

Safer Culture North East

SAFEGUARDING FOR TRUSTEES

Who is this factsheet for?

This factsheet is for Trustees of organisations who are supporting Staff and Volunteers during the COVID-19 Pandemic. Links to more information is available at the end of this document.

Key Messages

- Safeguarding means keeping people – children and adults – safe from abuse.
- Anyone can be at risk of abuse.
- We **all** have a duty of care to keep people safe from harm.
- Types of abuse and harm include physical, sexual, emotional, psychological, neglect, radicalisation, discriminatory, financial.

Ensuring Best practice during uncertain times

Understanding your responsibilities as a trustee

- Your organisation should have a safeguarding policy and trustees are responsible for making sure it is regularly updated
- When your policy is updated this should be communicated to all trustees, staff and volunteers
- Trustees should be keeping regularly updated with information regarding COVID-19 and the impact it has on their organisations current processes
- Ensure other trustees, staff and volunteers know how to report a safeguarding concern and contact the local authority safeguarding team
- Your safeguarding policy should be reviewed when the support or service you offer changes
- Trustees should continuously look at ways to improve the safeguarding culture within their organisation

Having a safeguarding policy

The policy should include:

- A Safeguarding Statement which is a commitment to staff, volunteers and services users ensuring their safety
- The policy should state possible risks and definitions of abuse, harm and neglect
- It should also identify roles for appropriate DBS check and how to process a request, this process had changed during COVID-19 to ensure applications can still be processed
- There should be a risk assessment process in place identifying risk to staff, volunteers and services users with regards to safeguarding and how these risks can be mitigated
- There should be a named designated safeguarding contact and additional contacts when the safeguarding lead is not available
- The policy should detail how everyone within the organisation can recognise, respond to, report and record a safeguarding concern
- There should be information about safeguarding training available and this should be reviewed regularly to ensure it is current and relevant
- The policy should include a procedure for working with other organisations
- The policy should include a process for review on an annual basis or when there are changes to services or support

How to adapt your policy due to COVID-19

- You should consider how you will be doing things differently and how this effects your current policy
- You should review your current safeguarding process
- There are temporary changes to ID checking guidelines being made as a result of COVID-19
- ID documents can be viewed over video link and scanned images to be used in advance of the DBS being submitted.
- Make sure new volunteers are aware of your safeguarding policy
- Provide Safeguarding online training to new volunteers
- Consider processes to ensure safety of volunteers and staff during this time
- Inform other trustees, staff and volunteers of any changes to policy

Additional advice and guidance

- If you are a new volunteer see our safeguarding factsheet for volunteers
- If you are a new volunteer-led or community aid group see our safeguarding factsheet for community groups
- If your services have changed to provide online support see our safeguarding factsheet for online services

www.vonne.org.uk/safer-culture-north-east-resources-and-training

Where to get more information

Risk Assessment Template for working online with children londonyouth.org/five-practical-points-as-you-rapidly-adapt-your-activities-to-the-online-world/

NSPCC online safety for organisations working with children and young people
learning.nspcc.org.uk/safeguarding-child-protection/online-safety-for-organisations-and-groups/

Links to all North East local authority safeguarding partnerships and boards www.vonne.org.uk/safer-culture-north-east-resources-and-training

Links to NCVO safeguarding resources and DCMS tool
knowhow.ncvo.org.uk/safeguarding/

Safeguarding awareness for volunteers video
www.youtube.com/watch?v=HHQG8CJROhU&feature=youtu.be

NCPC What is Child Abuse? learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf

Government Guidance <https://www.gov.uk/government/publications/coronavirus-how-to-help-safely--2/coronavirus-how-to-help-safely>

COVID-19 changes to DBS ID checking guidelines <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

DBS eligibility guidance <https://www.gov.uk/government/collections/dbs-eligibility-guidance>



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