

# Safeguarding Policy

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## Purpose

The purpose of this policy is

- to protect the vulnerable individuals Speak It Out works with during our charitable activities, and to provide stakeholders and the public with the overarching principles that guide our approach in doing so
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Speak It Out, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

## Statutory Guidance

This policy has been developed in line with the following statutory and good-practice frameworks: *Keeping Children Safe in Education*, *Working Together to Safeguard Children*, *local authority safeguarding procedures*, *PSHE Association principles for safe educational delivery*, *the Charity Commission's safeguarding guidance for charities*, *Information Commissioner's Office (ICO) GDPR guidance*, and *the UK Online Safety Act / Ofcom online safety requirements*. This policy has also been informed by the *NSPCC Safeguarding Policy Statement Example*, to ensure it reflects strong safeguarding culture and best practice.

## External Advice and Guidance

This policy has been developed under the advice and guidance of other professionals, such as West Yorkshire Survivors (Ben's Place) CEO, school DSLs, and a barrister at Exchange Chambers.

## Supporting Documentation

This safeguarding policy should be read alongside the following organisational documents, which support safe practice within Speak It Out:

- Role description for the Lead Trustee for Safeguarding



- Procedures for dealing with disclosures or concerns about a child or young person
- Procedure for managing allegations against staff, volunteers, or facilitators
- Information sharing and GDPR policy
- Code of conduct for trustees, staff, and volunteers
- Safer recruitment procedures
- Online safety and digital communication guidelines
- Complaints and whistleblowing procedures
- Health and safety policy
- Workshop delivery protocol for school settings
- Podcast participation safeguarding guidance

Speak It Out works in partnership with schools and other organisations. Where activities take place on school premises or involve school pupils, Speak It Out staff and volunteers operate within and alongside that school's safeguarding policy and its Designated Safeguarding Lead (DSL).

## Lead Trustee

A lead trustee will be appointed to provide oversight of safeguarding and to lead on any incident investigation and reporting.

Lead Trustee	Grace Bannister
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## Applicability

This policy applies to anyone working on behalf of Speak It Out, including our trustees and other volunteers.

Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work. These include, but are not limited to other [UK regulators](#), if applicable.

Safeguarding should be appropriately reflected in other relevant policies and procedures.

## Principles

We believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of all our beneficiaries, staff and volunteers, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up if they have any concerns.

## Types of Abuse

Abuse can take many forms, such as physical, psychological, emotional, financial, sexual, or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse are at Appendix 1.

## Reporting Concerns

- If a crime is in progress or an individual is in immediate danger, call the police.
- Beneficiaries or members of the public should make concerns known to a member of our team, who will alert a senior member of the charity.
- Members of the charity should raise concerns with their supervisor; if unable, they should speak to a trustee.
- Trustees are mindful of their obligations regarding Serious Incident Reporting to the Charity Commission and, where applicable, other regulators.
- Trustees are aware of the Government guidance on handling safeguarding allegations.

## Responsibilities

**Trustees** - The safeguarding policy will be reviewed and approved annually.

Trustees are aware of and will comply with:

- Charity Commission guidance on safeguarding and protecting people
- “10 actions trustee boards need to take”
- Requirements for managing safeguarding risks in charities

The Lead Trustee/committee is responsible for:

- Creating a culture of respect where everyone feels safe and able to speak up
- Leading annual reviews of safety and reporting to the Board

- Ensuring consistent application of safeguarding policies
- Overseeing any safeguarding lapses and ensuring appropriate investigation
- Ensuring reporting to the police/statutory authorities where required
- Ensuring safeguarding risk assessments are carried out
- Ensuring all relevant checks (including DBS) and training are in place
- Maintaining a central register of DBS checks and safeguarding training
- Ensuring job descriptions and appraisal processes reflect safeguarding duties
- Ensuring personal data is stored safely and lawfully
- Ensuring staff, volunteers, and others understand their safeguarding responsibilities
- Ensuring awareness of signs of abuse and reporting procedures

**Everyone** - All staff, volunteers, and trustees must understand and follow this policy, undertake any necessary training, and report concerns immediately.

## Fundraising

- We will ensure that:
- We comply with the Code of Fundraising Practice, including fundraising involving children.
- Staff and volunteers are aware of relevant fundraising safety guidance from the Fundraising Regulator and NCVO.
- Fundraising materials are clear, accessible, and ethical.
- We do not solicit or accept donations from individuals who may not have capacity.
- We remain sensitive to the needs and vulnerabilities of donors.

## Online Safety

We will identify and manage online risks by ensuring:

- Staff, volunteers, and trustees understand how to keep themselves safe online.
- High privacy settings and secure access measures (e.g., passwords) are used.
- Online services are age-appropriate and safely moderated.
- Personal data is protected in accordance with GDPR.
- Consent is obtained before using images, recordings, or personal information.
- Clear reporting mechanisms for online concerns are in place.
- We comply with the Charity AI Ethics & Governance Framework.

## Online Safety Act

We will apply proportionate measures to prevent children accessing harmful or inappropriate content. This includes:

- Conducting an illegal content risk assessment
- Implementing measures to mitigate identified risks
- Ensuring harmful or illegal content is swiftly removed
- Maintaining clear terms, rules, and accessible complaints processes

## **Working With Other Organisations**

We will comply with Charity Commission guidance when working with partners, including:

- Conducting appropriate due diligence
- Having written agreements outlining roles and responsibilities
- Clear monitoring and reporting arrangements

### **Workshops in Schools**

- All facilitators must hold an enhanced DBS certificate
- DSL details must be obtained and recorded before arrival
- Facilitators never meet students alone
- Any disclosure is immediately escalated to the DSL
- Serious allegations result in immediate contact with police

### **Podcast Interactions**

- Vulnerability assessments conducted before recording
- Clear boundaries explained to guests
- Concerning behaviour is noted and escalated appropriately

### **Online Communications**

- No private messaging with under 18s
- Emails monitored by at least one trustee
- Online workshops/sessions will be delivered via Microsoft Teams. Their commitment to client security can be found at the link below, which the Trustees used to ensure suitability. <https://learn.microsoft.com/en-us/microsoftteams/teams-security-guide>

## **Version Control - Approval and Review**

This policy will be reviewed periodically, or following an incident, change in legislation, or other significant factors. It will also be reviewed as part of any safeguarding incident investigation, to test that it has been complied with and to see if any improvements might realistically be made to it.

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	26/06/2025	Initial draft approved	Annually
1.1	Board	18/11/2025	Reviewed to include specific reference to our individual services and specific reference section	6 months

## Statutory Guidance Followed

[Gov.UK – The role of other agencies in safeguarding](#)

[CC: Infographic; 10 actions trustees need to take.](#)

[CC: Safeguarding duties of charity trustees](#)

[CC: Safeguarding - policies and procedures](#)

[CC: How to protect vulnerable groups](#)

[CC: Managing online risk.](#)

ICO - [A 10 step guide](#) to sharing information to safeguard children.

ICO - [Children and the UK GDPR.](#)

Ofcom: Online Safety Act - [The Protection of Children Codes and Guidance.](#) (Apr 25)

[NSPCC Safeguarding Policy Statement Example](#)

## Appendix 1 – Signs of Abuse

### Physical Abuse

- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or under dose medications.
- individual's report being hit, slapped, kicked, or mistreated.
- vulnerable adult's sudden change in behaviour.
- the caregiver's refusal to allow visitors to see a vulnerable adult alone.

### Sexual Abuse

- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- an individual's report of being sexually assaulted or raped.

### Mental Mistreatment/Emotional Abuse

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- an individual's report of being verbally or mentally mistreated.

### Neglect

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.
- unattended or untreated health problems.

- hazardous or unsafe living condition (e.g., improper wiring, no heat or running water).
- unsanitary and unclean living conditions (e.g., dirt, fleas, lice on person, soiled bedding, faecal/urine smell, inadequate clothing).
- an individual's report of being mistreated.

### Self-Neglect

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.
- hazardous or unsafe living conditions.
- unsanitary or unclean living quarters (e.g., animal/insect infestation, no functioning toilet, faecal or urine smell).
- inappropriate and/or inadequate clothing, lack of the necessary medical aids.
- grossly inadequate housing or homelessness.
- inadequate medical care, not taking prescribed medications properly.

### Exploitation

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.
- adding additional names on bank signature cards.
- unauthorized withdrawal of funds using an ATM card.
- abrupt changes in a will or other financial documents.
- unexplained disappearance of funds or valuable possessions.
- bills unpaid despite the money being available to pay them.
- forging a signature on financial transactions or for the titles of possessions.
- sudden appearance of previously uninvolved relatives claiming rights to a vulnerable adult's possessions.
- unexplained sudden transfer of assets to a family member or someone outside the family.
- providing services that are not necessary.
- individual's report of exploitation.



## Appendix 2 – Activity Specific Details

### Purpose

The purpose of this document is to complement the main Safeguarding Policy with operational detail.

### Workshops in Schools

- Facilitators must be DBS certified
- DSL details obtained and recorded before arrival
- Facilitators do not meet students alone
- Any disclosure is immediately escalated to the DSL
- Serious allegations result in police contact without delay

### Podcast Interactions

- Vulnerability assessments conducted prior to recording
- Clear boundaries explained to guests
- Risk noted and escalated if concerning behaviour occurs

### Online Communications

- No private messaging with under 18s
- Emails monitored by at least one trustee
- Online workshops/sessions will be delivered via Microsoft Teams. Their commitment to client security can be found at the link below, which the Trustees used to ensure suitability. <https://learn.microsoft.com/en-us/microsoftteams/teams-security-guide>