



Subject:	Safeguarding Policy Statement
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### **Policy Statement**

This policy statement will affirm Life’s commitment and obligation to Safeguarding throughout the charity and its duty of care.

### Definition

Safeguarding means protecting peoples’ health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect, especially children, young adults, and Adults at Risk of Harm. This terminology is recognised throughout the United Kingdom.

### Life’s Commitment

#### **“We will not tolerate abuse and exploitation”**

Life believes that everyone regardless of age, gender, identity, disability, sexual orientation, ethnic orientation, or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, and exploitation.

We aim to ensure that no client, child, volunteer, member of staff or beneficiary within Life or who meets with Life is subject to any form of abuse, especially those who fall into more vulnerable categories such as Adults at Risk of Harm, Child, or young person/s at risk. We will do this by having the follow systems in good working practice and adhered to:

- Safer Recruitment Procedures
- Individual Departmental Reporting Procedures
- Safeguarding Training Procedure
- Safeguarding Reporting Procedure
- Whistle Blowing Procedure

We are committed to addressing safeguarding through the three pillars of:

- Prevention
- Reporting
- Responding

These procedures along with comprehensive guidance documents will ensure that any form of abuse, allegations of abuse or wrongdoing against any of the said mentioned groups identified above will be investigated and managed ethically, effectively, and responsibly ensuring that Safeguarding is treated with the highest respect throughout the whole Charity.

We recognise that Safeguarding is everyone's responsibility and as such this Policy Statement applies to anyone working on behalf of Life, including Board of Trustees, Senior Managers, paid Staff, Volunteers, Sessional workers, Agency Staff and Students.

All Life staff and volunteers that are based in Pregnancy Matters™ Houses, Pregnancy Matters™ Centres, National and Link offices and Life Shops will adhere to all Life's Safeguarding Policies and Procedures to ensure they are safe working and living environments for all.

Fundraising is an integral element for our Charity. Within this area we will always be legal, open, honest, respectful, responsible, and accountable. We will always treat people fairly, never placing anyone under undue pressure to give or taking advantage of someone's lack of knowledge or need for care in line with the Fundraising Code of Practice published by the Fundraising Regulator, viz:

- We will consider the needs of any possible donor who may be in vulnerable circumstances or need extra care and support to make an informed decision.
- We will not take a donation if we know, or have good reason to believe, that a person lacks capacity to make a decision to donate or is in vulnerable circumstances which mean they may not be able to make an informed decision.
- We will specifically consider:
  - any physical or mental-health condition the person may have; any disability the person may have.
  - any learning difficulties the person may have. ○ whether the person is facing times of stress or anxiety (for example, following the death of a loved one or redundancy).
  - whether a donation is likely to affect the person's ability to sufficiently care for themselves or leave them in financial hardship.
  - how well the person can communicate and understand what they are being told. ○ whether the person is under the influence of alcohol or drugs; and ○ the person's age.

We have a zero-tolerance approach to breaches of our Safeguarding policies and procedures and will thoroughly investigate all alleged breaches. We regularly review our safeguarding documents,

which aim to improve the knowledge and understanding of all who work, volunteer or are involved with the Charity.

Safeguard Training is provided to all staff and volunteers at a level that is in accordance with their position or role within the Charity.

### Safeguarding Structure

Due to the diversity of the Charity, Life have appointed a Safeguarding Departmental Representative (SDR's) to each individual area. They in turn will report to the Safeguarding Co-ordinator who will advise and oversee Life's Safeguarding structure. The Safeguarding Co-ordinator will report to the CEO and Safeguarding Trustee.

### Safeguarding Departmental Procedures

While all areas of Life must adhere to this document for the work they undertake, we recognise the diversity of the work undertaken in each identified area. Therefore, while we have a generic procedure this is supported by area procedures for each arm of the charities work area.

### Safeguarding Reporting Structure

Life Safeguarding Reporting Structure is mapped as follows:

- Individual Case Reports for Safeguarding or Welfare Concerns
- Monthly Report from all Safeguarding Departmental Representatives
- Compilation of Monthly Area reports completed by Safeguarding Co-ordinator for submitting to CEO and Safeguarding Trustee
- Quarterly out turn report compiled by Safeguarding Co-ordinator for presenting to Board of Trustees

Life will ensure that safe, appropriate, and accessible means of reporting safeguarding concerns are available to all directly involved with the Charity and appropriate action and if necessary, investigation begins within a 24-hour period.

Safeguarding concerns from members of the public, working partners and official bodies will be investigated within 24 hours and a reply given to the individual within 48 hours.

Staff members who have a concern relating to safeguarding should report it immediately to their Safeguarding Departmental Representative or Line Manager. If the staff member does not feel comfortable reporting to their designated SDR or Line Manager (for example they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other area SDR or appropriate staff member.

### Whistleblowing

Any staff reporting concerns or complaints through formal whistleblowing channels will be protected by Life's Whistleblowing Policy.

## Confidentiality

Notwithstanding Legal Obligation or Vital Interest as defined in the General Data Protection Regulations 2018, Life deems it essential that confidentiality is maintained at all stages of process when dealing with safeguarding concerns. Information relating to the concerns and subsequent case management should be shared only on a “need to know” basis with identified relevant people and should always be kept secure. To help us ensure this all of Life’s Safeguarding and Welfare Cases are given a unique identification code and are kept securely within the Safeguarding team site. Please read Life’s Confidentiality Policy

## Legislation

Life Safeguarding Policy Statement and procedures are guided by:

- Children Act 1989, amended 2004
- Care Act 2014 (Safeguarding Adults at Risk)
- Working Together to Safeguard Children 2015, amendments 2018
- Serious Crime Act 2015
- Equality Act 2010, amended 2019
- Data Protection Act 1998, amended 2018
- The General Data Protection Regulations 2018
- Criminal Justice Act 1998 amended 2003, amendments for NI 2013
- Public Interest Disclosure Act 1998, amendments 2013 and 2018
- Mental Capacity Act 2005, amendments 2019
- Sexual Offences Act 2003, amendments 2012,2019
- The Rehabilitation of Offenders Act 1974, amended 2014
- Safeguarding Vulnerable Groups Act 2006, amended in NI 2012
- Children and Families Act 2014
- Adoption and Children Act 2002
- The Protection of Freedoms Act 2012
- The Criminal Justice and Court Services Act 2000, amended 2015
- Children and Young Persons Act 1963, amended 2008 and (Scotland)2014
- Female Genital Mutilation Act 2003, amended 2015
- Children and Social Work Act 2017
- Human Rights Act 1998
- United Convention of the Rights of the Child 1992
- Counter Terrorism & Security Act 2015, amendments 2019 Prevent Duty
- Revised Prevent Duty Guidance for England & Wales: July 2015, amendments 2019
- The European Convention of Human Rights

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## 1 Life- GDPR compliance

o This policy does not concern the collection, storage or processing of any personal data, nor does it affect any other policies or systems that concern personal data.

(If you have highlighted the above there is no need to complete the rest of this declaration)

1. I have read and understood the Life GDPR Policy and confirm that the Policy above fully complies with it in all areas. ✓

2.

	Lawful Basis for this Policy:	Add 'yes' to which one(s) apply
a	Legal obligation	✓
b	Legitimate interest	
c	Contract	✓
d	Vital interest	✓
e	Consent	✓
d	Special Category (e.g., Children's data)	✓
	Please state the purpose for special category:	

3.

	I confirm that all personal data is:	Add 'yes' to which one(s) apply
a	Held only in the locations detailed in this Policy	✓
b	Used only for the purposes stated	✓
c	Held securely	✓

4.

	By signing this Policy, you are agreeing to the following:
a.	A Data Processor Agreement is in place with all external organisations (Data Processors) who are in receipt of personal data under the terms of this Policy
b.	The relevant Policy Notices under this Policy have been published in an appropriate manner.

5.

	The person(s) responsible for data protection covered by this Policy are: (List Persons below)	Insert Date
1	Emma Turner	21/11/2022
2		

6. As the above-named person, I confirm that this Policy complies with the General Data protection Regulations 2018

Signed: 

Name: Emma Turner

Date: 21/11/2022

Note: Life has chosen not to appoint a Data Protection Officer which is permitted under GDPR and so this responsibility is devolved to the appropriate person named under this Policy.