



The Benjamin Foundation

Policy Number:	2
<b>Policy Name:</b>	<b>Safeguarding</b>
Effective Date:	01/09/21
SMT Review	25/08/21
Trustee Approval	01/09/21
Policy Author/Owner	Sharon Matthews
Policy Classification:	Unclassified

## 1.0 Purpose

The purpose of this policy is:

- To protect children, young people and vulnerable adults who use/receive The Benjamin Foundation's services
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding

## 2.0 Policy Statement

The Benjamin Foundation believes that a child, young person or adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults that come into contact with our services, and to keep them safe. We are committed to practice in a way that protects them.

We recognise that:

- The welfare of the child/young person/vulnerable adult is paramount
- All children, young people and adults regardless of age, disability, gender, racial heritage, religious belief, or sexual orientation/identity, have the right to equal protection from all types of harm or abuse
- Some children, young people and vulnerable adults are additionally vulnerable because of their level of dependency or their communication needs
- Working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting welfare.



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We will seek to keep children, young people and vulnerable adults safe by:

- Valuing, listening and respecting them
- Adopting robust safeguarding practices through procedures for staff and volunteers
- Developing and implementing effective online safety and related procedures
- Providing effective management for staff and volunteers through reviews, personal reviews, support and training
- Recruiting staff and volunteers safely, and ensuring all necessary checks are made
- Sharing information about safeguarding and good practice with service users, staff and volunteers
- Sharing information with agencies who need to know, and involving adults and children appropriately

### 3.0 Policy Scope

This policy applies to all Trustees, Staff, Volunteers and visitors at The Benjamin Foundation

### 4.0 Processes and Procedures

Please see the accompanying document:  
The Benjamin Foundation Safeguarding Handbook  
The Benjamin Foundation Safeguarding Directory

### 5.0 Appendices/ Forms / Flowcharts (if any)

Please see the accompanying document:  
The Benjamin Foundation Safeguarding Handbook

### 6.0 Related Policies (if any)

- 1A Safer Recruitment Policy
- 3B Whistleblowing Policy
- 4 Confidentiality Policy



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- 5 Data protection Policy
- 7 Equality and Diversity Policy
- 14 Lone Worker Policy
- 18 Volunteer Policy
- 35 Service User Engagement Policy

## 7.0 Glossary of Terms or Definitions (if any)

Please see the accompanying document:  
The Benjamin Foundation Safeguarding Handbook

## 8.0 Supporting Information, Documents, Legislation References or Other Resources (if any)

This policy has been drawn up on the basis of law and guidance that seeks to protect vulnerable people, including (but not exclusively):

- Children Act 1989 and 2004
- Sexual Offences Acts 2003
- Safeguarding Vulnerable Groups Act 2007
- Protection of Freedoms Act 2012.

The Benjamin Foundation complies with the Department for Education 'Keeping Children Safe in Education' statutory guidance:

[Keeping children safe in education 2021 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/keeping-children-safe-in-education-2021.pdf)

Please also see the accompanying document:  
The Benjamin Foundation Safeguarding Handbook