



SAFEGUARDING POLICY AND PROCEDURES

Signed:

A handwritten signature in black ink, appearing to read "Dominic Deeson", with a horizontal line extending to the right.

Dominic Deeson
Chair of Trustees
Faversham Foodbank

Registered Charity Number: 1158413

Policy Control

Safeguarding Policy Version 4.2

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Contents:

1. Details of our organisation
2. Governance and leadership
 - Our commitment
 - Protection of children and adults policy statement
 - Governance
3. Prevention
 - Understanding abuse and neglect
 - Positions of trust
 - Safer recruitment
 - Safeguarding training
 - Practice guidelines
 - Management of workers/volunteers. Code of conduct
4. Partnership working
5. Responding to allegations of abuse
 - Detailed procedures where there is a concern about a child.
 - Detailed procedures where there is a concern about an adult.
6. Wellbeing, support and pastoral care
7. Appendices

Section 1

Details of our organisation

Name of Organisation: Faversham Foodbank

Address: Gospel Mission Church, Tanner Street, Faversham, Kent. ME13 7JL

Telephone [07938 720604](tel:07938720604)

Website www.faversham.foodbank.org.uk

General Email address info@faersham.foodbank.org.uk

Senior Leader Name: Magdalen Deakins

Telephone [07938 720604](tel:07938720604)

Safeguarding Lead: Kim Hellyer

Email safeguarding@faersham.foodbank.org.uk

Safeguarding Deputy Lead: Ann Morris

Safeguarding Trustee: Valerie Harwood

Email safeguarding.trustee@faersham.foodbank.org.uk

Safeguarding advisory agency: thirtyone:eight

Telephone [0303 003 1111](tel:03030031111)

Website www.thirtyoneeight.org

Partnership working safeguarding contact (see Section 4): Pam Burniston, Porchlight

Email PamBurniston@porchlight.org.uk

Website <https://www.porchlight.org.uk/commissioners-and-professionals/our-services/young-people-and-family-services/safeguarding>

Faversham Foodbank is a franchise of Trussell, an anti-poverty charity and community of foodbanks. We work together to ensure no one in the UK needs a foodbank to survive, while providing food and practical support to people who do not have enough money to live on.

Section 2: Governance and leadership

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and 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 a Leadership 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.

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

- Faversham Foodbank is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory and specialist guidelines in relation to safeguarding children and adults and will ensure that all employees and volunteers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2023, the Disability Discrimination Acts

1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.

- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this organisation.
- Supporting all in the Foodbank affected by abuse.

We recognise:

- Children's Social Care (England, Wales, Scotland), has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police, police Scotland or Police Service Northern Ireland (PSNI) should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight ([Our Ten standards | Thirtyone:eight](#)).

Governance

Faversham Foodbank governance board/board of trustees is appointed to have independent authority and legal responsibility. This includes having a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation. The standards and behaviours may be referred to as the culture of the organisation or "the way we do things around here". Culture can be shaped in both negative and positive ways. "The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object" (IICSA The Governance Institute, 2017).

The board of trustees will have overarching responsibility for safeguarding within the organisation, including referring to the relevant charity regulator.

[How to report a serious incident in your charity - GOV.UK](#)

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people
- and there is open communication

Section 3

Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults with care and support needs 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 adult.

Children

In England, Wales and Northern Ireland, the relevant legislation defines a child as anyone below the age of 18 years old.

Adults at risk of harm/adults in need of protection

There are different criteria mapped out across UK legislation to define an adult at risk of harm under safeguarding.

England:

The Care Act 2014 states that adult safeguarding duties apply to any person aged 18 years or older who:

- Has care and support needs.
- Is experiencing, or is at risk of, abuse or neglect.
- Is unable to protect themselves because of their care and support needs.

TYPES OF ABUSE

Eleven types of abuse are currently identified through the legislation and guidance framework:

- **Physical abuse** – Involves any manner of causing physical harm to a child or vulnerable adult or fabricating symptoms of, or inducing illness in, a child or vulnerable adult, including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions, administering or allowing access to drugs or alcohol.
- **Domestic abuse** – including psychological, physical, sexual, financial, emotional abuse, so called ‘honour’ based violence.
- **Sexual abuse** – Sexual abuse involves forcing or enticing any child or vulnerable adult of whatever age to take part in any form of sexual activity, whether or not s/he is aware of what is happening; or behaving, or inducing a child/ vulnerable adult to behave, in sexually inappropriate ways - including rape, indecent exposure, sexual harassment, inappropriate looking and touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting. This includes inappropriate sexual relationships with people in positions of power or influence. *The victim may have been sexually exploited even if the sexual*

activity appears consensual. Sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

- **Psychological abuse** – the persistent emotional ill treatment of a child or vulnerable adult such as to cause severe and enduring effects on a child's emotional development including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, and forced labour and domestic servitude, where traffickers and slavers coerce, deceive and force individuals into a life of abuse, servitudes and inhumane treatment
- **Discriminatory abuse** - including forms of harassment, slurs or similar treatment. This includes discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, as well as racist, sexist, homophobic or ageist comments.
- **Organisational abuse** - Including neglect and poor care practice within an institution or special care setting such as a hospital or care home, or where care is provided within their own home.
- **Neglect and acts of omission** Neglect involves the persistent failure to meet a child's or vulnerable adults basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development – these include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating, access to family and friends.
- **Self-neglect** - Self-neglect covers a wide range of behaviour, neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
- **Hate crime** – a hate crime is any criminal offence that is motivated by hostility or prejudice based upon the victim's disability, race, religion or belief, sexual orientation, or transgender identity.

Note: Abuse can be carried out by children and Faversham Foodbank recognises that if a child or children is or are causing harm to an adult with care and support needs, this should be dealt with under the adult safeguarding policy and procedures, but will also need to involve the Local Authority Children's Services.

This policy is in line with the following legislation:

England

- The Children Act (1989 & 2004)
- Working Together to Safeguard Children (2023)
- The Care Act (2014)
- Safeguarding Vulnerable Groups Act (2006)
- Mental Capacity Act (2005)

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

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal in England and Wales and Northern Ireland for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

Safer recruitment

The Leadership will ensure all workers 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
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and the relevant Disclosure and Barring Service (DBS (England and Wales), Disclosure Scotland (Scotland) or AccessNI (Northern Ireland) 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 and induction 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.

3. GOOD PRACTICE

Recruitment of staff and volunteers

1. All staff and volunteers responsible for supervising adults at risk or children will undergo a criminal records check/DBS check if their role falls within the eligibility guidelines.
2. All references, including that from the last employer, will be taken up before start of volunteering or employment, and should be provided in writing. Faversham Foodbank will make all reasonable efforts to ensure that references are bona fide, and will seek alternatives where in doubt
3. All staff and volunteers have a duty to disclose any previous or subsequent convictions. Failing to do so may be regarded as gross misconduct or a breach of the volunteering agreement.
4. Staff and volunteers without a criminal records check/DBS will not be able to work alone with vulnerable adults or children.
5. Criminal records check/DBS will be renewed every three years.

Safeguarding training

The Leadership 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. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will provide or facilitate all staff/volunteers undertaking basic safeguarding training which will be renewed every three years.

The Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every two years. Where possible, the Leadership will provide or facilitate additional training for the requirements of the role.

The Leadership will provide or facilitate specialist safeguarding training for the governance board/board of trustees which will be renewed every three years.

The Leadership 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.

Training

1. All staff and volunteers will familiarise themselves with all Faversham Foodbank's policies and procedures, including safeguarding, during induction.
2. All staff and volunteers will complete basic Safeguarding training and other relevant training as required.

All Trustees, volunteers and staff will be made aware of:

- The possibilities of abuse and neglect of children and vulnerable adults
- Local procedures and know the names and contact details of relevant local and national professionals and organisations.

In addition, all staff and volunteers, including trustees will be required to undertake refresher safeguarding training at least biennially (every two years).

Practice Guidelines

As an organisation working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of potential harm or abuse and false or unfounded accusations.

INFORMATION SHARING AND CONSENT

Sharing the right information, at the right time, with the right people, is fundamental to good practice in safeguarding.

Faversham Foodbank will share safeguarding information with the right people at the right time to:

- Prevent death or serious harm
- Coordinate effective and efficient responses
- Enable early interventions to prevent the escalation of risk
- Maintain and improve good practice in safeguarding
- Reveal patterns of abuse that were previously undetected and that could identify others at risk of abuse
- Identify low-level concerns that may reveal children or vulnerable adults at risk of abuse
- Help families, children and vulnerable adults access the right kind of support to reduce risk and promote wellbeing
- Help identify people who may pose a risk to others and, where possible, work to reduce offending behaviour
- Reduce organisational risk and protect reputation

All information and concerns should be raised with the Foodbank's Safeguarding Lead or, if they are not available, the Safeguarding Deputy or the Project Manager, who will then make the decision as to whether to share information with another agency including thirtyone:eight, social care or the police.

In the case of severe concerns where delay in contacting the Safeguarding Lead could result in further harm the worker/volunteer should discuss with the Team Leader on duty, and contact the relevant statutory authorities immediately and inform the Safeguarding Lead as soon as possible afterwards.

Information will only be shared with other agencies including the police and social care if the consent of the child, their parents/carer or the vulnerable adult concerned has been obtained. This is best practice and is often key to ensuring any further support or action is successfully conducted based on trust and transparency.

Exceptions to this include:

- Where gaining consent would put the child, vulnerable adult or Faversham Foodbank's volunteer/worker at further risk of significant harm.
- Where a vulnerable adult is assessed as not having the 'mental capacity' to make this decision, in this case appropriate representatives/advocates should be consulted, however the final decision will be made by the Faversham Foodbank Safeguarding Lead.
- Where a crime has taken place and there is an overriding public duty for the police to investigate.
- Where other adults at risk and/or children may be at risk of harm from the person/group/agency suspected of causing abuse.

In making the decision whether to share information without consent, consideration will therefore be given to the seriousness and pervasiveness of the abuse: the ability of the

individual to make decisions; the effect of the abuse on the individual in question and on others; whether a criminal offence has occurred; and whether there is a need for others to know (eg to protect others who may not be involved in the immediate situation).

If the decision is made not to share information because consent has been withheld and the exceptions do not apply, then the child, their family or the vulnerable adult will be made aware of the fact that they can change their minds at any point and also be advised of any actions they can take to reduce the risk and promote protective factors.

Decisions about sharing information or not will be clearly recorded with reasons stated. Decisions about sharing information will be openly and explicitly discussed at every stage.

CONFIDENTIALITY AND RECORDING

Every effort should be made to ensure that confidentiality is maintained for all concerned both when an allegation is made and whilst it is being investigated. Confidentiality can only be broken and a concern shared when it is in the best interest of the child, vulnerable adult or public to do so – the circumstances for this are outlined in section 7 above.

All records will be written, stored and destroyed with due regard for confidentiality and in line with Faversham Foodbank's policy on record keeping and in adherence with the Data Protection Act. Staff will be trained and supported to maintain and store accurate records.

Section 4:

Partnership working

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults with care and support needs. 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 with whom 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 our safeguarding standards.

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

We work closely with Porchlight, who employ and train the Foodbank's Link Worker. The Foodbank's Project Manager and the Link Worker share safeguarding concerns and agree on a course of action, if required. The Porchlight safeguarding contact is listed in Section 1 of this policy.

Section 5

Responding to allegations of abuse

Under no circumstances should a worker or volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

- The worker or volunteer should make a report of the concern in the following way:
- The person in receipt of disclosures, allegation or concern of abuse should report concerns as soon as possible to:

Name: Kim Hellyer (hereafter the "Safeguarding Lead")

Tel: 0753 854 6901

Email: safeguarding@faversham.foodbank.org.uk

The above is nominated by the Leadership to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

Name: Ann Morris (hereafter the "Deputy Safeguarding Lead")

Tel: 0778 940 7742

If the concerns implicate both the Safeguarding Lead and the Deputy Safeguarding Lead, then the report should be made in the first instance to:

Name: Valerie Harwood (hereafter the "Safeguarding Trustee")

Tel: 0796 743 6551

The worker or volunteer can also contact **Thirtyone:eight** to get further advice if required:

Tel: 0303 003 1111.

The worker or volunteer should record the disclosure, allegation or concern onto the Safeguarding Report Form and share this with the Safeguarding Lead/Safeguarding Deputy or Safeguarding Trustee as soon as possible.

Completed safeguarding concern forms will also be kept centrally by the Safeguarding Lead, stored in a locked cabinet away from other personal files. Where completed Safeguarding Concern forms are stored electronically, they will be kept on secure servers with restricted access in line with this policy and the Data Protection Policy.

MONITORING

Information about safeguarding cases and how they were dealt with will be reviewed and reported on regularly to the Board of Trustees. Areas to focus on include:

- How quickly the concern was reported to the manager
- Whether a concern was reported to statutory agencies
- How quickly a concern was made to the police/Children's/Adults Services
- Accuracy of information recorded

- The quality of the input into the safeguarding process (feedback from police/Children's/Adults Services)
- Outcomes of safeguarding process

Things to remember

- All allegations/disclosures will be treated seriously as the safety of the person or child is paramount.
- Staff and volunteers should stay calm, listen and reassure the person they are concerned about that they are being listened to.
- Staff and volunteers should always demonstrate a sensitive approach
- Staff and volunteers should be aware of the possibility of a police investigation and are not to investigate any allegation themselves.
- Staff and volunteers will explain that they are required to share information with those people who need to know but not with other staff or any other service users. If there is immediate danger, or someone requires urgent medical attention, then the police or ambulance should be called immediately, and the Safeguarding Lead informed as soon as possible.

The Safeguarding Lead may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then then contact the relevant statutory services.

The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern, such as:

- Chair of Trustees or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales, Charity Commission for Northern Ireland or Office of the Scottish Charity Regulator) to report a serious incident/raise a concern (Scotland).
- Local Authority Designated Officer – LADO (England and Wales), Child's Named Person (Scotland) or the Gateway Team (Northern Ireland) if the allegation concerns a worker or volunteer working with someone under 18.

Concerns 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 disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services, the police, or taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Lead/Deputy Safeguarding Lead 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 Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(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 Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Lead/Deputy Safeguarding Lead 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.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse:

- If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:
- If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.
- Contact Children's Social Care or Thirtyone:eight for advice in cases of deliberate injury, if concerned about a child's safety, or if a child is afraid to return home.
- If the disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care.
- For lower-level concerns, (eg poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Care direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Care.

Allegations of sexual abuse:

In the event of allegations or concerns of sexual abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact the Children's Social Care (England, Wales, Scotland), Gateway Services (Northern Ireland) for children and families and police, police Scotland or Police Service Northern Ireland (PSNI) on 101.
- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirtyone:eight.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Care (England, Wales, Scotland), Gateway Services (Northern Ireland)/police, police Scotland or Police Service Northern Ireland (PSNI). Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern about an adult

Concerns or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Lead/Deputy Safeguarding Lead will:

- If the adult is in immediate danger or has sustained a serious injury, contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

Allegations of abuse against a person who works with children/young people:

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead, will:

- Make a referral to the Local Authority Designated Officer - LADO whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the relevant Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer if they are involved.
- Share information about the concern with the police.

Allegations of abuse against a person who works with adults with care and support needs:

The Safeguarding Lead will:

- Liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the relevant Disclosure and Barring Service DBS (England and Wales) following the advice of Adult Social Services.
- Share information about the concern with the police.

The legislation places the duty upon Adult Social Care to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers, or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Care to decide, not the organisation.

Allegations of non-recent sexual abuse from an adult:

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police. If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor.
- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer - LADO whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

WHISTLE BLOWING

This covers concerns that staff have about the conduct of individuals in a position of trust within the organisation, which could be detrimental to the safety or wellbeing of adults and children and where staff, for whatever reason, feel unable to raise them under the organisation's standard complaints procedures.

This procedure is also available to volunteers of the Foodbank should they feel unable to raise a safeguarding concern using the channels outlined in this policy. It relates to raising concerns about:

- Unprofessional behaviour
- Bullying by staff
- Any form of abuse (physical, sexual, emotional or neglect)
- Name calling
- Personal contact with adults, children and young people which is contrary to the organisation's policies and codes of conduct
- Any form of racial abuse
- Inappropriate sexualised behaviour
- Knowledge about an individual's personal circumstances which may indicate they could be a risk to adults and/or children
- Persistent and enduring rumours including un-investigated historical rumours.

Where a person raising concerns is unable to raise the matter with either the Safeguarding Lead, their Deputy or the Project Manager, then they can contact the Chair of Trustees, who is responsible for the oversight of the Governance of the Charity.

If the person raising the concern feels the Chair of Trustees has not appropriately addressed the concerns raised, then they can seek further recourse, they should contact the Vice-Chair of Trustees.

If it is felt there exists a significant risk of harm being caused to another person, then the person can raise their concerns directly with Kent County Council's social services.

As a member of the Trussell Trust Foodbank Network, a person can also make a complaint about the Foodbank's handling of the concern via Trussell's complaints procedure, details of which can be accessed from the Trussell website.

Section 6

Wellbeing Support and Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering wellbeing support/pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Please see below the details for the individual responsible for wellbeing support/pastoral care:

Name: Jon Munn, Faversham Salvation Army

Tel: 07842 346903

Email: jon.munn@salvationarmy.org.uk

Working with those who may pose a risk

When someone attending the organisation is known to pose a potential risk to children, or adults with care and support needs, the Leadership will supervise the individual concerned and offer wellbeing support/pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep.

These boundaries will be based on a risk assessment and thorough consultation with appropriate external parties.

APPENDIX 1:

Safeguarding statement

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

- Faversham Foodbank is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the charity.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory and specialist guidelines in relation to safeguarding children and adults and will ensure that all employees and volunteers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by the Foodbank.
- Supporting all in the organisation affected by abuse.

We recognise:

- Children's Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has

lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.

- Where an allegation suggests that a criminal offence may have been committed, the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.