

# Friends of the Venerable Procedure - Safeguarding

Issue Version	Date	Author	Description
1.0	13-Apr-2025	Sandra Brinkley, Robert Westbury, Ben Rowden	New Procedure

A copy of this procedure is placed on the Charity's website.

Signed (and Dated) on behalf of the Executive Committee:

Name: Ben Rowden

Role: Chairman

Date: 13-Apr-2025

Signature: REDACTED

## Purpose

The purpose of this document is to set out the charity Safeguarding standard operating procedure, implementing the Charity's Safeguarding policy.

## Scope

The scope of this document is the Friends of the Venerable charity.

## Safeguarding Procedure

Current Safeguarding Officer: Sandra Brinkley (email address - [safeguarding@friendsofenglishcollegerome.org.uk](mailto:safeguarding@friendsofenglishcollegerome.org.uk))

### **Safeguarding Adult at Risk Definition:**

- Care Act 2014 defines "adult safeguarding " as the process of protecting a person's rights to live in safety, free from abuse and neglect.
- An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and/or support, regardless of whether they are receiving them. A person may not identify themselves to be an adult at risk

### **Types of Abuse:**

- Physical
- Sexual
- Emotional
- Neglect
- Financial
- Spiritual
- Exploitative
- Radicalisation
- Domestic Violence

(This is not an exhaustive list)

### **Disclosure of Abuse:**

If a trustee or other member of the charity receives a potential safeguarding issue, they must:

- ensure they do not promise confidentiality. This is important as they must share this information with the Safeguarding Officer who may share with Social Services or The Police.
- **Listen.** It may be appropriate to ask permission to take notes.
- **Reassure.** It can be frightening to make a disclosure, reassure that they have been brave and it is very important this information is passed on to prevent further harm.
- **Record** as soon after the disclosure as possible. Use the adult at risk's own words. Sign and date the record.
- **Report.** The record must be passed onto the Safeguarding Officer as soon as possible. Inform the adult at risk what will happen next. Do not discuss with anyone other than the Safeguarding Officer.

When a trustee or other member receives a disclosure, they must never:

- Trivialise, minimise, dismiss or ignore an allegation of abuse.
- Assume somebody else will take responsibility for reporting concerns and making referrals.
- Explore the details other than to gain enough detail to report the incident.
- Seek to prevent them disclosing the information.

**The Safeguarding Officer will ensure the appropriate statutory agency is informed of any safeguarding allegations, incidents or concern. This includes to the Local Authority and the Police.**

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Initials: BJR