

# Safeguarding Policy for Foundation Wellbeing Trust

Last Updated: September 9, 2025

## 1. Purpose and Commitment

Foundation Wellbeing Trust ("we," "us," "our") is fully committed to safeguarding the welfare of all children, young people, and vulnerable adults who engage with our services, activities, and programs. Our mission is to promote and protect physical and mental health, and creating a safe environment is fundamental to this work.

This policy outlines our commitment and procedures to protect all individuals from harm, abuse, and neglect. It applies to all our staff, trustees, volunteers, and anyone working on behalf of the Foundation Wellbeing Trust. We recognize our responsibility to take all reasonable steps to promote safe practices and to protect individuals from harm, abuse, and exploitation.

## 2. Our Safeguarding Principles

- The welfare of the child, young person, or vulnerable adult is paramount.
- All individuals, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have a right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, vulnerable adults, their parents, carers, and other agencies is essential in promoting their welfare.
- Creating a safe and welcoming environment is the responsibility of everyone involved in the Foundation Wellbeing Trust.
- All staff and volunteers will be provided with appropriate training and support to understand and implement this policy.

## 3. Definitions

- **Child/Young Person:** Anyone who has not yet reached their 18th birthday.
- **Vulnerable Adult:** A person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
- **Abuse:** A violation of an individual's human and civil rights by any other person or persons. Abuse can be physical, emotional, sexual, financial, psychological, discriminatory, or institutional. Neglect is also a form of abuse.

## **4. Procedures for Reporting a Safeguarding Concern**

We have a clear procedure for reporting and responding to safeguarding concerns. All staff and volunteers are expected to follow these steps if they have a concern about a child or vulnerable adult.

### **1. Immediate Action:**

If you believe an individual is in immediate danger, you must call the police or emergency services on **999** without delay.

### **2. Report the Concern Internally:**

Report your concern as soon as possible to the Foundation Wellbeing Trust's Designated Safeguarding Lead (DSL). Do not attempt to investigate the matter yourself. Provide a factual account of what you have seen, heard, or been told.

### **3. Record Keeping:**

Make a written record of your concern, noting the date, time, location, and the names of anyone involved. Describe the concern factually and avoid making assumptions or interpretations. Sign and date your report and pass it to the DSL.

### **4. DSL Responsibilities:**

The Designated Safeguarding Lead is responsible for:

- Receiving and recording all safeguarding concerns.
- Assessing the information promptly and taking appropriate action.
- Making a referral to local authority children's or adults' social care services and/or the police if required.
- Ensuring all concerns are handled sensitively and confidentially, with information shared only on a need-to-know basis.
- Liaising with external agencies and providing support to the individuals involved.

## **5. Our Designated Safeguarding Lead (DSL)**

Foundation Wellbeing Trust has appointed a Designated Safeguarding Lead who is the first point of contact for all safeguarding concerns.

**Designated Safeguarding Lead (DSL):** [Insert Name of DSL]

**Contact Email:** [Insert Designated Safeguarding Email Address, e.g., safeguarding@foundationwellbeingtrust.co.uk]

**Contact Phone:** [Insert Designated Safeguarding Phone Number]

In the absence of the DSL, please contact our Deputy Safeguarding Lead:

**Deputy Safeguarding Lead:** [Insert Name of Deputy DSL]

**Contact:** [Insert Deputy's Contact Details]

## **6. Safe Recruitment and Training**

We are committed to safe recruitment practices for all staff and volunteers who will have contact with children or vulnerable adults. This includes:

- Conducting Disclosure and Barring Service (DBS) checks where appropriate.
- Requesting and verifying references.
- Providing all staff and volunteers with a copy of this Safeguarding Policy and ensuring they understand their responsibilities.
- Delivering regular safeguarding training and updates.

## **7. Policy Review**

This Safeguarding Policy will be reviewed annually, or more frequently if there are changes in legislation or guidance, to ensure it remains effective and up-to-date.