The Shalom Network

Safeguarding Policy

Version 3.0   Approved Version

Document Owner: Steve Thompson

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The Shalom Network

1   Document Control

1.1   Document History

Date	Version	Version Author	Update Summary
09/05/21	1.6 (Draft) for Review and comment	Clive Paragreen	Set format, include TOC, material content update
12/05/21	1.7 (Draft) for Review and comment	Clive Paragreen	Content rationalised and simplified
13/05/21	1.8 (Final Draft) for Approval	Clive Paragreen	Amended section 5.5 and Appendix A
20/05/21	1.9 (2nd Final Draft for Approval)	Clive Paragreen	In line with signatory feedback, corrections to grammar, minor wording changes and additions to appendices.
31/05/21	Version 2.0 Approved	Clive Paragreen	Title page and other references updated to approved
30/01/23	Version 2.01 Final Draft Following 2023 Review	Clive Paragreen	Minor amendments and updates following whole team review.
06/02/2023	Version 3.0 Approved by Trustees	Clive Paragreen	No further amendments

1.2   Distribution

All approvers   Trustee's Reference
Miriam Goldby   Designated Safeguarding Officer for reference
Cheralyn Thompson   Designated Safeguarding Officer for reference
Jane Butler   Designated Safeguarding Officer for reference

1.3   Approvers

Steve Longton   Trustee
Jess Thompson   Trustee
Lorraine Fellows   Trustee
Jen Hale   Trustee
Clive Paragreen   Trustee
Steve Thompson   Trustee and Safeguarding Manager

1.4   Storage and Retention

Current version to be present in the live document zone.
Archiving policy to be determined, currently on local hard drives and personal cloud storage.

The Shalom Network

CONTENTS

The Shalom Network

2 Our Safeguarding Policy

The Shalom Network is a registered charity and one that is open to everybody within the community. That inclusive culture has led us to focus on the needs of those having additional and specialised needs. We are committed to safeguarding those that we work with, walk alongside and support, many of whom are vulnerable. Our policies, procedures, training, as well adherence monitoring and measures have been created and are maintained to keep people safe.

That's what it's about, keeping people safe from harm. This includes protecting the right to live in safety, free from abuse and neglect. Our policies and supporting procedures emphasise a preventative culture, as well as being clear and definite on managing policy failure should any incidents be alleged to have occurred.

Failure to effectively implement a safeguarding policy and its supporting procedures is unacceptable in any organisation, but even more so for one rooted in Christian values and whose commitment to serve extends to those who are particularly vulnerable.

The Shalom Network

3 Protection of Vulnerable People – The Shalom Network **Policy Statement**

The Shalom Network safeguarding policy and its implementation not only meets its obligations under the law, but is also a living expression of Christian principles, particularly those of justice and equality.

The policy aims to be easily understood, manageable, deliverable in practice, with key elements able to be measured for their effectiveness.

This policy applies to all team members, permanent or contracted, and volunteers, collectively referred to elsewhere in the document as the 'team' or 'team members'. It is available to beneficiaries, next of kin and carers on request and this statement is posted on The Shalom Network website.

This policy is part of a whole approach to safeguarding that includes elements of, health and safety, equal opportunities, data protection and correct working practice.

It is fundamental to our vision and values that all people have rights as individuals and should be treated with dignity and respect, whatever their age, culture, disability, gender, sexual orientation, or religious belief.

The policy is consistent in its approach to risk and reflects an appropriate risk appetite, a balance between personal liberty and the need to intervene.

The Shalom Network is committed to ensuring that all those who are involved in the charity's activities, but in particular those who are vulnerable, are protected through the effective implementation of the safeguarding policy and supporting procedures.

The Shalom Network will monitor and measure the effectiveness of and adherence to its policies and practices to ensure our intentions are met.

The Shalom Network will take all possible steps in preventing bullying at all levels, reflecting a 'zero tolerance' approach to all forms of abuse, mistreatment and neglect.

The Shalom Network will ensure that all suspicions and allegations of abuse are taken seriously formulating a swift and appropriate response. All those involved with our work are clear on how to take steps to prevent and respond appropriately to abuse and mistreatment. If person(s) involved have a communication disability, all necessary, independent support will be provided to ensure consistency.

The Shalom Network will safeguard adults in a way that supports them in making choices and having control about how they want to live, finding the right balance between protection from harm and the freedoms of legally empowered people. A person's choice is respected even though it may put them at risk of harm. Powers to intervene may be limited by the legal rights of the individual.

The Shalom Network

4 Designated Safeguarding Roles

4.1 Trustees

The Shalom Network trustees are responsible for ensuring that the charity follows both the law, and its moral compass regarding the safeguarding of children, young people, and vulnerable adults. The Charity Commission's guidance is clear, trustees are responsible for ensuring that there are proper procedures and processes are in place to ensure that any activity has been adequately assessed for risk and that the safeguarding policy and procedures can be applied in practice.

They must also ensure that on-going monitoring is undertaken to evidence that this safeguarding policy and its supporting procedures are being effectively implemented. This is critically important.

Day to day responsibility is delegated to the Data Protection Manager and/or officers. However, all members of the team have responsibilities for safeguarding. These responsibilities are clearly communicated and understood through induction and ongoing training and briefings.

4.2 Safeguarding Manager

The Shalom Network will have a suitably qualified and experienced Safeguarding Manager responsible for:

- Implementing the policy and all applicable related procedures and work methods.
- Ensuring The Shalom Network Safeguarding policy is fit for purpose at all times.
- Responding to requests for information about the policy from beneficiaries, colleagues, outside agencies, partners and other third parties.
- Facilitating policy and procedure reviews, amendments, and advice of changes to the workforce.
- Notifying trustees of items that require their attention and any approvals.
- Communication with and/or reporting to the relevant Regulators and authorities.
- Involving and co ordinating the participation of the wider team in the review and maintenance of the policy and supporting procedures.
- Keeping beneficiaries informed about safeguarding and people protection.

The appointee must be a trustee of The Shalom Network, have sufficient authority and independence within the charity to monitor all safeguarding matters, and have successfully completed training to Safeguarding Level 3

They will be the primary point of contact, along with the Safeguarding Officers, for the reporting of any incidents, allegations or concerns relating to safeguarding.

The Shalom Network

4.3   Safeguarding Officer

The Shalom Network will have at least one or more suitably qualified and experienced Safeguarding officers assisting the Safeguarding Manager in fulfilling the responsibilities listed above, also acting as deputy where appropriate and agreed.

They will be a member of The Shalom Network workforce having successfully completed training to Safeguarding Level 3.

The Shalom Network

5 Policy Body

5.1 Risk and Risk Assessments

The Shalom Network Trustees have a duty to ensure effective risk management relating to its activities and to protect beneficiaries, and team members It is crucial that any safeguarding threats and hazards are identified assessed and mitigated so that activities can take place safely.

This policy considers potential risk to operational capability, credibility, reputation and assets of the Charity, posed by the consequences of failed implementation of an effective safeguarding policy and procedures. This policy and its supporting procedures are in themselves a product of wider risk assessments.

The Shalom Network Trustees must ensure that any risks that may arise from the Charity's activities and operations are regularly reviewed. They are also responsible for the development and maintenance of an appropriate risk register as well as the safeguarding policy and procedures.

Through implementation and rigorous adherence to the policy and supporting procedures, The Shalom Network will effectively manage any safeguarding risks associated with its activities.

Management of risk and risk assessments is fully covered in The Shalom Network Correct Working Methods.

5.2 Recruitment and Vetting

The Shalom Network Policy ensures that the background, skills, experience and qualifications of all those involved with the work of the charity are appropriately assessed and checked. These steps address the inherent risks involved in delivering the charity's purposes and ensure the most appropriate match between personal profiles and the demands of any role.

The Shalom Network People policy covers all aspects of recruitment, training, development and performance management.

5.2.1 Job Descriptions

All positions and roles should be adequately described and defined in a job description and these should be periodically reviewed. They must clearly describe the outline of the role and the experience, qualifications and clearances required.

5.2.2 Interviews

Wherever possible, anyone seeking to join The Shalom Network team in whatever capacity, will be interviewed by a core team member. Exceptions would be appropriately qualified instructors, consultants and specialised subject matter experts with an established track record of delivery, particularly if they are only carrying out a short project.

The Shalom Network

5.2.3   References and Disclosures

A list of references and documentation are required and will be asked for as part of the recruitment process. Sufficient references and documents must be checked to be certain of:
   a) The person's identity
   b) Their suitability for work with children and adults who may be vulnerable
   c) At least one referee having sufficient knowledge and experience to judge suitability.

A DBS check must be carried out for each team member and a satisfactory response received before any person can move into a role or participate in specified activities.

All Trustees are included in the scope of this policy.

The level of check sought will comply with the Disclosure Rules and associated legislation in force at the time.

The nature of The Shalom Network activities dictates that roles and situations can change over time. Therefore, roles and DBS certificates already in place must be regularly reviewed to ensure that an appropriate level of check has been carried out for all workforce members.

An existing DBS certificate can be accepted providing the following conditions are met:

1. The individual has signed up for the DBS Update Service and the validity and status of the certificate has been checked by The Shalom Network using this service and the content of the certificate has been found to be satisfactory. (Via the various organisations that where the sessions are taking place).

    or

2. The disclosure is not more than 3 years old, and the disclosure has been seen and relevant information recorded which provides the certificate number and date, and

3. The disclosure is at a sufficient level or greater and consistent with the roles and responsibilities and a similar or higher risk client group, and

4. The organisation which carried out the check has been contacted and has confirmed that they "do not have any reason to believe that the person may be unsuitable to work with children or adults who may be vulnerable", and

5. The Shalom Network has sufficient links with the organisation that took out the check to be confident that we would be made aware of any issues arising with regards to the suitability of the individual.

Compliance with condition 1. Is preferred wherever possible. It is intended to phase out condition 2. over a 3-year period ending in August 2024.

The Shalom Network

Where an individual has more than 6 months' break from working for The Shalom Network and does not have a continuing track record of work with a known, accredited and trusted organisation, a new DBS certificate may be sought, and the individual may also be asked to go through a full or partial recruitment process again. This will be decided depending on the outcome of a risk assessment.

Workforce members will not be allowed to work on a one to one or unsupervised basis until satisfactory DBS certification has been confirmed. The person or people with management responsibility for the individual will be informed of this and advised when the DBS check has been satisfactorily completed.

5.2.4   Information Capture, Storage and Record Retention

Effective safeguarding requires an adequate and robust policy supported by procedures and controls.

The requirements of this policy section are met in The Shalom Network Data Protection Policy and its supporting procedures and methods.

5.3   Training and Development

All workforce members will, through induction, ongoing training and development programmes have sufficient working knowledge and understanding of The Shalom Network's current safeguarding policy. They will also be required to attend formal safeguarding training in line with the register of training needs.

All staff and volunteers will be required to successfully complete safeguarding training appropriate to their role(s) and the activities in which they are involved. They will in that training have evidenced the required level of competence.

They will be exempted if they can evidence that they have completed appropriate training through another recognised organisation within 2 years previous and have at least 3 months existing accreditation.

All relevant records, training registers, skills matrices and personal development plans should be updated to note that a course has been completed and any qualifications and/or accreditations awarded.

Policies relating to skills assessments, training, development and relevant records are covered in The Shalom People Policy.

5.4   Procedures

The Shalom Network maintains and provides detailed methods and procedures, a procedures manual, detailing safe working practice for all those across the Charity to follow when working and volunteering with children, young people and vulnerable adults. This constitutes a code for safer working practice. As such it assists those working with children and vulnerable adults to do so safely and responsibly, enabling each to monitor their own standards of integrity and good practice. The procedures set out

The Shalom Network

clearly expectations for behaviour and codes of practice that reduce the possibility of positions of trust being abused or misused, or false accusations being made.

Further details are laid out in Appendix C, however the full methods and procedures are contained in a separate procedures manual.

5.5   Informing and Communicating

The Shalom Network Safeguarding Policy Statement will be published on the charity's website. Full copies are available on request, in English, in electronic format and/or hard copy. Specialised requests, such as braille, large print or audio versions can be provided, but are subject to longer lead times.

There will be regular and informative updates for trustees, workforce members and beneficiaries on safeguarding and people protection. This will vary in format and the media over which it will be delivered. From time to time there may also be updates for donors and sponsors.

5.6   Incident Management

In the event of a report or allegation of abuse, mistreatment, or negligence, it should be:

> Reported to a designated The Shalom Network Safeguarding Officer immediately.
> Handled and recorded in a secure and responsible way.
> Managed in accordance with The Shalom Network safeguarding policies and procedures.
> Actioned with urgency, ensuring further harm or damage is stopped or minimised.
> Reported to all relevant agencies and regulators in full where required.
> Communicated in a considered way to charity stakeholders.
> Transparently managed, upholding The Shalom Network's reputation for acting with integrity.
> Reviewed by inquiry to understand root cause how to prevent a recurrence.
> Reported to the police if the incident or concern involves criminal behaviour.

Detailed guidelines on how to respond to an incident form part of relevant safeguarding training and are laid out in The Shalom Network Procedures Manual.

5.6.1   Incident Log

A log will be kept of all relevant safeguarding incidents, protection issues, accidents, behavioural problems etc. This document will be confidential with access allowed by the Designated Safeguarding Officer and core team. Directly relevant sections will be released to people who need to know, when required.

5.6.2   Incident Inquiries and Reports

A comprehensive inquiry must be held following an incident or allegation. Any inquiry process should be handled objectively, sensitively and sympathetically. Involvement should be restricted to essential persons

only, but as a minimum a safeguarding officer and/or a trustee should preside and involved parties, or their representatives participate.

A concise report must be produced and referred to the Safeguarding Manager and a decision made as to whether the matter needs to be referred to the trustees or outside authorities (see below).

Any required action or improvement plan must be documented, sponsored by a trustee and its progress tracked to ensure satisfactory completion.

The Trustees acknowledge their duties to make a Serious Incident report to the Charity Commission and other relevant bodies if:

- There has been an incident (alleged or actual) of abuse, mistreatment or neglect relating to the activities of The Shalom Network.
- Beneficiaries of The Shalom Network have been, or are alleged to have been, abused or mistreated while under the care of the charity, or by someone connected with the charity, for example a trustee or workforce member; or
- There has been a breach of procedures or policies at the charity which has put beneficiaries at risk, including a failure to carry out checks which would have identified that a person is disqualified under safeguarding legislation, from working with children, young people or vulnerable adults.

5.7   Third Party Engagement

Every effort should be made to ensure that the safeguarding policies of third party providers and partners are equal or greater in scope than The Shalom Network safeguarding policies. There should be evidence that their policies are rigorously applied and adhered to.

As a minimum, assurances should be obtained in writing that current and credible policies are in place and effectively implemented. These should be compliant with local safeguarding policies and arrangements.

It should be clear that any third parties have a firm grasp and practical understanding of safeguarding obligations.

Safeguarding must be included in all contracted, sub-contracted or partnership delivered services.

Checks to be made to ensure that adequate policies and procedures are in place.

5.8   Related Policies and Other Artefacts

This policy references a number of other policies and procedures that are relevant to effective safeguarding.

The Shalom Network

- The Shalom Network Procedures Manual
- The Shalom Network Risk Register
- The Shalom Network Data Protection Policy
- The Shalom Network Equal Opportunities Policy
- The Shalom Network Health and Safety Policy

5.9   Maintaining the Policy

The policy must be current and relevant, and whilst the trustees have a responsibility to review and agree this policy annually and confirm with The Shalom Network team, the possible need for interim reviews and updates should be acknowledged.

The safeguarding manager will, be responsible for reviewing the policy in the light of material legislative and operational changes. They will work with designated safeguarding officers and workforce members to review and recommend actions to the trustees.

During periods of organisational change and growth interim reviews are more likely.

Following a review, when changes to the policy are required, a working group should be formed to update the policy document to a draft revision for approval by the trustees and designated safeguarding officers. The detail of any changes should, where required, be reflected in any procedural, guidance and training material. Workforce colleagues should also be briefed.

The Shalom Network

A. Appendix A – Contact Details

Designated Safeguarding Officers

Steve Thompson (Safeguarding Manager) **Mob:** 07968341457
Email: steve999tommo@hotmail.com

Jane Butler (Safeguarding Officer) **Mob** 07584168645
Email: janebutler@theshalomnetwork.org.uk

Miriam Goldby (Safeguarding Officer) **Mob:** 07375 395036
Email: miriamgoldby@theshalomnetwork.org.uk
Tel: 01594368572

Cheralyn Thompson (Safeguarding Officer) **Mob:** 07779 312832
Email: cheralyn63@gmail.com

Trustees

Clive Paragreen (Chair) **Mob:** 07432201490
Email: cliveparagreen@theshalomnetwork.org.uk

Jessica Thompson (Vice Chair) **Mob:** 07891645974
Email: jess_thompson89@hotmail.com

The Shalom Network

B. Appendix B – Terms and Definitions

Third Party

The term **'third party'** relates to a person or group besides the two primarily involved in a situation.
For example, party one = The Shalom Network, party two = The Shalom network beneficiaries, party three = suppliers and partner organisations.

Workforce

Within the context of The Shalom Network's documentation, **'Workforce'** is the collective term covering, employed, contracted and volunteer colleagues engaged in carrying out the charity's activities.

Beneficiary

A *beneficiary* is anyone who uses or benefits from a *charity's* services or facilities, whether provided by the *charity* on a voluntary basis or as a contractual service, perhaps on behalf of a body like a local authority.

Someone who is vulnerable

Vulnerability is something that is not confined to a person or a particular group of people.
It is potentially possible for anyone to be vulnerable at some stage in their lives.

Definitions of Abuse

Physical - Where the person's body is hurt or injured, including risk of harm from community-based violence such as gang, group, and knife crime.

Emotional - Where the person does not receive love & affection, may be frightened by threats or taunts, or are given responsibilities beyond their age or ability.

Sexual - Where adults (and sometimes other children) use children, young people or vulnerable adults for personal gratification or commercial exploitation.

Neglect - Where adults fail to care for children and people who are vulnerable and protect them from danger, seriously impairing health, and development.

Financial or material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions or the misuse or misappropriation of property, possessions, or benefits.

The Shalom Network

Discriminatory abuse - including abuse motivated by discriminatory and oppressive attitudes towards race, gender, cultural background, religion, physical and/or sensory impairment, sexual orientation, and age. Discriminatory abuse manifests itself as physical abuse/assault, sexual abuse/assault, financial abuse/theft and the like, neglect, and psychological abuse/harassment, including verbal abuse.

Institutional abuse, neglect, and poor professional practice – including abuse that takes the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.

The Shalom Network

C. Appendix C – Summary of Referenced Documents

The Shalom Procedures Manual – Main Sections

- Recruitment and Induction
- Risk Assessments and Risk Management
- Safeguarding
- Group Meetings
- Event Management
- Online and Social Media
- Data Management/Data Protection
- Contact and Communication.
- Resourcing and Resource Planning
- Reporting
- Personal and Property Security
- Health and Safety
- Incident Management
- Finance and Accounting
- Collecting, recording and allocating donations
- Fundraising
- Work records, training register and skills matrices.
- Trustee and other management group meetings.

The Shalom Network Risk Register

- Risk description and reference
- Date recorded.
- Owner
- Priority Level
- Status, e.g., 'Open', 'Accepted'
- Outline action plan
- Planned remediation date.

The Shalom Network Equal Opportunities Policy

- Designated Equal Opportunities Roles
- Risk Assessments and Risk Management
- Policy Display and Publication
- Diversity and Inclusion
- Discrimination and Harassment
- Recruitment and Promotion
- Personal Information

The Shalom Network

- Incident Management
- Monitoring and Measuring Policy Effectiveness
- Maintaining the Policy

The Shalom Network Health and Safety Policy

- Designated Health and Safety Roles
- Risk Assessments and Risk Management
- Policy Display and Publication
- Personal Information
- Notifying Health Conditions
- First Aid Equipment
- Workplace Assessments
- Hygiene and Cleaning Standards
- Correct Working Practice – Safe Working Practice
- Accessibility
- Hazardous Materials
- Specialised Equipment, Apparatus or Systems
- Incident Management & Accident Book
- Monitoring and Measuring Policy Effectiveness
- Maintaining the Policy

The Shalom Network Data Protection Policy

- Designated Data Protection Roles
- Risk Assessments and Risk Management
- Policy Display and Publication – Privacy Notices
- Disclosure
- Data Collection – Informant Consent
- Data Storage
- Data Access and Accuracy
- Subject Access Requests (SARS)
- Correct Working Practice
- Incident Management
- Monitoring and Measuring Policy Effectiveness
- Maintaining the Policy