

---

# Friends of Old Portsmouth Association (FOOPA) Safeguarding policy and procedure

June 2022

---

## 1. Introduction and purpose

This policy sets out how FOOPA operates to keep adults at risk of abuse or neglect and children safe from abuse.

The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

We have a Duty of Care to our volunteers, members and participants. We are committed to the protection and safety of adults at risk and children whether they are volunteers and/or participants in our activities. We will protect and support the volunteers who work with us.

All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. Children's legislation includes the Children's Act 1989 and 2004. This policy is based on statutory guidance laid out laid out by the Government: <https://www.gov.uk/guidance/safeguarding-for-charities-and-trustees> and relevant legislation under the Health and Care Act 2022 (currently under review). All charities have a responsibility to ensure they don't cause harm to anyone who has contact with them. FOOPA is a volunteer-run community organisation and we are committed to the principles enshrined in the Safeguarding for Charities and Trustees responsibilities where relevant and appropriate.

Safeguarding is everyone's responsibility. For our safeguarding policy to be effective every volunteer and FOOPA member who supports us whatever their role, will play their part in keeping people safe.

## 2. Definitions

### Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

**Children and young people** are defined as those persons aged under 18 years old. This policy will apply to all FOOPA committee members, contractors and volunteers and will be used to support their work.

"Safeguarding and promoting the welfare of children" is defined in Working Together 2018 as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

## 3. Persons affected by this policy

- All volunteers, FOOPA committee members (Staff) and members
- All participants in activities, events and meetings organised by FOOPA

## 4. Our Policy

- FOOPA has a zero-tolerance approach to abuse
- There are no excuses for not taking all reasonable action to protect adults at risk and children from abuse, exploitation, radicalisation and mistreatment
- FOOPA recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse. It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised
- The welfare of the child and/ or adult at risk is paramount and all adults have the right to protection from abuse

FOOPA is committed to working with appropriate agencies to ensure the reporting of abuse is appropriate and in line with local and national Information Sharing guidance

- FOOPA will create an environment where volunteers and staff feel able to raise safeguarding concerns and feel supported with their safeguarding responsibilities
- FOOPA Committee Members are given an induction to the organisation; which includes awareness of their safeguarding responsibilities and procedures to be followed if they have a safeguarding concern
- Appropriate Safeguarding training can be provided to Committee Members and volunteers as part of their induction if required (contact [Sandie.davis@hiveportsmouth.org.uk](mailto:Sandie.davis@hiveportsmouth.org.uk) for support and advice)
- All volunteers, staff and participants are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding including the reporting of people at risk of radicalisation and extremism.
- All volunteers, staff and participants must be clear on appropriate behaviour and responses
- All volunteers, staff and participants who come into contact with adults at risk of abuse, and children and their families, as part of FOOPA's activities will be alert to possible signs of abuse and consider whether there may be safeguarding concerns
- Anna Koor is the Designated Lead for safeguarding at FOOPA. She has a DBS check in place
- The Designated Safeguarding Lead for FOOPA will fulfil their safeguarding responsibilities in a way that ensures that adults and children are safeguarded from harm. The Safeguarding Lead is responsible for following up and reporting any suspected reports of abuse
- Recruitment processes of volunteers and staff is mindful of the FOOPA Safeguarding policy, including potential situations that may warrant obtaining a DBS check
- A senior committee member will have leadership responsibility for FOOPA's safeguarding arrangements. (Anna Koor - with effect from June 2022)
- This policy will be reviewed every two years by the Committee

# FLOWCHART FOR REFERRAL FOR ACTUAL OR SUSPECTED ABUSE (2022)

## 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.
- If you need to discuss whether or not a referral is required, call the MASH Professional Consultation Line on 023 9268 8793 to speak with a MASH social worker - or email [mash@portsmouthcc.gov.uk](mailto:mash@portsmouthcc.gov.uk)
- 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 portal. See <https://www.portsmouth.gov.uk/services/health-and-care/children-and-families/keeping-children-safe/>

### Contact information

Safeguarding referral via website: [foopa.org.uk](http://foopa.org.uk)

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

Safeguarding Lead: Anna Koor tel. 07962538831

email: [anna.koor@ntlworld.com](mailto:anna.koor@ntlworld.com)

Safeguarding Deputy: Gail Baird tel. 07809558474

email: [gail.baird@131design.org](mailto:gail.baird@131design.org)

#### 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)**  
If you have concerns about an adult working with a child under the age of 18 that you would like to report : 023 9288 2500.  
[LADO@portsmouthcc.gov.uk](mailto:LADO@portsmouthcc.gov.uk)

#### 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.*