

SAFEGUARDING POLICY

Purpose

Scope

This policy applies to all employees, and consultants that undertaken work on behalf of St. George's Hospital Charity.

Policy Owner & Version

Approved by:

Date approved: November 2022

Review interval: 3 years

Next review due: November 2025

Employee lead:

Management sponsor:

This policy belongs to St. George's Hospital Charity and applies to all group companies. This policy is for internal use only unless you have permission from a Director to use it externally.

1 INTRODUCTION

- 1.1 The purpose of this policy is to set out the framework by which the Charity seeks to protect people who encounter the Charity who may be at risk from abuse. These may be people who the Charity interacts with:
- directly through the activities of the Charity's Trustees, staff, or volunteers.
 - indirectly as beneficiaries or participants in an activity which is funded by grants given by the Charity.
 - or staff (see the Whistleblowing policy)
- 1.2 This policy and procedures are implemented within the framework of Charity Commission guidance on Safeguarding. The Charity Commission has made clear that a failure by Trustees to sufficiently manage safeguarding risks is of serious regulatory concern and may be considered misconduct and/or mismanagement. It can also damage public and confidence in charities. Further information can be found here www.gov.uk/
- 1.3 The Charity's beneficiaries are the patients and service users of St George's University Hospitals NHS Foundation Trust and potentially other health care and community grants providers (which include children and vulnerable adults).
The Charity operates across St George's University Hospitals NHS Foundation Trust sites which is a provider of healthcare services to children and vulnerable adults and is a significant grant maker to the Trust. Trustees, staff, and volunteers may therefore hold positions of influence, and, at times, may be given supervised access to clinical areas and/or they may interact with patients and their families. Whilst the risk of abuse in this context may be low, the Charity takes the view that it needs to be mindful of the risk, however small, and put in place appropriate and proportionate policies and procedures to manage this risk.
- 1.4 It is also necessary to recognise that there may be a direct safeguarding risk through the relationships between Trustees, staff, contractors, volunteers, funders, funding beneficiaries and the Charity's supporters.

2 WHO IS THE POLICY AIMED AT

- 2.1 This policy is mandatory for all Trustees, staff, and volunteers of St George's Hospital Charity (the Charity) including agency staff and temporary staff, as they must be aware of their individual and collective roles and responsibilities in safeguarding and protecting children, young people and adults from abuse and neglect and forms of exploitation.

3 THE CHARITY'S COMMITMENT

- 3.1 The Trustees will ensure that appropriate procedures are put in place to fulfil our responsibilities in respect of safeguarding. These should cover the following activities:
- The safe recruitment, induction and training of all Trustees, staff, and volunteers.
 - The conduct of Trustees, staff, and volunteers.
 - Raising awareness of Trustees, staff, and volunteers of potential safeguarding risks.
 - The identification, reporting and management of any concerns.
 - Due diligence processes within the decision-making process in the award of any grants.

The Charity will hold copies of safeguarding agreements with The Trust and St George's University as they are the main recipients of our funding. This will be held with our Arts policy and the Charity Safeguarding policy. We will ask for copies of Safeguarding policies when considering awarding grants to any other organisations outside of our main recipients of funding.

- 3.2 The Charity is committed to ensuring all Trustees, staff, contractors, and volunteers are aware of this policy and have received appropriate safeguarding training.

Information on the Charity Commission's Governance Code can be found here

<https://www.charitygovernancecode.org/en/front-page>

4 DEFINITIONS AND KEY TERMS

- 4.1 **Child or young person** - relates to anyone under the age of 18 (as defined in the United Nations Convention on the Rights of the Child), and to those above the age of 18 but under 21 years of age who are vulnerable for reasons of mental and physical ability.
- 4.2 **Adult at risk** - a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:
- is elderly and frail.
 - has a mental illness including dementia.
 - has a physical or sensory disability.
 - has a learning disability.
 - has a severe physical illness.
 - is a substance misuser.
 - is homeless.
- 4.3 **Safeguarding** - the action that is taken to promote the welfare of children and adults at risk and embedding practices throughout the organisation to protect them from harm.
- 4.4 **Abuse** - a selfish act of oppression and injustice, exploitation, and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender, or culture. It can take several forms, including the following:
- bullying.
 - county lines.
 - digital and social media abuse channels.
 - discrimination linked to protected characteristics.
 - emotional abuse.
 - female genital mutilation (FGM).
 - financial (or material) abuse.
 - forced marriage.
 - human trafficking.
 - modern day slavery.
 - neglect.
 - physical abuse.
 - sexual abuse.
 - terrorism and prevent duties.
 - verbal abuse.

Most types of child abuse can take one or several of these forms, for example bullying and domestic violence are often both physical and emotional forms of abuse. A child may be experiencing abuse if he or she:

- is frequently unkempt, hungry, or inadequately dressed.
- is left in unsafe situations or without medical attention.
- is constantly "put down", insulted, sworn at or humiliated.
- seems to be afraid of parents or carers.
- is bruised or injured.
- displays sexual behaviour not appropriate for their age.

- is growing up in a home where there are adverse circumstances such as Domestic Violence, Drug or Alcohol Misuse, and or Mental Health Needs.;

This list does not cover every possible type of child and young people abuse; it is provided here to give a basic frame of reference within this policy. Other potential signs of abuse, neglect, exploitation, behaviour, or circumstances that worry you should be treated as a matter for concern.

- 4.5 **Safeguarding concern** – This is when you or somebody else may have noticed indicators of abuse or neglect and feel that something is not right.
- 4.6 **Safeguarding disclosure** – This is when somebody shares information that might indicate that themselves or somebody else is experiencing harm or neglect or at risk of harm or neglect.
- 4.7 **Safeguarding allegation** – This is when somebody tells you that another person has behaved in a way that has harmed a child or adult at risk or may lead to a child or adult at risk of harm. This included the possibility of somebody committing a criminal offence or planning to commit a criminal offence against a child or an adult at risk of harm. It might also be an indication that somebody is unsuitable for working with a vulnerable group,
- 4.8 For further information see government statutory guidance on inter-agency working to safeguard and promote the welfare of children 'Working together to safeguard children (2018)' - <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>.
For further information on safeguarding adults at risk of abuse or neglect visit <https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults>

5 ROLES AND RESPONSIBILITIES

- 5.1 The Board of Trustees is responsible for reviewing the policy, ensuring it is appropriate for the range of activities of the Charity. It should also include receiving reports, be an agenda point on the Trustees annual meeting along with other HR figures and monitoring compliance and acting on any serious incidents and reporting them to the Charity Commission where relevant after due consideration of the criteria set out for such reporting. The Board of Trustees will elect a Trustee Designated Lead for Safeguarding with a key role to enable standards and compliances to be met for the Charity.

[Duties of Charity Trustees HERE](#)

- 5.2 **The Chief Executive** is the Designated Safeguarding Officer for the Charity with responsibility for ensure robust safeguarding policy and procedure and compliances within the Charity and to whom any concerns of safeguarding may be raised.
- 5.3 **All Trustees, staff and volunteers** are responsible for ensuring they are aware of how safeguarding risks may arise within the Charity, following the procedures set out in this policy and understanding how to identify concerns and when such concerns or issues should be reported to the Designated Safeguarding Officer. All Trustees, staff and volunteers should also be aware that they are covered by the Whistleblowing Policy if they are worried about raising any issue detailed in this Safeguarding Policy, please refer to the Whistleblowing Policy for further details.

6 SAFEGUARDING PROCEDURES

6.1 Induction and training

As part of their induction all Trustees, staff and volunteers will be provided with basic safeguarding training to enable them to:

- Understand and be aware of what people might be at risk and the different types of abuse.
- Understand how risks might arise within the Charity.
- Know from whom to seek advice, and to whom they should report any concerns.
- For Trustees and Chief Executive, Trustee Safeguarding Lead and DFO only – manage any individuals about whom there are any concerns.

6.2 Safe recruitment of trustees, staff, and volunteers

The Charity will follow best practice in recruiting Trustees, staff and volunteers and will take all reasonable steps to ensure it does not appoint anyone to a position of who has been barred from working with children or adults at risk.

- The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. The need for a DBS check and the level of the check is determined by the activities and types of access to children, young people, or adults at risk, or if individuals have a role in financial decision making or fund allocations. Consideration of the level of DBS check will be in accordance with the DBS 'eligible position' policy and guidance. Accordingly:
 - For Trustees and Senior Staff whose work involves unsupervised access to children or exercise control over financial resources: Enhanced DBS check.
 - All other staff and volunteers: Standard DBS check
- The checks will be completed by the HR Manager via uCheck with updates in accordance with their guidelines.
- The Charity will not under any circumstances appoint any individual who is barred from working with children or vulnerable adults, and the designated safeguarding trustee, will be, without delay, fully briefed and consulted by the Chief Executive, about any individual for whom there are concerns raised following completion of any DBS or other recruitment checks.

6.3 Conduct of trustees, staff, and volunteers on GESH (St George's, Epsom, St Helier) sites

- Trustees, staff, and volunteers will only visit clinical areas (in their formal capacity) in the following circumstances:
 - Trustees: activities and meetings connected to Charity business
 - Staff and volunteers: on formal visits convened by the Charity and/or to attend meetings with Trust colleagues as required in the conduct of their work.
 - Staff and volunteers: to deliver activities as part of the Arts programme or other such agreed service programme.
- All staff and volunteers will be required to wear St George's Hospital security badges whilst on premises.
- Treat everyone with respect.
- Provide an example you wish others to follow.
- Respect people's right to personal privacy.
- Provide access for people to talk about any concerns they may have.
- Support children, young people, and vulnerable adults to create a safe environment where they feel comfortable to talk about attitudes or behaviours they do not like.
- Avoid situations that compromise your relationship with children, young people, and vulnerable adults, which are unacceptable within a relationship of trust and responsibility.
- Avoid situations where you are left alone with a child, young person, or vulnerable adult as much as possible; where this is not possible (for example if a child wishes to make a disclosure to you) ensure that you use a room which is close to other occupied rooms, leaving the door slightly ajar.

- Do not share personal telephone numbers, postal or email addresses or social media accounts with children, young people or vulnerable adults or use these methods to communicate with them, always use the organisations email, phone number or social media.
- Do not use personal media devices (such as phones, cameras etc) to document work with children or young people.
- All staff should use appropriate language and manners in all situations.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Recognise that caution is required even in sensitive moments of listening such as when dealing with bullying, bereavement, or abuse.
- Do not have any inappropriate physical or verbal contact with others.
- Do not jump to conclusions about others without checking the facts.
- Do not show favouritism to any individual.
- Do not make suggestive remarks or gestures, even in fun.
- Do not let any suspicion, disclosure, or allegation of abuse, go unrecorded or unreported.
- First aid should not be administered to a child without the permission of the child's parent / guardian, teacher or accompanying adult. However, if the need for first aid is urgent and acute, the situation should be dealt with as for any other person.
- In instances where the staff member, contractor or volunteer thinks it is necessary to have physical contact with the child or young person, permission must be sought before contact is made.
- Trustees, staff, and volunteers must ensure that all information is treated with the utmost confidentiality and information is only shared with the appropriate people in appropriate circumstances and reassure any person making a safeguarding disclosure of the confidentiality of the information.

6.4 Ensuring safeguarding risk is addressed effectively by grant applicants.

- The Charity will ensure that any grant programmes or grants awarded conform to the Trust's policies on safeguarding.
- If a grant award is made to a third party in relation to service provision, the Charity will require evidence that this organisation has appropriate safeguarding procedures in place.

6.5 Reporting safeguarding concerns and incidents.

- If a Trustee, members of staff or volunteer has any concerns about abuse or potential abuse affecting individuals in the hospital then they should inform the clinical lead for that area as well as raising it with the Charity's CE, as the Safeguarding Officer. The Chief Executive will then liaise with the Trust Safeguarding team and determine how to take forward any concerns raised. This may include completing a Safeguarding referral to the local authority and or contacting the police where there is criminal activity on 101 or 999.
- If there are concerns raised or reported about Trustees, employees or volunteers perpetrating abuse, the Charity will facilitate any action required to address this. This will include contacting the Local Authority Designated Officer LADO to discuss whether it meets their threshold and, co-operating with any investigation undertaken by the Trust and relevant statutory authorities. It will also involve prompt reporting to the Charity Commission.
- If any Trustee, member of staff or volunteer is 'dismissed' because of concerns about abuse or neglect they will be referred to the Disclosure & Barring Service (DBS) and/or relevant professional bodies.

7.1 How to report a safeguarding concern.

If you are concerned about a child's or a vulnerable adult's welfare, or have concerns about someone's actions, behaviour, or content in our St George's Hospital Charity space (including our on-line presence i.e., social media) – do not hesitate to report it. If you have a concern – report it.

Report any concerns immediately to:

Designated Safeguarding Officer for St George's Hospital Charity.

AND

The Clinical Lead responsible for the area within St George's University Hospitals NHS Foundation Trust (if applicable).

OR

The Safeguarding Team at St George's University Hospitals NHS Foundation Trust.

OR

You can also contact the Police (101) or the Local Authority Safeguarding Team if you believe someone is at immediate risk.

For assistance and guidance, you can also contact: Your Line Manager; Senior Communications and Marketing Manager (with regard to the Charity influenced on-line space/activity); HR Manager

Your concerns will be taken seriously, investigated and where necessary action taken.

7.2 Key contacts

**DESIGNATED SAFEGUARDING OFFICER,
ST GEORGE'S HOSPITAL CHARITY**
Alex Botha) Alex.Botha@stgeorges.nhs.uk, 07387 573990

TRUSTEE SAFEGUARDING LEAD, ST GEORGE'S HOSPITAL CHARITY
Renuka Jeyarajah-Dent renuka.jd@btinternet.com

SAFEGUARDING TEAM, ST GEORGE'S UNIVERSITY HOSPITALS NHS FOUNDATION TRUST
Safeguarding Adults Team, Safeguarding.AdultsTeam@stgeorges.nhs.uk
Safeguarding Children Team, stgh-tr.safeguardingchildren@nhs.net

POLICE

In an emergency call 999
If the person is not in immediate danger call 101

WANDSWORTH MULTI AGENCY SAFEGUARDING HUB

mash@wandsworth.gov.uk, 020 8871 7899
After 5pm weekdays or on weekends: 020 8871 6000
For adults visit
<https://www.wandsworth.gov.uk/safeguarding-and-adult-abuse/>

Updated: August 2023

7.3 Safeguarding Reporting Form

This form should be used to record safeguarding concerns relating to children and/or vulnerable persons. In an emergency please do not delay in informing the police. All the information must be treated as confidential. In safeguarding situations, it may not always possible to get details of the victim especially if this is a child that is not in a clinical area, please gather details ONLY if it is safe to do so but still report the incident.

1. Your details – the person completing the form			
Name			
Position			
Telephone		Email	

2. Details of the person affected			
Name			
Address			
Telephone		Email	

3. Details of the incident			

4. Others present or potential witnesses			
Name			
Address			
Telephone		Email	

5. Additional relevant information			

Completed by	
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Name		Signature	
Date			

7.4 Safeguarding Log

DATE	CONCERN RAISED BY	CONCERN	TYPE OF SAFEGUARDING CONCERN	ACTION TAKEN AND BY WHOM	WHO ELSE INFORMED	PROGRESS	OUTCOME	DATE RESOLVED

THIS LOG IS A CONFIDENTIAL DOCUMENT