



CHILDREN'S CANCER RESEARCH FUND

**Friends of Rosie Children's Cancer Research Fund
Safeguarding Policy and Procedures**

JUNE 2020

Charity Registration Number: 1046278
<https://www.friendsofrosie.co.uk/>

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This policy came into force in June 2020

The Trustees will review this policy and good practice annually – the next review will take place in June 2021

Signed:

Jill Hulme
Lead Trustee for safeguarding

Date: 4th June 2020

Our safeguarding policy

Friends of Rosie will take all reasonable care to ensure the safety of the children, young people and vulnerable adults with whom we come into contact.

This policy applies to anyone working on behalf of Friends of Rosie, including the Board of Trustees, service providers, fundraisers and volunteers. The charity does not employ any staff, using external service providers for services such as communications and website provision.

It should be read alongside our organisational policies and procedures, including:

- Code of Conduct for Trustees and Volunteers
- Guidance on photography and sharing images
- Health and safety policy
- Anti-bullying policy
- Managing complaints policy
- Whistleblowing policy
- Equality and diversity policy

We use the Disclosure & Barring Service to check the backgrounds of all our Trustees, freelance/self-employed Communications Manager, and where appropriate volunteers.

As we carry out our core fundraising activities, we will seek to keep children, young people and vulnerable adults safe by:

- Valuing, listening to and respecting them.
- Appointing a lead Trustee for safeguarding, who is responsible to the Board of Trustees for monitoring and ensuring that safeguarding procedures are implemented.
- Adopting child protection and safeguarding best practice through our policies, procedures and Code of Conduct.
- Selecting Trustees and volunteers safely and ensuring all necessary checks are made.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Making sure that children, young people, vulnerable adults or anyone else with a concern knows how to raise this and who to contact at Friends of Rosie.
- Using our safeguarding procedure to share concerns and relevant information with agencies that need to know.
- Using our procedures to manage any allegations against Trustees, volunteers or service providers appropriately.
- Ensuring we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our Trustees, service providers, volunteers and other people who come into contact with Friends of Rosie, by applying health and safety measures in accordance with the law and regulatory guidance.

The lead Trustee for child protection and safeguarding is:

Name Jill Hulme
Contact details jlhpr@talktalk.net, 07913 278514

Our safeguarding procedures

Trustees

As part of the process of appointing a new Trustee, a DBS check will be carried out on the individual.

Once a Trustee is appointed, they will have an induction process which includes receiving and becoming familiar with the Friends of Rosie safeguarding policy and all other related policies. If required, safeguarding training will be provided.

Service providers

We will ensure all service providers are aware of and comply with the Friends of Rosie safeguarding policies, and that they have their own safeguarding policies and assessments in place.

Volunteers

We will ensure all volunteers are aware of and comply with the Friends of Rosie safeguarding policies.

Fundraising events and activities

Where an event/activity is organised by Friends of Rosie, we will carry out a risk assessment to ensure that all safeguarding, health and safety and other relevant risks have been identified and mitigated.

Where an event/activity is organised by volunteers, corporate supporters or other organisations, Friends of Rosie will ensure they have safeguarding policies and assessments in place.

Raising a safeguarding issue

Please follow the steps below if you have any concerns about a potential safeguarding issue:

Situation	Referral action	Next steps
Urgent concern about a child, young person or vulnerable adult – immediate response needed	Contact: The police 999/101 Social Services Childline 0800 1111 Silverline 0800 4708090	Inform the lead Trustee for safeguarding (<i>if that person is the subject of concern inform the Friends of Rosie Chairman on 0161 834 7333</i>)
Concern about a child, young person or vulnerable adult at risk of harm or in need of help	Contact: the lead Trustee for safeguarding Jill Hulme on 07913 278514	The lead Trustee for safeguarding will advise on what action is being taken
Concern about anyone or anything that may put yourself or anyone else at risk of harm	Contact: the lead Trustee for safeguarding Jill Hulme on 07913 278514	The lead Trustee for safeguarding will advise on what action is being taken

Responding to a child, young person or vulnerable adult

- Listen and keep on listening.
- Reassure them that they were right to tell you.
- Don't question. Any subsequent court case may be damaged if you do.
- Avoid passing judgement on what you are told.
- Never promise confidentiality.
- Explain what you intend to do and do not delay taking action.
- Contact the lead Trustee for safeguarding or the police.
- Preferably within an hour write down the content of your conversation with dates and times. Try to separate fact from opinion. Sign, date and keep safely.
- Do not under any circumstance question the alleged perpetrator or other family member.

Good working practice

- Treat everyone with dignity and respect.
- Keep all activities in public. Avoid being alone with an individual child or vulnerable adult.
- A single adult should not provide a lift to a child or children. Ensure another adult is present.
- Be available, but do not intrude on personal space and privacy.
- Touch should be related to the child's or vulnerable adult's needs, not the helper's. Touch should be age appropriate and generally initiated by the child or vulnerable adult not the helper.
- Challenge unacceptable behaviour.
- Be prepared to refer to someone with greater experience or expertise.
- Report all allegations or suspicions of abuse.

Our contact details

Friends of Rosie Children's Cancer Research Fund
Registered office:

86 Deansgate
Manchester
M3 2ER

Email: info@friendsofrosie.co.uk
Phone: 0161 834 7333