



Sefton CVS
Supporting Local Communities

Safeguarding Good Governance

Toolkit - May 2024



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@seftoncv.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

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

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



General Safeguarding 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

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

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

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

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

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

www.gov.uk/government/publications/dbs-check-eligible-positions-guidance

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

Managing Allegations

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Local Authority Designated Officer (LADO)

The role of the LADO is set out in Government guidance Working Together to Safeguard Children (DfE).

Sefton has a LADO to be involved in the management and oversight of individual cases. The Designated Officer for the Local Authority (DO) should provide advice and guidance to employers and voluntary organisations, liaising with the police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process;

- any allegation should be reported immediately to a senior manager within the organisation. The Designated Officer for the Local Authority (DO) should also be informed within one working day of all allegations that come to an employer's attention or that are made directly to the police; and
- if an organisation removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

For full information visit the **[Sefton Safeguarding Children Partnership website here](#)**

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

www.scie.org.uk/safeguarding/adults/practice/sharing-information

For more information

Children's Safeguarding

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