

SAFEGUARDING POLICY

Commitment to Safety

1. The Fox and Hounds Beccles Limitied (the 'Organisation') works actively to prevent harm and promote the welfare of all children that we interact with (i.e. as The Fox and Hounds Beccles Limitied's clients). This Safeguarding Policy applies to individuals referred to as 'Beneficiaries'.
2. The Organisation is committed to ensuring the safety and well-being of all the Beneficiaries, free from discrimination based on age, disability, race, religion, sexual orientation, gender identity, or any other protected characteristic.
3. This Safeguarding Policy adheres to the latest safeguarding laws of England, Wales, Northern Ireland, and Scotland, including relevant government guidance. If there is any conflict between this Policy and these laws, The Fox and Hounds Beccles Limitied will always prioritise upholding the legal requirements.
4. The Fox and Hounds Beccles Limitied has implemented this Safeguarding Policy in fulfilment of its obligations as an organisation working with children.
5. For questions about this policy, please contact The Secretary in the first instance, via e-mail foxandhounds25.outlook.com or via phone 01502 716173.

Safeguarding Policy Scope

6. This Policy applies to everyone working for or representing The Fox and Hounds Beccles Limitied in the UK, regardless of position, employment type (full-time, part-time, temporary), or affiliation (direct employee, contractor, volunteer, intern; collectively 'Staff Members').
7. This Policy is separate from employment contracts. To ensure its effectiveness, The Fox and Hounds Beccles Limitied may revise the Policy at any time. We will communicate any changes transparently.
8. This Policy outlines The Fox and Hounds Beccles Limitied's approach to harm prevention for its Beneficiaries through Staff Member's conduct and practices.
9. This Safeguarding Policy applies to the organisation and operation of all The Fox and Hounds Beccles Limitied activities that involve children (i.e. Relevant Activities). These

primarily include:

- a. Room Hire and Bar

Safeguarding Definition

10. The term 'Safeguarding' refers to practices and procedures designed to protect vulnerable individuals from harm or potential harm. It also promotes their overall well-being. Safeguarding is particularly crucial for children and adults at risk, with most legal obligations related to their care. This Policy specifically addresses child safeguarding, defining children as individuals under 18 years old (in England, Wales, and Northern Ireland) or under 16 years old (in Scotland).

11. This Safeguarding Policy outlines The Fox and Hounds Beccles Limitied's commitment to protecting its beneficiaries from harm caused by:

- a. The Fox and Hounds Beccles Limitied activities, practices, and the potential for harm arising from the conduct of its Staff Members, or
- b. People and situations beyond (The Fox and Hounds Beccles Limitied) and its Staff Members' control. This includes instances where Staff Members are aware of, ought to be aware of, or reasonably suspect a situation that poses a safeguarding risk.

12. This policy defines a 'Safeguarding Concern' as any conduct or situation that a Staff Member or someone else suspects might violate the safeguarding commitments above.

How The Fox and Hounds Beccles Limitied Protects Its Beneficiaries: Key Safeguarding Measures

13. Prioritising child safety by following local safeguarding arrangements. These comprehensive plans, developed by local authorities, police, and healthcare providers, offer valuable leadership and guidance to ensure children's well-being.

14. All Staff Members will receive training on identifying and reporting safeguarding concerns. Also, The Fox and Hounds Beccles Limitied encourages them to report any Safeguarding Concerns they identify (set out below under the heading 'Procedures: Reporting').

15. We create a safe, accessible, fair, and efficient space for all Staff Members to raise safeguarding concerns (colleagues, beneficiaries, or anyone else involved). We expect all

staff to listen attentively and professionally. Training will equip Staff Members to support those raising concerns and guide them through The Fox and Hounds Beccles Limited's established reporting procedures. All reported concerns will be handled by designated individuals and teams following The Fox and Hounds Beccles Limited's relevant procedures (detailed below under 'Procedures: Investigation and Response').

a. The Fox and Hounds Beccles Limited has fair and objective procedures to address all safeguarding concerns, even when they involve Staff Members. Allegations are taken seriously, with the severity of the claims considered throughout the process. We are committed to protecting all parties involved. This means we will only presume guilt or publicly criticise people once a thorough investigation is completed.

b. Reports that qualify as protected disclosures under whistleblowing law will be handled with the utmost confidentiality and following all relevant whistleblowing policies law.

16. The Secretary is designated as the lead for safeguarding policies and procedures within The Fox and Hounds Beccles Limited.

17. Following appropriate recruitment processes for all new staff members, including volunteers. These processes include:

a. Conducting pre-employment checks following relevant regulations.

b. All new Staff Members must take part in, and understand the content of, all necessary safeguarding training before having any contact with The Fox and Hounds Beccles Limited's Beneficiaries. This training equips them with the knowledge and skills to keep everyone safe.

c. Following The Fox and Hounds Beccles Limited's staff recruitment and selection procedures.

18. Every Staff Member should be provided with, and required to undertake, training that is appropriate to their role, responsibilities, and degree and type of contact with Beneficiaries. This should, if appropriate, include training on:

a. Identify and respond to abuse by recognising signs of physical, emotional and sexual abuse, neglect, and exploitation.

b. Learn active listening skills and how to navigate disclosure of safeguarding concerns, including confidentiality.

c. Follow reporting procedures by understanding when and how to report concerns using The Fox and Hounds Beccles Limited's established procedures.

- d. Stay informed by discovering additional resources like policies, documents, and external training to stay up-to-date on safeguarding best practices.
- e. Ensuring that under 18's do not get access to alcohol.

19. Treating all safeguarding information with the utmost confidentiality and security. This involves:

- a. Complying with UK data protection legislation, including The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- b. Following The Fox and Hounds Beccles Limitied's data protection policies and procedures.
- c. Providing Staff Members with training on data protection and privacy, if appropriate.
- d. Making easy to access The Secretary, who can be contacted by emailing Foxandhounds25@outlook.com or at 01502 716173 for Staff Members as an identifiable point of contact for questions or concerns about data protection and privacy.
- e. Sharing safeguarding information internally ONLY on a strict need-to-know basis to ensure the best possible care for the beneficiary involved.

20. Building a safe environment by creating a culture of transparency and awareness to prevent harm. For example:

- a. Encourage open communication by informing beneficiaries about The Fox and Hounds Beccles Limitied's safeguarding procedures and how to report any concerns.
- b. Acknowledge by the Staff Members of safeguarding laws, The Fox and Hounds Beccles Limitied's safeguarding commitments and procedures, and Staff Members' responsibilities concerning these.

21. Regularly reviewing all safeguarding policies and procedures to ensure that they are up-to-date with safeguarding law and that they remain suitable for The Fox and Hounds Beccles Limitied's Relevant Activities and workforce, and meeting any review and evaluation requirements specific to The Fox and Hounds Beccles Limitied's industry and organisation type.

Staff Members' Responsibilities

22. All Staff Members are responsible for promoting the safety and well-being of all of The Fox and Hounds Beccles Limitied's Beneficiaries by following all of The Fox and Hounds Beccles Limitied's policies and procedures relevant to safeguarding and all UK laws relevant to safeguarding. Specifically:

- a. All Staff Members at The Fox and Hounds Beccles Limited play a role in keeping Beneficiaries safe and every role will be covered in detail during training. In case of doubt, it is important to contact The Secretary to clarify any aspect of roles and responsibilities.
- b. Encourage all Staff Members to actively participate and ask questions if anything is unclear to The Secretary.
- c. Do not risk the safety or well-being of any of The Fox and Hounds Beccles Limited's Beneficiaries by avoiding any of the next situations:
 - i. Subjecting them to or facilitating abuse of any sort.
 - ii. Engaging in any sexual activity with children (i.e. anybody under the age of 18).
 - iii. Participating in or facilitating any activities that may commercially exploit Beneficiaries. For example, failing to report suspected child labour or trafficking.
- d. Staff Members must report all Safeguarding Concerns that they have regarding Beneficiaries' safety, regardless of whether the concerns relate to potential wrongdoing of other Staff Members, other Beneficiaries, or external parties (e.g. parents, teachers, other organisations, or members of the public).

Procedures: Reporting

23. To ensure the safety of The Fox and Hounds Beccles Limited Beneficiaries, Staff Members will be trained to recognise potential safeguarding concerns like abuse, neglect, and threats to well-being.

24. Staff Members who identify a safeguarding concern should report it following the next steps:

- a. Contact the Designated Supervisor

25. Staff Members unable to follow the standard reporting steps should still report the concern in another alternative way. This may be the case if, for example:

- a. Contacting someone potentially involved in the concern, or someone the Staff Member feels uncomfortable approaching, or
- b. In emergencies involving a risk of serious harm, contact emergency services (e.g. police, ambulance, mental health crisis line) directly, or, if appropriate, report the concern to a senior member of The Fox and Hounds Beccles Limited's staff.

Procedures: Investigation and Response

26. All Reported Safeguarding Concerns at The Fox and Hounds Beccles Limited are treated seriously and addressed promptly by trained personnel following the established procedures and relevant laws. For more details about these procedures, please contact The Secretary.

27. We aim to keep Staff Members who report a Safeguarding Concern informed about its progress as much as possible, depending on the nature of the concern and the confidentiality of the investigations.

28. In case of breach of this Safeguarding Policy or safeguarding law in general by a Staff Member, they will be treated fairly and will only be dismissed if appropriate in the circumstances and in accordance with employment law.

29. External referrals or notifications (e.g. to police services, local authorities, or regulatory bodies) will only be made when deemed necessary and strictly following applicable laws, including data protection regulations, to ensure the safety and well-being of Beneficiaries.

Supporting Documents and Other Protections

30. While this Safeguarding Policy outlines key procedures, The Fox and Hounds Beccles Limited has additional policies to safeguard Beneficiaries, Staff Members, and others. These include:

- a. A health and safety policy
- b. An equal opportunities policy

31. Contact the person within the Organisation responsible for HR matters or Staff Members' line managers to obtain this policy, along with related procedures and documents.

Safeguarding Policy: instructions for use

After completing the Safeguarding Policy, follow the instructions below to ensure proper implementation and compliance.



Review the Safeguarding Policy

Ensure that your Safeguarding Policy includes all necessary information:

- **Contact details:** Include names, addresses, and contact information of designated safeguarding officers.
- **Scope and purpose:** Clearly define who the policy applies to and the reasons for its implementation.
- **Definitions:** Include definitions of key terms such as abuse, neglect, and safeguarding.
- **Procedures:** Add detailed steps for reporting and responding to safeguarding concerns.
- **Training requirements:** Outline the training that staff and volunteers must undertake.
- **Confidentiality:** Define rules for handling sensitive information related to safeguarding.
- **Review schedule:** Add a timeline for regularly reviewing and updating the policy.



Distribute the Safeguarding Policy

Once the policy is finalised, ensure it's distributed to all relevant parties:

- **Staff and volunteers:** Provide a copy to everyone within the organisation who has contact with children or vulnerable adults.
- **Stakeholders:** Share the policy with any external partners or stakeholders involved in your activities.
- **Digital platforms:** Make the policy accessible on the organisation's website and internal intranet.



Implement the Safeguarding Policy

Conduct **mandatory training sessions** for all staff and volunteers to ensure they understand the policy and know how to implement it.

Clearly **communicate the policy's importance** and the procedures for reporting concerns to all members of the organisation.

Establish **clear and accessible reporting mechanisms** for safeguarding concerns, ensuring confidentiality and prompt action.



Maintain records of the Safeguarding Policy

Keep thorough records to ensure compliance and for future reference. Store the policy securely, either in **physical form in a locked file or digitally** in a secure system.

Ensure the policy is **easily accessible to all members** of the organisation and for compliance checks.

Safeguarding Policy: instructions for use

Record any changes or updates to the policy, ensuring that all revisions are signed off by the appropriate authority.

Retain records of the policy and any related documents for a **minimum of 6 years**, or longer if required by law.

By following these steps, you can ensure that your **Safeguarding Policy is effectively utilised**, protecting the rights and well-being of all individuals under your organisation's care.



Related documents

If you're drafting a Safeguarding Policy, here are some more documents that may be of interest to you:

- Health and Safety Policy
- Privacy Policy

These documents are available for download on the LawDistrict website.

Please note that the information provided above is not intended as legal advice. We are not a law firm and cannot provide legal advice or representation. The instructions provided are for general informational purposes only. If you have any doubts or concerns about the use or validity of the Safeguarding Policy, we strongly recommend seeking the guidance of a licensed attorney who can provide legal advice tailored to your specific circumstances and jurisdiction.