

QARANC Association Safeguarding Policy

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Related Policies:

QARANC Association Complaints Policy
QARANC Association Risk Management Policy
QARANC Association Social Media Policy
The [Governance Code](#)
The [Charity Ethical Principles](#)

CONTENTS

Page

| | |
|---|---|
| 1. Policy statement | 3 |
| 2. Understand and manage the risks | 3 |
| 3. Good practice guide | 4 |
| 4. Recognising abuse | 5 |
| 5. Actions on disclosure or concerns of abuse | 6 |
| 6. External resources | 6 |
| 7. Annex A. Flowchart: Disclosure/suspecting of abuse | 7 |
| 8. Annex C. Incident Report Form | 8 |

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Policy Statement

1. The aim of the QARANC Association Safeguarding Policy is:

- a. To provide a safe and welcoming environment, where everyone is respected and valued, for all who are members of or receive support from the QARANC Association.
- b. To ensure the Association is run in a way that actively prevents harm, harassment, bullying, abuse and neglect, providing staff, trustees, branches and volunteers with overarching principles that guide our approach to safeguarding, protecting members and the reputation of the charity.
- c. To respond well if there is a report of a safeguarding issue and provide a process to support any staff, trustee, branch, member, volunteer or member of the public who has a cause for concern regarding a safeguarding issue.

Understand and Manage the Risks

2. The Association recognises that all of us can be at risk of harm, but there is a particular need to protect those whose risk is increased by circumstances such as illness, disability or care and support needs. It is recognised that this increased risk may be temporary or permanent and may be visible or invisible, but that it does not diminish our friendship and respect for others.

3. This policy applies to all staff, trustees, volunteers and anyone working on behalf of the Association, at any workplace, on-line or at physical event or Branch activity in the name of the QARANC Association.

4. This policy has been developed in accordance with the following guidelines:

- a. National Council for Voluntary Organisations (NCVO)
<https://knowhow.ncvo.org.uk/safeguarding/steps-to-a-safer-organisation>
- b. The Charity Commission,
<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

5. The Designated Safeguarding Lead¹ (DSL) is the Regimental Secretary who will:

- a. Act as the main source of support, advice and expertise in the Association's approach to safeguarding.
- b. Coordinate and distribute policies, procedures and resources for safeguarding and facilitate training.
- c. Manage safeguarding concerns, allegations or incidents reported to the Association, and manage referrals to social services or the police in allegations of harm or abuse.
- d. Undertake appropriate DSL training, such as recommended by the NCVO and one of the adult safeguarding lead organisations the Anna Craft Trust².

¹ Key NCVO resource: [Designated Safeguarding Lead Handbook](#)

² Anna Craft Trust <https://www.anncrafttrust.org/events/safeguarding-adults-at-risk-training-for-managers-and-designated-safeguarding-leads-sep-oct-2020/>

6. The Lead Trustee for Safeguarding³ is the Senior Serving Trustee who is responsible for:
- a. Strategic implementation of safeguarding through Association plans, risk register, safeguarding reports to Board of Trustees and culture assessment.
 - b. Effective policy and practice, learn from national case reviews, oversee safeguarding allegations, be a point of contact for complaints about action or inaction, and remain current in safeguarding training at Level 3⁴.
 - c. Create the right culture by championing safeguarding, attend safeguarding training and events, support individual and collective safeguarding understanding, work with Chair and DSL in order to manage serious safeguarding cases, report staff and volunteer views to the board.
7. Safeguarding is everyone's responsibility, for those new to safeguarding the Anna Craft Trust *What is Safeguarding* <https://www.anncrafttrust.org/resources/what-is-safeguarding/> should be viewed for awareness. Additional training may be accessed via the DSL such as the NCVO on-line training *Safeguarding Essentials for Charities*, at a membership discounted rate, as required.

Good Practice Guide

8. The points below are good practice:
- a. Work is to be planned so as to minimise situations where abuse or allegations of abuse can occur, in line with the charity governance code⁵ of openness, accountability.
 - b. All personnel running Association and Association Branch events will be required to read and follow this policy. A copy of the policy will be maintained in the Association governing documentation and Safeguarding awareness will be an agenda item on the QARANC Association Chairs and Secretaries annual meeting.
 - c. Photographs/media taken at Association or Association Branch events are for personal use. Consent is to be gained by photographers from the subjects of the photographs/media and an agreement to the limits⁶ of use of with regards to posting to The Gazette, Association, Branch or personal social media or the Association website.
 - d. All staff, trustees, Chairs, Branches, members should remain alert to signs of abuse or neglect, to help identify when something is wrong.
 - e. All personnel should work in an open and transparent manner, recording and reporting any 1:1 interaction with vulnerable members; personal home visits are recorded in Branch reports.
 - f. If a person is concerned about or discloses any intended harm, neglect or abuse, the safeguarding process at Annex A should be followed, and recorded on the form at Annex C.
 - g. All causes for concern should be raised to the DSL without delay, regardless of the magnitude of the concern. If there is imminent danger to life or safety then the emergency services should be alerted on 999.

³ Key NCVO resource [Lead Trustee for Safeguarding](#)

⁴ Level 3 Safeguarding is required by Defence Medical Service Policy for Senior Nurses.

⁵ <https://www.charitygovernancecode.org/en> : Focus on organisational purpose, leadership, integrity, risk management, diversity, openness & accountability.

⁶ The assumed photograph/media limit is for personal sight only.

h. The Association motto of friendship encompasses support, trust, respect, advocacy and accountability.

9. Staff/volunteers should not:

- a. Engage in or allow inappropriate language or behaviour to be unchallenged.
- b. Let allegations or observations of abuse go unchallenged or unreported.
- c. Do things of a financial/personal nature for others that they can do for themselves.

10. Disclosure and Barring Service (DBS) checks are not required for QARANC Association staff, volunteers or members, because the Association does not provide health or social care. To mitigate risk in this area a robust recruitment process is followed which comprises detailed application forms, self-disclosure, robust interviewing that covers safeguarding, equality and diversity knowledge and skills, reference checks, a thorough induction process, verification of qualification and experience and risk assessments. Once a person is in role a probationary period ensues with review and annual appraisal and safeguarding training appropriate to role.

Recognising Abuse

11. Abuse is a form of maltreatment. Somebody may abuse or neglect a person by inflicting harm or by failing to act to prevent harm. People may be at risk of abuse in a family or in a care home or hospital or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or child.

12. Physical Abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a person. Physical harm may also be caused when a family member or carer fabricates the symptoms of, or deliberately induces, illness in another.

13. Psychological Abuse may involve threats, harassment or forcing someone to live somewhere they do not want to. It may include not giving the person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. These may include overprotection or limitation of normal social interaction.

14. Financial abuse may involve pressuring a person to give away money or property.

15. Sexual Abuse involves forcing or enticing a person to take part in sexual activities, not necessarily involving a high level of violence, where the person has not consented to the activity.

16. Neglect is the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or wellbeing. Neglect may occur by failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a person from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, an person's basic emotional needs.

17. If a member of staff or volunteer has concerns, it is NOT their responsibility to decide if it is abuse BUT it is their responsibility to act on their concerns and report the issue. The Action on Elder Abuse helpline is a freephone service for advice and guidance 0808 808 8141.

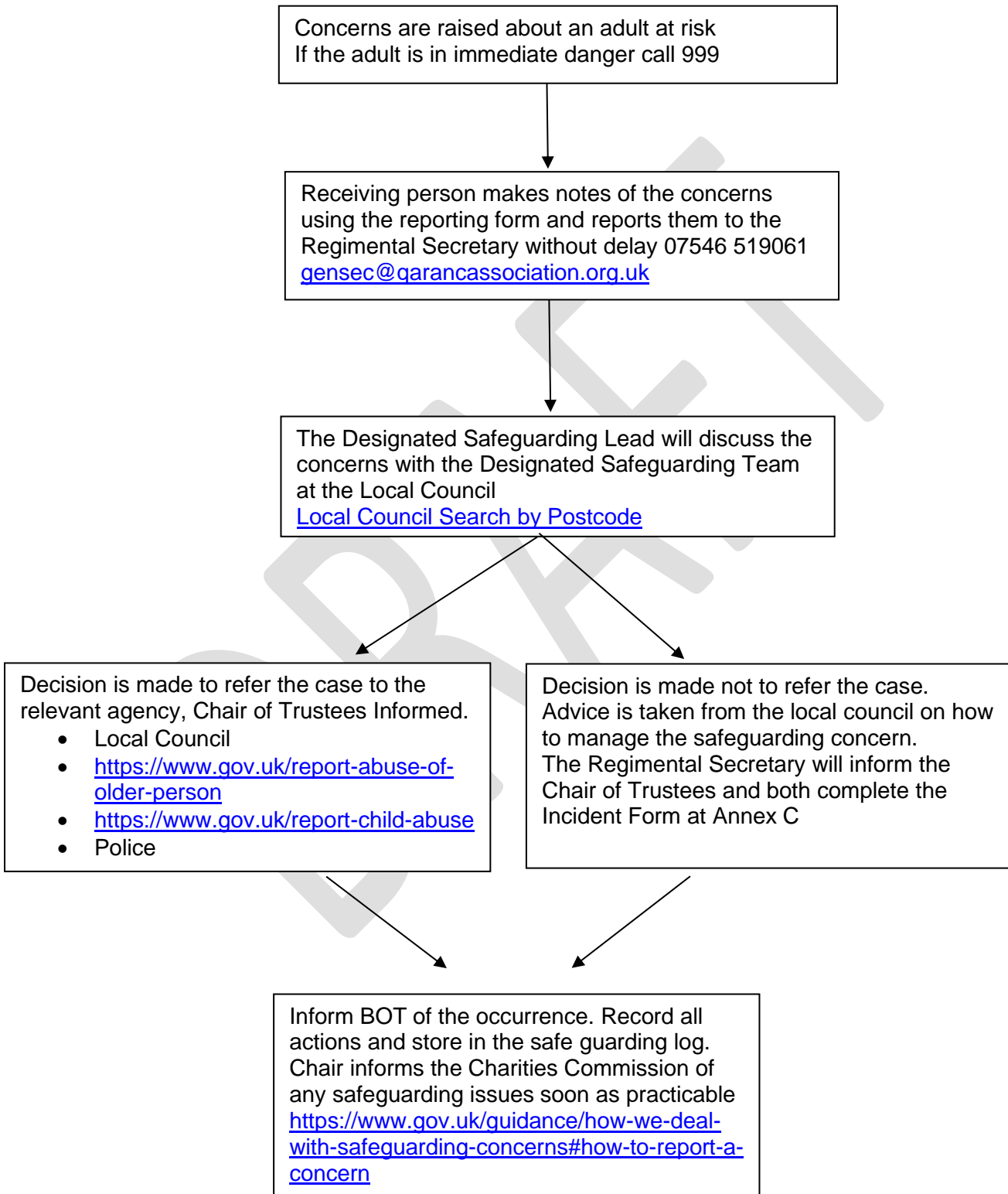
Action on Disclosure or Concerns of Abuse

18. Tell the person concerned what you are going to do about the concern and note any views they may have regarding how they wish to deal with the matter.
19. Collect all available and relevant facts and appropriate information, completing the Safeguarding Incident Report form at Annex B.
20. Make a written record of the concern.
21. Document clearly if there are reasons you are not following the preferences of the person at risk, such as where harm has occurred is the risk is high.
22. Tell only the people who need to know, primarily the DSL, Regimental Secretary.
23. Consider the balance between listening to someone's wishes and needing to refer information where others may be at risk.
24. Inform the person involved about the outcome of any processes.
25. If someone is injured or at immediate risk, take immediate action by dialling 999 for police or ambulance.
26. Action to avoid:
 - a. Rush into actions that may be inappropriate, such as challenge the alleged perpetrator.
 - b. Make promises you cannot keep, such as confidentiality.
 - c. Ask inappropriate questions, which may jeopardise any impending police investigation.
 - d. Take sole responsibility – always consult the DSL who will contact external agencies for advice and support.

External Resources

27. Safeguarding advice can be obtained from the following:
 - a. Multi-Agency Safeguarding Hub (MASH) – 0300 470 9100
 - b. Emergency out of hours team – 01483 517898
 - c. Concerns for a child or young person – <https://www.gov.uk/report-child-abuse>
 - d. Concerns for an adult – <https://www.gov.uk/report-abuse-of-older-person>

**FLOWCHART: WHAT TO DO IF CONCERNS ARE RAISED ABOUT
AN ADULT AT RISK**



INCIDENT REPORT FORM

Person whom concerns are about

Person: Date:

Address:.....

Postcode:.....

Person raising the concern

Name:

Address:

.....

Role:

Reason for concern:

.....

Record what was said and seen (use additional paper, as required)

Action taken

POLICE 999/111 Yes/No/Not Appropriate

Officer reported to:

Date / time incident reported:

Details of advice received:

Reported to DSL Yes/No/Not Appropriate

Date / time incident reported:

Details of advice received:

OTHER: contacted other organisations for advice? Date / time of call:.....

Which organisation(s):

Person advice received from:

Details of advice received:

Communication

Has the person at risk been informed of action taken Yes/No

Has the person at risk been consulted and declared their preferences Yes/No

Please record detail below:

Action Completed

Lessons Learnt

Designated Safeguarding Lead:

Signature:

Date:

Chair of Trustees:

Signature:

Date: