

## Safeguarding Policy

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### Commitment to Safety

Suffolk Preservation Society (“the Society”) works actively to prevent harm and promote the welfare of any children and adults at risk that we might interact with. This Safeguarding Policy applies to individuals referred to as 'Beneficiaries'.

The Society 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.

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 Society will always prioritise upholding the legal requirements.

The Society has implemented this Safeguarding Policy in fulfilment of its obligations as a charity. For questions about this policy, please contact the Director in the first instance, via email [director@suffolksociety.org](mailto:director@suffolksociety.org) or via phone 01787 247 179.

### Safeguarding Policy Scope

This Policy applies to everyone working for or representing the Society in the UK, regardless of position, employment type (full-time, part-time, temporary), or affiliation (trustee, direct employee, contractor, volunteer, intern; collectively “Society Representatives”).

This Policy is separate from employment contracts. To ensure its effectiveness, the Society may revise the Policy at any time and shall review it annually. We will communicate any changes transparently.

This Policy outlines the Society's approach to harm prevention for its Beneficiaries through Society Representatives' conduct and practices.

## Safeguarding Definition

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:

- a. Children, who are individuals under 18 years old (in England, Wales and Northern Ireland) or under 16 years old (in Scotland).
- b. Adults at risk, who are individuals 18 years old or over (in England, Wales, and Northern Ireland) or 16 years old or over (in Scotland) who require care and support, and due to this, are unable to protect themselves from harm (e.g. illness, disability). This can be temporary or permanent.

This Policy outlines the Society's commitment to protecting its Beneficiaries from harm caused by:

- a. the Society's activities and practices, and the potential for harm arising from the conduct of its Society Representatives, or
- b. People and situations beyond the Society's and its Society Representatives' 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.

This Policy defines a 'Safeguarding Concern' as any conduct or situation that a Society Representative or someone else suspects might violate the safeguarding commitments above.

## How Suffolk Preservation Society Protects Its Beneficiaries: Key Safeguarding Measures

The Society encourages Society Representatives to report any Safeguarding Concerns they identify (set out below under the heading 'Procedures: Reporting').

We create a safe, accessible, fair, and efficient space for all Society Representatives to raise safeguarding concerns (colleagues, beneficiaries, or anyone else involved). We expect all staff to listen attentively and professionally.

All reported concerns will be handled by designated individuals and teams following the Society's relevant procedures (detailed below under 'Procedures: Investigation and Response').

- a. The Society has fair and objective procedures to address all safeguarding concerns, even when they involve Society Representatives. 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.

The Director is designated as the lead for safeguarding policies and procedures within the Society.

Appropriate recruitment processes will be followed for all new staff members, including volunteers. These processes include:

- a. Conducting pre-employment checks following relevant regulations.
- b. Following the Society's staff recruitment and selection procedures.
- c. Treating all safeguarding information with the utmost confidentiality and security.  
This involves:
  - i. Complying with UK data protection legislation, including The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
  - ii. Following any applicable data protection policies and procedures.
  - iii. Providing Society Representatives with training on data protection and privacy, if appropriate.

- iv. Making it easy to access the Director, who can be contacted by emailing [director@suffolksociety.org](mailto:director@suffolksociety.org) or at 01787 247 179 for Society Representatives as an identifiable point of contact for questions or concerns about data protection and privacy.
- v. Sharing safeguarding information internally ONLY on a strict need-to-know basis to ensure the best possible care for the Beneficiary involved.

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

- i. Encouragement of open communication by informing beneficiaries about the Society's safeguarding procedures and how to report any concerns.
- ii. Acknowledgement by the Society Representatives of safeguarding laws, the Society's safeguarding commitments and procedures, and Society Representatives' responsibilities concerning these.

e. All safeguarding policies and procedures will be regularly reviewed to ensure that they are up-to-date with safeguarding law and that they remain suitable for the Society's activities and workforce, and meeting any review and evaluation requirements specific to the Society's industry and organization type.

### **Society Representatives' Responsibilities**

All Society Representatives are responsible for promoting the safety and well-being of all of the Society's Beneficiaries by following all of the Society's policies and procedures relevant to safeguarding and all UK laws relevant to safeguarding. Specifically:

All Society Representatives at the Society play a role in keeping Beneficiaries safe. In

case of doubt, it is important to contact the Director to clarify any aspect of roles and responsibilities.

Encourage all Society Representatives to actively participate and ask questions if anything is unclear to the Director.

Do not risk the safety or well-being of any of the Society'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.

Society representatives must report all safeguarding concerns that they have regarding beneficiaries' safety, regardless of whether the concerns relate to potential wrongdoing of other Society Representatives, other beneficiaries or external parties (e.g. parents, teachers, other organisations or members of the public)

### **Procedures: Reporting**

Society Representatives who identify a safeguarding concern must report it forthwith to the Designated Safeguarding Lead or Designated Safeguarding Trustee (as specified in the flowchart below).

Society representatives will follow the standard reporting steps and report the concern (using the reporting procedure in the flowchart below). 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 the designated safeguarding lead or designated safeguarding trustee.

### **Procedures: Investigation and Response**

All reported safeguarding concerns at the society 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 Director at [director@suffolksociety.org](mailto:director@suffolksociety.org) .

We aim to keep Society Representatives 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.

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

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.

### Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	Sept 2025	Initial draft approved	Annually

## Flowchart for referral for actual or suspected abuse

### See it. Recognise it. Report it.

If the matter is urgent because a child or adult at risk of harm is in immediate danger phone 999 for the Police.

#### See it.

Are they safe? If you are concerned about a child or Adult at Risk of Harm you could help stop abuse if you follow the safeguarding policy and procedure (use this flowchart)

*It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Safeguarding Lead and/or appropriate authority*

#### Recognise it.

- Share your concerns/information with the Safeguarding Lead/ Deputy Safeguarding Lead.
- For concerns about an Adult at Risk of Harm: Use the Safeguarding Adults Framework to guide your discussions on thresholds for safeguarding referrals
- For concerns about a child (under 18 years of age): Use the Suffolk Thresholds of Needs Matrix to guide your discussions on thresholds for safeguarding referrals
  - If you need to discuss whether or not a referral is required, call the MASH Professional Consultation Line on 0345 6061499 to speak with a MASH social worker - or use their webchat
  - If there is immediate danger to the child or Adult at Risk call 999 for the Police.

#### Report it

If you have a concern about a child or an Adult at Risk and need to make a safeguarding referral use the relevant online [Suffolk Portal \(child or adult\)](#).

#### Contact information

Safeguarding referral: [Via portal](#).

Customer First [0808 800 4005](#)

MASH Professionals Consultation line [03456 061 499](#)

**Police: 999 if it is an emergency**

Safeguarding Lead: Director of SPS tel. 01787 247 179 email: [director@suffolksociety.org](mailto:director@suffolksociety.org)

Safeguarding Trustee: Thomas Seymour  
tel. 01986 798254 07703368057 email: [tseymour@wilberforce.co.uk](mailto:tseymour@wilberforce.co.uk)

**Notes:  
reporting for CYP**

- *Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring*
- **Local Authority Designated Officer (LADO) Referrals**  
If you have concerns about an adult working with a child under the age of 18 that you would like to report, [access the LADO page for more information](#)

**Notes:  
reporting for Adults at Risk**

*It is essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant.*

However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.*



This Appendix does not form part of the Safeguarding Policy but is for internal reference and guidance

## Review the Safeguarding Policy

### Safeguarding Policy: instructions for

Ensure that your Safeguarding Policy includes all necessary information:

- **Contact details:** Include 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.
- **Confidentiality:** Define rules for handling sensitive information related to safeguarding.
- **Review schedule:** Add a timeline for regularly reviewing and updating the policy annually.

  

- **Distribute the Safeguarding Policy**  
Once the policy is finalized, display a copy in the premises and
  - Make a copy available to everyone within the organization who has contact with children or vulnerable adults.

## Implement the Safeguarding Policy

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 **accessible on request 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 utilized**, protecting the rights and well-being of all individuals under your organization'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.