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*Details of the Foundation*

**The KC Foundation**

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**The KC FOUNDATION** was established July 2015 as a delivery vehicle of social care and support services through local and global projects.

The charity's objects is directed to the prevention or relief of poverty in the Byker area of Newcastle and the surrounding area by the provision of grants, items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty. Also, the provision of social care and support services and projects to further or benefit the residents of Byker, Newcastle and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort

In response to identified needs in the Byker Community and other areas of Newcastle upon Tyne, it set up Connect25 Food Bank also in 2015.

Connect25 food bank caters to and delivers emergency food parcels to those in need in our local area Byker and other areas within 5 miles of our Byker postcode. We are aware that some people are shy of acknowledging the need for food assistance hence the adoption of the delivery mode of operation in our food bank.

The KC Foundation has also embarked on projects in conjunction with other organisations to host a variety of events such as Easter egg hunts, Children’s Holiday Clubs and Dance Clubs for children and youths over the years since its inception.

We work in the Byker area of Newcastle upon Tyne. We initially started with delivering our services to residents in Byker but over the years, we have worked in other areas covered in Newcastle postcode.

***Purpose of the Policy***

The KC Foundation recognises the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

As an organisation, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

This policy is based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

***Scope***

This policy applies to all employees, volunteers, trustees, independent advisors, contracted associates and unpaid staff working on behalf of The KC Foundation in any capacity and any setting.

The KC Foundation requires that our partners, current or in future, share our commitment to safeguarding.

***Understanding Abuse and Neglect***

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our organisation and those we work with, we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. *States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
2. *Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

**Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.**

***Safer recruitment***

The organisation will ensure all staff/volunteers and trustees will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

* There is a written job description/person specification for the post
* Those applying have completed an application form and a self-declaration form
* Those short listed have been interviewed
* Safeguarding has been discussed at interview
* Written references have been obtained, and followed up where appropriate
* A Disclosure and Barring Service (DBS) check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
* Qualifications where relevant have been verified
* A suitable training programme is provided for the successful applicant
* The applicant has completed a probationary period
* The applicant has been given a copy of the organisation’s safeguarding policy and knows how to report concerns.

***Safeguarding Awareness***

The organisation is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone.Our staff and volunteers working with children and/or adults will receive induction training and undertake recognised safeguarding training on a regular basis.

We will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

***Practice Guidelines***

As an organisation that often works with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable staff and volunteers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for staff and volunteers, we also have specific good practice guidelines for every activity we are involved in.

***Working in Partnership***

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines with regards to our expectations of those we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight’s safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

***Responding to Allegations of Abuse***

Under no circumstances should a staff or volunteer carry out their own investigation into an allegation or suspicion of abuse. They are to follow procedures as below:

* Documenting a concern

The staff or volunteer should make a report of the concern in the following way:

* Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and a drawing of its location and shape on the child's body.
* Write down exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
* Write down dates and times of these events and when the record was made.
* Write down any action taken and keep all handwritten notes even if subsequently typed up.

These notes should be passed on to the safeguarding officer to assist them should the matter need to be referred to Adult or Children’s Social Services or the police. Any referral should be confirmed in writing within 48 hours.

**All documents should be signed, dated and kept for an indefinite period in a secure place.**

* The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Designated Safeguarding Officer or Lead Safeguarding Officer as detailed above.

Each officer has been nominated by the organisation to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

* In the absence of the Safeguarding Officer or, if the suspicions in any way involve the Safeguarding Officer, then the report should be made to:

**Name:** **Adebola Oluwatula** (Designated Trustee for Safeguarding)

**Tel: 07983706478**.

**Email: btabso@yahoo.co.uk**

If the suspicions implicate the Designated or Lead Safeguarding Officers, then the report should be made in the first instance to:

**thirtyone:eight** PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

* The Safeguarding Officers should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

**Name of local authority: Newcastle Children’s Social Care and Early Help**

**Tel: 0191 277 2500**

**Out of hours Tel: 0191 278 7878**

**Website Address:** [**https://www.newcastle.gov.uk/services/care-and-support/children**](https://www.newcastle.gov.uk/services/care-and-support/children)

**Adult Social Services**

**Tel: 0191 278 8377**

**Out of hours Tel: 0191 278 7878**

**Website Address:** [**https://www.newcastle.gov.uk/services/care-and-support/information-and-support-adults/adult-care-services**](https://www.newcastle.gov.uk/services/care-and-support/information-and-support-adults/adult-care-services)

**Police Protection Team Tel: 101**

* The Safeguarding Officer **may** need to inform others depending on the circumstances and/or nature of the concern
* Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
* Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
* Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
* Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Lead Safeguarding Officer or Designated officer should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
* The Project Leader/s will support the Safeguarding Officers in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
* It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the organisation hopes that staff or volunteers in the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding officer/s have not responded appropriately, or where they have a disagreement with the Safeguarding Officer/s as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the organisation demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Designated Safeguarding Officer/Lead Safeguarding Office is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

***Roles and Responsibilities***

Safeguarding is everyone’s responsibility. Everyone should understand that safeguarding affects all aspects of the organisation and they must be aware of this policy and the procedures to follow. However, in order to ensure all concerns or allegations are handled appropriately, The KC Foundation has a number of designated positions and specific job roles. These are outlined below:

***Trustees***

The Charity Commission expects that safeguarding should be a key governance priority for trustees. It is part of their duty of care to ensure The KC Foundation:

* acts in the best interests of the children, young people and adults at risk
* takes all reasonable steps to prevent any harm to them
* assesses and manages risk
* puts safeguarding policies and procedures in place
* undertakes ongoing monitoring and reviewing to ensure that safeguards are being implemented and are effective
* responds appropriately to allegations of abuse and whistleblowing cases.

In addition, at least one Designated Trustee for Safeguarding is identified who will:

* Be suitably experienced and trained in safeguarding
* Meet with the Safeguarding Officers to maintain an overview of all safeguarding measures across the organisation
* Be informed of and contribute to decisions on high risk cases and maintain oversight of any follow up to help ensure that all risks are appropriately managed
* In conjunction with the Project Coordination Team and Safeguarding Officers, ensure that Trustees are fully informed of safeguarding issues across the organisation and contribute to maintaining safe practice across all our operations.

***Designated Safeguarding Officer (DSO)***

The Designated Safeguarding Officer (DSO) is the Safeguarding Manager. The DSO is responsible for:

* Ensuring staff and volunteers have access to appropriate safeguarding advice and support
* Checking that safeguarding referrals, incident reports and actions taken are recorded, fully reviewed, and logged in a restricted file
* Providing oversight and supporting The KC Foundation to:
  + enable young people, adults and their families to be aware of our safeguarding procedures
  + assess that the partner organisations working with us have appropriate safeguarding policies and procedures in place
* Appraise the training needs of LSOs on a regular basis
* Develop guidance and deliver training to increase the level of understanding and expertise on safeguarding across all teams
* Ensure that there is a clear and fair system of high-quality supervision for all staff and volunteers who may benefit from it
* Chairing the safeguarding panel and convening the panel in the event of a serious incident
* Alerting the CEO of any significant safeguarding concern, contributing to decision-making and ensuring appropriate follow-up to manage and reduce risk
* Giving feedback to the organisation about safeguarding trends, concerns and emerging issues
* Keeping up to date with relevant law, guidance and case examples

***Lead Safeguarding Officers (LSO)***

Lead Safeguarding Officers (LSOs) are the main point of contact for staff and volunteers requiring safeguarding advice or support.

To ensure that our safeguarding measures respond to the specific needs of each team, the LSO will work with the organisation to:

* provide safeguarding advice, support and debriefing to staff
* ensure all concerns are recorded and logged as necessary
* highlight immediately any serious concerns to the DSO
* attend and contribute to the safeguarding panel meetings
* ensure that external referrals are of high quality and are followed up
* keeping up to date with safeguarding training
* act as advocates for safeguarding and increase awareness of safeguarding measures within the organisation
* help disseminate guidance, procedures and signpost staff and volunteers to relevant resources
* contribute to safeguarding self-assessments and action plans

***Safeguarding Panel***

The KC Foundation’s Safeguarding Panel comprises the DSO and LSOs. The Safeguarding Panel’s purpose is to provide strategic oversight of the organisation’s safeguarding activities, ensuring that the policies, procedures and risk management demonstrate best practice. The Panel provides mutual support and meets when necessary to share information, learning and best practice.

The policy and procedures will be widely promoted and are mandatory for everyone involved in The KC Foundation. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

**Monitoring**

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

* changes in legislation and/or government guidance
* as required by the Local Safeguarding Children Board, UK
* as a result of any other significant change or event.

(Last reviewed July 2020)