



**Sefton CVS**  
Supporting Local Communities

# Safeguarding Good Governance

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**Toolkit - August 2022**



# Introduction

Sefton CVS seeks to support VCFSE organisations to deliver safeguarding safely and effectively. The following materials have been drawn together to assist organisations with Safeguarding policies, procedures and practices.

## What is Safeguarding?

Safeguarding means protecting a citizen's health, wellbeing and human rights, enabling them to live free from harm, abuse and neglect. Safeguarding children, young people and adults is a collective responsibility.

# Safeguarding Training

**It is good practice for all staff to undertake basic safeguarding awareness for both children and adults irrespective of their role within an organisation.**

**Sefton CVS offer** access to online safeguarding training as part of a wider training package. The training can be booked by contacting **[training@seftoncvvs.org.uk](mailto:training@seftoncvvs.org.uk)**.

The cost is £15pp for VCFSE sector groups and organisations based in Sefton and £20pp for agencies operating outside of Sefton.

### **Full Sefton CVS Training Package**

**Sefton Safeguarding Children's Partnership (SSCP) offer** a programme of free training. For more information please visit:

**[seftonscp.org.uk/events](https://seftonscp.org.uk/events)**

There are also a number of digital briefings available online at:

**[seftonscp.org.uk/scp/campaigns/sway-briefings-digital-learning](https://seftonscp.org.uk/scp/campaigns/sway-briefings-digital-learning)**

# **Safeguarding Policies, Procedures & Practices**

# Sefton CVS Safeguarding Policies

**Sefton CVS have developed templates for both Children and Adults Safeguarding Policies. You are welcome to use these templates to help construct your own policy. However, the most important aspect of developing any policy is that it is owned by your organisation.**



***Safeguarding Children Policy Template***



***Safeguarding Adult's Policy Template***

## Safeguarding Procedures

You can find more information on safeguarding duties for charity trustees on the .Gov website below:

**[www.gov.uk/guidance/safeguarding-duties-for-charity-trustees](http://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees)**



# The Charity Commission Guidance – Policies, Procedures and Practices

**[www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#policies-procedures-and-practices-you-need-to-have](https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#policies-procedures-and-practices-you-need-to-have)**

## Good Governance Code

Good governance is fundamental to a charity's success. It enables and supports a charity's compliance with the law and relevant regulations. It also promotes a culture in which everything works towards fulfilling the charity's vision.

Read the Charity Governance Code for more information on the seven principles of Safeguarding Good Governance:

**[www.charitygovernancecode.org/en/front-page](https://www.charitygovernancecode.org/en/front-page)**

## DBS service

**If your group or organisation works with children or vulnerable adults, you may need paid staff and volunteers to undergo Disclosure and Barring Service (DBS) checks.**

DBS checks are designed to help organisations to make safe and informed recruitment decisions by identifying candidates who may be unsuitable for certain areas of work, especially those which may involve contact with children or other vulnerable members of society.

### **How can Sefton CVS help?**

As a registered DBS Umbrella Body, we can help groups and organisations through the process of applying for DBS checks on staff and volunteers. Our role is to:

- Check and validate the information provided on the application.
- Establish the true identity of the applicant through the examination of a range of documents using guidance provided by the DBS.
- Countersign applications to confirm that the organisation has an entitlement to access criminal records information.
- Ensure compliance with the DBS code of practice.

If you would like to find out more about how we can support your organisation with DBS checks, please get in touch. Email [\*\*elaine.fraser@seftoncv.org.uk\*\*](mailto:elaine.fraser@seftoncv.org.uk).



# Safeguarding Risk

**Just like all other risks, you must include safeguarding risks in your risk register and review them regularly. Your organisation must consider safeguarding risks at both an operational and strategic level.**

NCVO have developed a useful check list for safeguarding risk management available at:

**[knowhow.ncvo.org.uk/safeguarding/checklists-training-and-other-support/specialist-guides/safeguarding-as-a-director-of-operations/managing-safeguarding-risks](https://knowhow.ncvo.org.uk/safeguarding/checklists-training-and-other-support/specialist-guides/safeguarding-as-a-director-of-operations/managing-safeguarding-risks)**

For more information on Charities and risk management:

**[www.gov.uk/government/publications/charities-and-risk-management-cc26/charities-and-risk-management-cc26#knowing-the-requirements---the-risk-management-statement](https://www.gov.uk/government/publications/charities-and-risk-management-cc26/charities-and-risk-management-cc26#knowing-the-requirements---the-risk-management-statement)**

# Safe Recruitment

**A Safer Recruitment Policy & Procedure supports an organisation to maintain and embed an open and fair recruitment process.**

For more information visit the useful links below:

**[www.anncrafttrust.org/resources/safe-recruitment-process](http://www.anncrafttrust.org/resources/safe-recruitment-process)**

**[www.gov.uk/government/publications/dbs-check-eligible-positions-guidance](http://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance)**

**[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)**

# **Safeguarding & Volunteering**

**You have a responsibility to your volunteers and to the people they will be volunteering with.**

If you have staff or volunteers you must have a clear code of conduct which sets out:

- Your charity's culture and values
- How people in your charity should behave

Read NCVO's **Charity Ethical Principles** for help with policies on recognising and resolving ethical issues when considering your code of conduct.

Sefton CVS have produced a volunteering toolkit that provides partial guidance on the safe management and support of volunteers:

**[volunteeringsefton.org.uk/resources/toolkit](http://volunteeringsefton.org.uk/resources/toolkit)**



# **Information Governance**

**General Data Protection Regulation came into effect in 2018. GDPR is a facilitator of information governance enabling the safe sharing of information. It provides regulation on the safe management of personal information.**

When working with people's personal information you need to be open and honest about what you will use their information for, as well as, who and under what circumstances you might share information. Information should be shared with consent unless there is a direct risk to a child or adult at risk that necessitates the sharing of information without consent. Safety and wellbeing are core responsibilities within your operational processes. When sharing information, you should only share what is necessary and proportionate to the concern.

- **GDPR Isn't a Barrier to Sharing Information**
- **Be Open and Honest**
- **Seek Advice**
- **Share With Consent Where Appropriate**
- **Consider Safety and Wellbeing**
- **Necessary, Proportionate, Relevant, Accurate, Timely and Secure**
- **Keep a Record**

More information on GDPR and Safeguarding is available at:

**[assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1062969/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1062969/Information_sharing_advice_practitioners_safeguarding_services.pdf)**

**[www.scie.org.uk/safeguarding/adults/practice/sharing-information](http://www.scie.org.uk/safeguarding/adults/practice/sharing-information)**

# **For more information**

## **Children's Safeguarding**

**Sharon Cotterall**

**Children and Families Development Officer**

**[sharon.cotterall@seftoncvvs.org.uk](mailto:sharon.cotterall@seftoncvvs.org.uk)**

## **Adult Safeguarding**

**Jan Campbell**

**Health and Social Care Officer**

**[jan.campbell@seftoncvvs.org.uk](mailto:jan.campbell@seftoncvvs.org.uk)**

## **Sefton Council for Voluntary Service (CVS)**

**Call: 0151 920 0726**

**[www.seftoncvvs.org.uk](http://www.seftoncvvs.org.uk)**

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