

## **Safeguarding Children, Young People and Adults Policy Hearts and Minds**

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## Policy Statement

We recognise that the welfare of all children, young people and adults at risk is of paramount importance. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

This policy applies to everyone working on behalf of or representing Hearts and Minds, including paid staff, trustees, volunteers, practitioners, supporters, students, or individuals on work placements.

## Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

- age
- ability
- gender reassignment
- culture, race, religion, or belief
- gender assignment and sexual orientation

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged, recorded and shared with parents and carers and any relevant agencies when necessary and appropriate.

## **We will:**

- ✓ treat all individuals at risk with respect and celebrate their achievements
  - ✓ be mindful of equal opportunities and safeguarding in recruitment and selection all staff, associates, trustees and volunteers
  - ✓ respond to concerns and allegations appropriately
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**When there are concerns** about the welfare of any, child, young person or adult at risk, all responsible adults in our organisation are expected to share those concerns, without delay, with the leads for safeguarding.

**Our policy** is approved by the Senior Management Team and Board of Trustees and will be reviewed and updated annually. We will publish and promote this policy to all staff, practitioners, trustees and volunteers through induction, training, and supervision. We endeavour to disseminate, as appropriate, this policy to all who come into contact with our charity e.g., the children, young people, adults at risk, their parents, carers, staff, and others such as partners and fundraisers. This is to ensure behaviours, practice and responses required to ensure safeguarding individuals and provide a safe environment and support.

## **Policy Aim**

As members of SAFE, we always aim to attain the SAFE standards in all our activities with children, young people, adults at risk, their families and/or carers. We endeavour to provide a safe, and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance, and risk assessments.

## **Lead and Deputy for Safeguarding**

**Our Lead for safeguarding** is Sean Donnelly, CEO, [sean@heartsminds.org.uk](mailto:sean@heartsminds.org.uk)

**Our Deputy for Safeguarding** is Ruth Butterworth, Office Manager [ruth@heartsminds.org.uk](mailto:ruth@heartsminds.org.uk)

Their role is to oversee and ensure that our safeguarding policy, which includes eSafety, is fully implemented and that we attain SAFE standards.

Their responsibilities are:

- ✓ monitoring and recording concerns.
- ✓ making referrals to social care, or police, as relevant, without delay
- ✓ liaison with other agencies
- ✓ arranging training for all staff

The Deputy should be available to support or cover for the Lead. They will also handle any complaints or allegations against the Lead if appropriate. Additional Senior Lead for Safeguarding

### **Additional Senior Lead for Safeguarding**

A Trustee has been appointed to take leadership responsibility for the organisation's safeguarding arrangements. This person has up to date and relevant training and the ability to develop knowledge, skills and expertise in safeguarding.

Our Additional Senior Lead for Safeguarding are Bob Irvine and Gary Ward, Trustees, [board@heartsminds.org.uk](mailto:board@heartsminds.org.uk)

### **Why do we need a Safeguarding Policy?**

All organisations that work or come into contact with children young adults and/or adults at risk need to have safe-guarding policies and procedures in place.

Government guidance is clear that all organisations working with children, young people, adults at risk, families, parents, carers have responsibilities for safeguarding. It is important to remember that children, young people, and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities, we:

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- ✓ have senior managers and trustees committed to safeguarding.
- ✓ are clear about people's responsibilities and accountability.
- ✓ have a culture of listening to children, young people, and adults at risk.
- ✓ undertake safer recruitment practices for all staff and volunteers working with children, young people and adults at risk.
- ✓ have procedures for safeguarding children and young people and adults at risk.
- ✓ have procedures for dealing with allegations against, and concerns about, staff & volunteers.
- ✓ make sure staff, associates, trustees, and volunteers, have mandatory induction and further safeguarding training (as appropriate), supervision, reviews, and support.
- ✓ have agreements about working with other organisations and agencies.

### **Definition of a Child/Young Person**

The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child “means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier” (Article 1, Convention on the Rights of the Child, 1989). A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

### **Definition of an adult at risk**

An adult at risk is a person over the age of 18 years (16 in Scotland) and is:

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- having needs for care and support, and;
- experiencing, or is at risk of, abuse and neglect and;
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of

abuse or neglect.

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## Data Protection

We will treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the General Data Protection Regulation (GDPR) and will not share information with any third party, except where required by law.

## Confidentiality

This policy is in line with government guidance about confidentiality and these details will be made available to all workers, children, young children, adults at risk, parents and carers.

We fully endorse the principle that the welfare of children, young people and adults at risk, over-ride any obligations of confidence we may hold to others. No one working within this organisation can promise absolute confidentiality where a child, young person or adult at risk may be at risk of harm. Individual cases will only be shared or discussed on a “need to know” basis.

Under “whistle blowing” anyone in our organisation may refer direct to Social Care Services, the police or the Charity Commission, as relevant, if they are concerned that a child, young person or adult is at risk of harm and this policy is not being adhered to.

## Whistleblowing

Whistleblowing is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and or harmful way.

Our organisation promotes the sharing of any concerns regarding the safeguarding of children, young people, and adults at risk as soon as possible with the Lead or Deputy for Safeguarding.

If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to social care services, the police, and /or OSCR. <https://www.oscr.org.uk/about-charities/raise-a-concern/whistleblowing/>

All media enquiries will be handled by Shirley Monteith, Marketing and Communications Officer, [shirley@hearts-minds.org.uk](mailto:shirley@hearts-minds.org.uk)

## Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered or are suffering harm or at significant risk of suffering harm. It is important that they are shared at the appropriate time with appropriate others. Within this organisation the decision to share written information, and with whom they will be shared, will be undertaken by the Lead or Deputy for safeguarding.

## Safer Recruitment

Our organisation is committed to safe recruitment in line with the relevant legislation and guidance from government and Regulatory Authorities for recruiting all staff, paid or unpaid. We do this by:

- advertising vacancies with a clear commitment required to safeguarding: *"Hearts and Minds is committed to safeguarding and promoting the welfare of children, young people and adults at risk; and expects all our staff and volunteers to share this commitment. Applicants will be subject to background and criminal records checks as relevant to the job role."*
  - providing detailed job descriptions for all posts and will request criminal records checks where relevant.
  - obtaining full personal details by application form with particular relevance to previous work with children, young people and adults at risk.
  - check identification, and also the right to work in the UK for relevant posts.
  - always taking up two written references, one from the most recent employer, and insist that any appointment, will only be confirmed subject to:
    - ✓ a satisfactory criminal record (DBS) check at the appropriate level/ Scotland PVG Scheme membership
    - ✓ written references received directly from referees for all posts.
    - ✓ essential qualifications being checked, where relevant
    - ✓ confirmation of the right to work in the UK.
- 
- undertaking all interviews face to face, where possible, based on the job description to be undertaken.



- having sound procedures and recording for interviewing to ensure we are satisfied and can evidence that the applicant is appropriate and suitable.

Any appointment will only be confirmed subject to:

- a satisfactory criminal records check at the appropriate level.
- a follow up of written references by telephone if relevant to vacant post
- a check of essential qualifications
- confirmation of the right to work in the UK where relevant.
- fitness to work as relevant.

## **Induction & Training**

Any employee or freelance person (e.g., Hearts & Minds artist) whose role or engagement requires contact with children, young people or adults at risk will:

- sign to record they have received and understand the Hearts and Minds Safeguarding policy and Code of Conduct
- receive safeguarding training at the appropriate level.
- have a probationary period of 6 months (if an employee), monthly supervision and annual appraisals with their line manager.

Staff or freelancers whose role or engagement does not require contact with children, young people or adults at risk will be required to read and understand the Hearts and Minds Safeguarding policy and Code of Conduct

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When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible. Updated training is normally required every 2 years (online) or three years (face to face).

## **Working Practices**

### **Consent**

When consent is required for any activity or programme we will, unless it is an emergency, obtain consent from the host organisation staff or parent/carer/family of an individual, or from the individual if they are of sufficient age and or understanding.

Where relevant, we will ensure we fulfil our obligations under Child Care Law in terms of parental responsibility and Mental Capacity Legislation on supporting, where possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

### **Staff Ratios to Child, Young Person, and Adult at Risk**

There must always be a minimum of two responsible adults present for any activities.

Host organisation staff are present at all times with our personnel when they are working with children, young people and adults at risk. Our staff are never responsible for managing any groups, always work in pairs and never work in one-to-one situations. Our staff are always supernumerary: host organisations must meet staff ratios without counting Hearts and Minds.

### **Home Visits**

Hearts and Minds do not currently carry out home visits. If this changes, the policy will be updated.

### **Young People who work in our Organisation**

No young people under 18 work or volunteer in our organisation.

## Code of Ethics

Hearts & Minds has established a Code of Ethics for our Clowndoctors and Elderflowers programmes (live and virtual), which all the artists must agree to adhere to by signing a separate document provided along with their contract. This is to safeguard the wellbeing of all participants, as well as guaranteeing the quality and professionalism of all our Therapeutic Clown work in hospitals and online, whilst allowing for the creativity of the individual freelance artists.

## Code of Conduct

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity, and inclusion. We undertake to:

- ✓ treat all children and young people and adults at risk with respect and dignity.
- ✓ ensure that their welfare and safety is always paramount.
- ✓ maintain professional boundaries both face to face and when using technology.
- ✓ always listen to individuals and take account of their wishes and feeling.
- ✓ always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- ✓ liaise openly with host organisation staff, parents, and carers.
- ✓ ensure any intimate touch required is within relevant guidelines and is safe and appropriate.
- ✓ avoid being alone with children, young people, and adults at risk whenever possible.
- ✓ listen to, and act upon, any disclosures allegations, or concerns of abuse.
- ✓ participate in approved safeguarding training at appropriate levels.
- ✓ ensure restraint is only used as part of an agreed plan by staff trained in the use of the particular restraint or as an emergency action to protect from harm. All use of restraint will be reported and recorded by the member of staff concerned to the Lead or Deputy lead for safeguarding and to the relevant manager.
- ✓ follow our safeguarding policy at all times.
- ✓ make activities FUN and enjoyable.

The following guidelines are designed to give an overview of how we expect the artists to conduct themselves within the host organisations and during online visits. More detailed information on child development and artistic tools is given to

all artists in training. If you require any further information please contact the Joint Interim Artistic Leads, Fiona Ferrier [fiona@heartsminds.org.uk](mailto:fiona@heartsminds.org.uk) and Rachel Colles [rachel@heartsminds.org.uk](mailto:rachel@heartsminds.org.uk)

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- ✓ be professional in your conduct at all times – you are a representative of Hearts & Minds. Your appearance and behaviour out of character are just as important as that in character.
  - ✓ be on time.
  - ✓ remember that host organisation staff are busy people and may not share your priorities.
  - ✓ it is not appropriate to criticise members of host organisation staff or family members about their conduct or care of the children or elderly people. If there is a serious issue, follow this policy. All other matters should be brought to the attention of the Lead or Deputy for Safeguarding
  - ✓ be very careful to accurately remember or record the information that you are given about your participants during referrals. If you are not sure of a name or what a certain illness or condition means, you must double check. Forgetting or mistaking basic information at best makes us look unprofessional and at worst could distress or harm a participant.
  - ✓ similarly, maintain awareness of the wider ward environment. Other children may be sleeping or in a great deal of pain and may be disturbed or distressed by your visits with other children. The need to keep the noise down is frequently mentioned in our feedback from healthcare units.
  - ✓ the feedback time at the end of the day is essential. The end of day sheets are an important means of communication between artists and the office and should not be rushed but filled in thoughtfully and with care.
  - ✓ when delivering virtual visits, follow our e-safety policy at all times.
  - ✓ always maintain professional boundaries both face to face and when using technology
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## **Recognising Abuse in Children Young People and Adults at Risk**

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g., is what you are observing and being told about an injury consistent with the injury?

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- Alcohol and Substance misuse
- County Lines
- Concealed pregnancy
- Discriminatory
- Domestic violence, including "honour" based violence.
- Emotional
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Gambling
- Hate and "mate" crime.
- Misuse of technology
- Modern slavery
- Neglect and acts of omission
- Organisational or institutional
- Psychological
- Physical
- Radicalisation
- Self-neglect
- Sexual
- Sexual Exploitation
- Spiritual abuse
- Trafficking

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## Handling Disclosures

When a disclosure is made by a child, young person, or adult at risk it is important to remember to:

- take what you are being told seriously.
- stay calm and reassure.

- do not investigate.
  - do not delay.
- 

and always

- seek advice from the Lead or Deputy for Safeguarding
  - make a careful recording of anything you are told or observe, date and sign.
- 

A disclosure may come from someone telling you:

- they have or are being abused.
- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

## Responding to Concerns

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the Lead or Deputy for Safeguarding. Everyone, including both the Lead and Deputy for Safeguarding will deal with concerns using the following:

**If you are worried a child, young person or adult at risk has been abused because:**

When working in host organisations that are schools or healthcare providers, you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the Hearts & Minds Lead or Deputy that you have referred a concern.

If the host organisation is neither of the above, talk to the Hearts & Minds Lead or Deputy for Safeguarding without delay. If they are implications then report to Additional Senior Lead.

The Lead, Deputy or Additional Senior Lead should refer the concern to the relevant adult or children's social care service and/or the Police and follow up the referral in writing within 24 hours.

Under "whistle blowing", anyone can refer directly to the police or social care services and OSCR, when they are concerned the organisation is not managing safeguarding concerns appro-

**CONSULT,  
MONITOR  
AND RECORD**  
*Sign/Date/Time*

## Record Keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding concern form.
- of sufficient detail to identify the individual who is subject of concern and any significant others for either the host organisation or Hearts and Minds, whoever is entitled to know.
- accurate and based on fact, as a true record of:

- ✓ what has been monitored/observed
- ✓ what has been said and by whom
- ✓ what has given cause for concern
- ✓ what action has and/or will be taken including the reason for those actions
- ✓ the reason stated for no action being taken and by whom

- non-judgmental
- timely within 24 hours
- signed and dated by the writer and co- signed by the Lead or Deputy for safeguarding
- shared as appropriate by the Lead or Deputy for safeguarding.



- stored safely and securely by the by the Lead or Deputy for safeguarding

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## **Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures**

Our policies and procedures are in line with statutory guidance, OSCR's guidelines, our disciplinary, complaints and grievance procedures, These will be made available to everyone.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice in a school or healthcare setting, the Lead or Deputy will inform the host organisation. In cases outwit these settings, the Lead or Deputy will discuss the situation with the social care services and / or the police before making an open decision about the best way forward.

In the case where the Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Additional Senior Lead. If there is a belief that the concern has not been taken seriously or acted upon then any one can "Whistle blow" (see that section).

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services and / or the police. Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals to the relevant:

- ✓ criminal records service
- ✓ Regulatory Authority
- ✓ professional body.

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## **Bullying and Harassment**

Bullying and harassment can take many forms and includes:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact.
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.

and

- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability.

Whether directed at children, young people, adults at risk, staff, parent or carers, bullying and harassment, physical and/or emotional, will not be tolerated and will be treated as a safeguarding concern when aimed at children, young people and or adults at risk.

We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment.
- report all incidents of bullying or harassment observed or disclosed involving children, young people or adults at risk, to the safeguarding leads.
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment.

- record all incidents with observations and witness statements, and action taken, signed, timed and dated
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## **eSafety**

### **Why do we need an eSafety Policy?**

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations, working with children, young people adults at risk, families, parents, and carers; have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy.

### **eSafety Code of Conduct:**

We expect everyone in our organisation to agree and sign up to our eSafety code of conduct to:

1. use the internet and other forms of communication in a sensible and polite way.
  2. only access websites, send messages or access and use other resources that will not hurt or upset anybody.
  3. only take images of children, young people, or adults at risk, who would be identifiable from the image, with written parental consent, on the Hearts and Minds form.
  4. seek guidance from the host organisation on who should sign media consent forms, when filming or photographing adults at risk, in the context of a host organisation (e.g., care home)
  5. report any concerns to the Lead Safeguarding Officer
  6. be clear that confidentiality cannot be maintained if there is a concern about the welfare of a child, young person, or adult at risk.
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## What are the Risks?

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- viewing or receiving socially unacceptable material such as inciting hatred or violence.
- sending bullying messages or posting malicious details about others.
- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.

## What do I do if I am concerned?

If you have any concerns, speak to the Lead or Deputy for Safeguarding.

Remember:

- do not delay.
- do not investigate.
- seek advice from the Lead or Deputy
- make careful recording of anything you observe or are told.



**eSafety Referral Flowchart**

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## Minimising the Risks for our virtual programmes

When working online for our virtual programmes:

- Identification: Hearts & Minds artists will be required to display a means by they can be identified via a lanyard, either on-screen or actual, at all times during the lesson
- Suitable attire: Participants & Hearts & Minds artists are required to be dressed appropriately for a Clowndoctor or Elderflower On Call visit. Attire which would ordinarily be worn during a Clowndoctor or Elderflower visit is essential; clothing, worn by a participant or a artist, which does not meet this expectation is not acceptable and sessions should be stopped immediately and reported to the Hearts & Minds Safeguarding Lead or Deputy
- Suitable environment: both participants and Hearts & Minds artists must be physically located in safe working spaces, appropriate for online sessions; a lounge or study is appropriate, a bedroom or bathroom is not.
- Participants: should be in a room with or near an adult or host organisation staff member so that the adult/staff member can hear and see the session taking place. It is the responsibility of the host organisation or parent/carer to ensure this is happening. Hearts & Minds artists must always confirm at the start of each lesson that an adult/staff member is in close proximity to the participant. If this is not the case, the session will not go ahead.
- Hearts & Minds artists: should be in a room where others cannot see or listen in, if this is not possible, then headphones must be worn, and screens angled away towards a wall and away from any other people.
- Communication: must be undertaken by the host organisation staff or parents/carers and not participants and on host organisation or parental/carer devices through Hearts & Minds work emails (e.g., @heartsminds.org.uk) and the organisation's chosen online platform
- Personal contacts: under no circumstances should participants or artists' personal contacts be shared and the use of social media or any way of communicating other than the above-mentioned method through unofficial channels is strictly prohibited. Private chat or sharing of images between participants & artists are unacceptable.
- Zoom (or appropriate alternative) is Hearts & Minds' preferred online platform. It must only be used during scheduled lesson or meeting times. Neither participant nor artist should use this as a means of contacting the other party outside of scheduled lesson times
- Content and language: of messages must at all times be professional by all parties concerned, including family members.
- Recording: sessions will be recorded and stored securely on a cloud (in line with GDPR requirements) for a maximum of 28 days for safeguarding purposes, to ensure that the session has taken place and to review in case of any issues that may arise
- Online sessions: must be regarded as an extension of physical Clowndoctor/Elderflower sessions and the safeguarding expectations that pertain to this, such as, professional communication, attire, and language.

## Photography & Filming Guidance

The use of photography is really important to record the successes and achievements of children, young people and adults at risk in their lives and activities. However, it is vital to remember that photography can be used and distributed inappropriately including on the Internet.

It is therefore important to be clear about:

- explaining to host organisations, parents, and carers why caution is necessary.
- the purpose of photos e.g., host organisation, parent's and carer's own record, media, and publicity etc.
- the content required when using a professional photographer.
- informing host organisations, parents and carers and seeking their consent for any publication or media use
- publishing only limited details alongside individuals' photos in newspapers etc.
- taking photographs openly and away from changing areas
- the suitability of clothing e.g., swimsuits
- any group photos being taken only during the activity or on the premises.
- all those taking photos signing a registration form, which includes the reason, use and storage of all photographs and films.

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras, which and who's equipment is used should also be recorded on the registration form.

## Transport

Hearts & Minds does not provide or organise transport.

## Child, young person or adult at risk goes missing.

It is the responsibility of the host organisation to manage such situations.

## First Aid



In our office, First Aiders are members of staff, who have completed specific training as set out by the Health and Safety Executive (HSE) and hold a valid and up to date certificate of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- to give immediate First Aid to children, young people, adults at risk, staff or visitors when needed
- to ensure that an ambulance or other professional medical help is called when necessary.

When working with children, young people, and adults at risk, first aid is the responsibility of the host organisation, and this will be required by risk assessments for our activities.

All incidents will be reported and recorded in the First Aid and Incident Handbook.

## **Buildings and Venues**

Safeguarding risk assessments will be carried out on all building and venues used by our organisation or by the host organisation's venue management, such as schools and healthcare settings.

The safeguarding risk assessment should cover.

- access, especially how people enter and leave the building.
- signing in protocol
- use of keys
- toilets and changing rooms.
- any outside space
- car parks
- any other relevant issues

## Ethical Fundraising

We are committed to our fundraising being:

- **Legal:** All fundraising must meet the requirements of the law.
  - **Open:** Fundraisers must be open with the public about their processes and must be willing to explain (where appropriate) if they are asked for more information.
  - **Honest:** Fundraisers must act with integrity and must not mislead the public about the cause they are fundraising for or the way a donation will be used.
  - **Respectful:** Fundraisers must demonstrate respect whenever they have contact with any member of the public.
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## SAFE Recommendations

In order to attain and retain our SAFE Award everybody needs to be vigilant in adhering to this policy and assessing the risks of their own work and activities. These risk assessments will be carried out annually by the Lead or Deputy for Safeguarding; however, it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting SAFE policies and practices that we can all be confident we have done everything we can to safeguard the children, young people and adults at risk that we work with through our programmes.

## Policy Date

This policy was agreed and disseminated 20th August 2020 and will be reviewed annually or when there are substantial organisational changes.

**Policy Review Date: 7 June 2023**

**Signed: Ruth Butterworth**

**Lead for safeguarding:**

**Name: Sean Donnelly 07564 575 630**

**Date: 22 February 2023**

**Deputy for safeguarding:**

**Name: Ruth Butterworth 07968 822 961**

**Date: 22 February 2023**

**Additional Leads for safeguarding:**

**Name: Bob Irvine**

**Date: 5 April 2023**

**Name: Gary Ward**

**Date: 3 April 2023**

**Updated by Hearts & Minds, RB June 2023**