their line manager or designated safeguarding lead
- To take emergency action if deemed necessary
- To attend Multi-Disciplinary Team (MDT) meetings and contribute to outcome planning
- To liaise with partner hospices to ensure the wellbeing of service users and their families

### **5. 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.

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.

**The Designated Safeguarding Lead is:**

Name: Robert Breakwell  
Position in charity: Chairman of Trustees  
Contact details: Email: robert@pepper.org.uk  
Telephone: 07801 623057

**The Deputy Designated Safeguarding Lead is:**

Name: Simon Moran  
Position in charity: Trustee  
Contact details: Email: simon@pepper.org.uk  
Telephone: 07788 916973

## 6. 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.

All staff, volunteers and trustees:

- Are required to have a DBS check before starting the role
- Are required to undertake safeguarding training within their induction period and before coming into contact with any children or vulnerable adults

Designated Safeguarding Lead and Deputy Safeguarding Lead:

In addition to the above,

- Are required to carry out designated safeguarding lead training

Members of the Pepper Play Service:

In addition to the above,

- Are required to carry out all training modules appropriate to their role before coming into contact with any children or vulnerable adults.

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.

## **7. 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.

## **8. 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 by only involving the relevant people and ensuring that any documentation or forms are password protected and kept in a secure file held by the Designated Safeguarding Lead.

## **9. Reporting Concerns**

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.

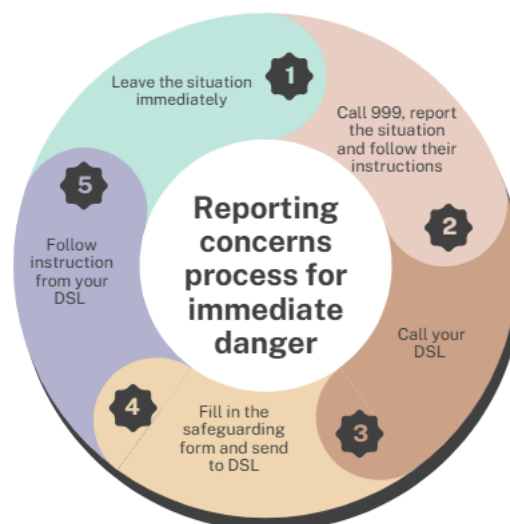
### **Reporting concerns around children, vulnerable adults and service users**

If you have any concerns about any children, vulnerable adults or service users, you should contact your Designated Safeguarding Lead (DSL) via telephone as soon as possible. If you believe that you are in immediate danger or harm, before contacting your DSL, you must leave the situation and contact emergency services if needed. You will be required to fill in a safeguarding

form, sending it directly to your DSL using clear and factual language that does not include any personal opinions of the situation.

In addition to the above, if a member of the Pepper Play Service encounters any concerns, they must initially report this to the DSL, so that it can be documented appropriately. The concerns will then need to be reported to the appropriate partner hospice who hold shared care of the service user. Members of the Pepper Play Service should also activate their lone-working button if in immediate danger.

It is important to keep all information confidential and on a 'need to know' basis.



### **Reporting concerns towards staff and volunteers:**

If there is a safeguarding concern around 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 Deputy Safeguarding Lead or 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.

## 10. Categories of Abuse

The main categories of abuse in safeguarding are typically divided into those affecting children and adults. These categories are outlined in safeguarding legislation and guidance, such as the Children Act 1989, Care Act 2014, and Working Together to Safeguard Children (2018). Below are the main categories:

### For Children:

- Physical Abuse- Deliberate physical harm or injury to a child, such as hitting, shaking, or poisoning. It can also include fabricating symptoms or deliberately inducing illness.
- Emotional Abuse- Persistent emotional maltreatment that adversely affects a child's emotional development. Examples include verbal abuse, humiliation, bullying, or causing a child to feel worthless or unloved.
- Sexual Abuse- Forcing or enticing a child to take part in sexual activities, whether they are aware of it or not. This includes physical contact, non-contact activities (e.g., grooming or exposing a child to sexual content), and online abuse.
- Neglect- Persistent failure to meet a child's basic physical and emotional needs, such as food, clothing, shelter, medical care, or supervision, which results in harm to their health or development.
- Child Sexual Exploitation (CSE)- A form of sexual abuse where children are manipulated or coerced into sexual activity in exchange for money, gifts, or other incentives.
- Child Criminal Exploitation (CCE)- Involves coercing children into criminal activities, such as drug trafficking (county lines), theft, or other illegal acts.
- Online Abuse- Abuse conducted via the internet or digital platforms, including cyberbullying, grooming, or exposure to harmful content.
- Female Genital Mutilation (FGM)- is a form of child abuse and a severe violation of human rights, and is committed to identifying, reporting, and supporting individuals at risk of or affected by FGM, in line with legal obligations and safeguarding guidelines.

### For Vulnerable Adults:

- Physical Abuse- Non-accidental harm, such as hitting, slapping, misuse of medication, or restraint.
- Emotional or Psychological Abuse- Acts causing emotional distress, such as threats, humiliation, intimidation, or controlling behaviour.

- Sexual Abuse- Non-consensual sexual contact or activity, including sexual assault, harassment, or exploitation.
- Neglect or Acts of Omission- Failure to meet an adult's basic needs, including providing adequate care, food, medication, or assistance.
- Financial or Material Abuse- Illegal or improper use of an individual's funds, assets, or property, such as theft, fraud, or coercion in financial matters.
- Discriminatory Abuse- Unequal or unfair treatment based on characteristics such as race, gender, age, disability, sexual orientation, or religion.
- Organisational Abuse- Mistreatment within an institution or care setting, involving poor practice, neglect, or abuse by the system or individuals in positions of trust.
- Domestic Abuse- Abuse occurring within intimate or family relationships, including physical, emotional, sexual, or financial abuse. This includes coercive and controlling behaviour.
- Self-Neglect- A person neglecting their own personal care, health, or environment, which may pose risks to their well-being.
- Modern Slavery- Exploitation through forced labour, human trafficking, or servitude.

**Concerns affecting both children and vulnerable adults:**

- Bullying and Cyberbullying
- Radicalisation and Extremism
- Human Trafficking
- Forced Marriage
- Exploitation (e.g., labour or sexual exploitation)

## **11. Digital Safety**

Ensuring that children and vulnerable adults are safeguarded through digital safety is a priority for all staff members, trustees and volunteers.

It is important to adhere to The Pepper Foundation's policy around digital safety when in contact with children or vulnerable adults.

**Social Media:**

You are required to maintain a professional boundary when it comes to social media and must not liaise with children, vulnerable adults or their family members through social media on any personal social media accounts that are not maintained by the organisation. This includes sending or accepting 'friend requests' from anyone associated with the child or vulnerable adult.

**Photography or video:**

Photography or video footage must not be taken of any child, vulnerable adult or family member using your personal mobile phone. All images or video footage taken on a Pepper allocated phone, must be uploaded to a secure platform and then deleted from the allocated phone.

You must not take or store any photographs or video footage of children for whom we do not hold a photo consent form.

Any photographs or video footage that we do hold consent for, must not be shared with any third parties for their use unless we have specific consent to do so.

## 12. Safer Recruitment

Our safer recruitment policy ensure that we have the correct procedures in place to ensure the safeguarding of all children, vulnerable adults and their families that we may come into contact with. This policy ensure that full checks are taking place and adequate training is being provided as well as ensuring that a full vetting process is being carried out upon application for anyone working directly with children or vulnerable adults. This approach underlines our commitment to preventing unsuitable persons from gaining access to children and adults at risk.

## 13. Review

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

### Appendix 1 - Safeguarding Form

Safeguarding Form	
Name of child or vulnerable adult:	
Home address:	
Others living at the address:	
Next of Kin or person with PR:	
Hospice partner & key contact	
Date of incident or situation:	
Summary of incident or situation:	
Immediate action taken:	
Risk assessment (to be completed by lead of team raising concern)	
What is the risk?	
What are our concerns?	

What are the views or desired outcome by child/vulnerable adult and their family?	
Actions to reduce concerns?	
Next steps:	
Form completed by:	
Name:	
Job title:	
Date:	
Form shared with:	
Name:	
Job title:	
Date:	
Signed:	