

## VETERANS ASSOCIATION – SAFEGUARDING POLICY

**Adopted:**

**Review date:**

### **Safeguarding of Adults involved in the Veterans Association events and projects**

*This statement must be read by organisations carrying out in-person partnership work with the Veterans Association, and must be agreed by all personnel carrying out in-person work on behalf of the Charity.*

*This policy relates to adults only and where the Charity is working with a Project Partnering organisation whose personnel includes children, that partner organisation's Child Safeguarding Policy will be followed by the Charity and must be made available to the Charity by the partnering organisation. If the Child Safeguarding Policy of the partnering organisation is deemed by the Charity Trustees to be insufficient, the Charity will take appropriate advice.*

### **1) Overview**

The Veterans Association recognises:

- a) That Safeguarding is the process of protecting people from harm – whether the harm is caused by accidents, deliberate abuse, neglect, bullying, discrimination or prejudice;
- b) that everyone has different levels of vulnerability and that each of us may be at risk at some times in our lives;
- c) that in working with individuals and groups within the community, some of whom may be at risk, particular care will need to be taken in relation to their individual needs and any arising safeguarding requirements, as expressed and addressed in risk assessments and planning documents where those vulnerabilities are known; and
- d) that a flexible approach will need to be built into the organisation's work when working with people with vulnerabilities.

### **2) Our Commitment**

- a) Safeguarding is the priority in the planning and delivery of the Veterans Association projects and events; all possible actions will be taken to prevent the psychological, physical, domestic, emotional, sexual abuse and exploitation, modern slavery, discriminatory, and financial abuse of directors, associates, stakeholders, project partners, contractors and volunteers, customers, ex-veterans, supporters, and donors.
- b) We at the Veteran's Association are committed to providing a safe and caring place for all. We will ensure we provide an environment where all people at risk, regardless of age, disability, gender, racial heritage, religious or other belief and sexual orientation or identity are kept safe from harm, abuse and neglect while they are involved with the organisation. We will take every reasonable precaution to minimize such risks and will ensure their welfare is paramount.
- c) The Veterans Association is committed to openness and honesty. We have a zero tolerance approach to abuse. Abuse can be defined as "a violation of an individual's human and civil rights by any other person or persons". What this means is the individual is on the receiving end of behaviour that causes them harm, distress, endangers their life or violates their rights. This means that all actual and alleged abuse must be reported. All allegations of abuse will be

taken seriously and acted upon by being designated as formal concerns that are escalated to senior management.

- d) Individuals carrying out work on behalf of the Veterans Association (whether trustees, employees, volunteers or paid or unpaid contractors) agree to report to the appropriate person or agency, any such abuse we suspect or recognise, whether historical or current, and to respond appropriately and record it. All significant or consequential incidents will be reported through the Charity Commission's Serious Incident Reporting process, and reported within the annual report.
- e) It is accepted that the scope of the Veterans Association's work encompasses a variety of safeguarding considerations of varying nature, complexity and risk. All parties are to avoid conduct that might lead to a reasonable concern of motive or intention. In certain work personnel will be required to follow a written code of conduct.

### **3) Actions**

- a) The Veterans Association has a Designated Safeguarding Lead (the DSL) who oversees the implementation of the Safeguarding Policy and the maintenance of all relevant and necessary training, policies, procedures and record-keeping. That person will undertake and refresh accredited safeguarding training on a regular basis as necessary for the carrying out of the Charity's work. They will acquaint themselves with safeguarding legislation and guidance eg. the Care Act 2014, Working Together to Safeguard Children (2018) and Charity Commission guidance.
- b) The DSL will refer all safeguarding concerns to the Trustees for guidance and, where appropriate, will notify the appropriate bodies. If a safeguarding complaint is raised against the Designated Safeguarding Lead the other Trustees will seek the support of an appropriate agency.
- c) We will listen to and take seriously all those who disclose abuse and offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- d) Existing project partners and new contractors or volunteers carrying out in-person work in partnership with the Veterans Association, will receive a copy of the relevant policies and all appropriate advice about following the Veterans Association's safeguarding procedures. Contractors carrying out work from home, and project partner organisations carrying out work on behalf of the Charity but independently of it, will be expected to familiarise themselves with the Charity's policies online but to adhere to their own organisation's policies and protocols.. Appropriate risk assessments will also be carried out.
- e) Project partners will be asked to provide evidence of due diligence and where appropriate, contractors will be asked to provide evidence of safeguarding training and/or DBS checks in order to carry out work on behalf of the Charity.
- f) The Veterans Association will carry out appropriate DBS checks and may carry out such checks on behalf of individual contractors (paid or unpaid) with their written agreement, prior to their involvement with the organisation.
- g) Where close physical work is necessary for the carrying out of the work, for example, that work involving adults or children with identified, complex vulnerabilities, the Veterans Association will agree in advance with the Designated Safeguarding Lead of the partner organisation which organisation should bear responsibility for preparing Risk Assessments and specific safeguarding guidance. This guidance will be agreed upon to mutual satisfaction before work is carried out and additional training may be required as relevant and necessary.

- h) We will train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse. Those planning, leading or delivering the Charity's events or project work may require specific training especially where that work relates to vulnerable members of the community.
- i) The Charity will exercise appropriate 'Safe Recruitment' procedures in relation to the selection, appointment and managing of all Directors, Contractors, Associates and others including trustees and volunteers in order to safeguard the good reputation of the Charity and the safety of its Directors, Contractors, Stakeholders and other Beneficiaries.
- j) We will ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the charity.
- k) We will care for and monitor any member of the charity's community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- l) We will display on our website and at any premises at which we operate details of who to contact if there are safeguarding concerns or support needs.

#### **4) Data Protection.**

Where a safeguarding action may be required, the Charity will determine the appropriate lawful basis to processing the personal data. This will depend upon the perceived level of risk. It is unlikely that consent of the individual will not be appropriate. Therefore, the personal data will be processed in the legitimate interests of the Charity unless a legal obligation can be identified.

#### **5) Safeguarding and the law**

- a) There are key pieces of legislation in place to support safeguarding which we will take into account in our safeguarding practice including: across health, social care and support roles.

The Care Act 2014: <https://www.gov.uk/government/publications/care-act-2014-statutory-guidance-for-implementation>

The Mental Capacity Act 2005: <https://www.gov.uk/government/collections/mental-capacity-act-making-decisions>

The Human Rights Act 1998: <http://www.legislation.gov.uk/ukpga/1998/42/contents>

The Data Protection Act 2018: <https://www.gov.uk/data-protection/the-data-protection-act>

The Equality Act 2010: <https://www.gov.uk/guidance/equality-act-2010-guidance>

#### **6) Review**

- a) We will ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- b) We will review our Safeguarding Policy, procedures and practices at least annually.