



## Pilgrim Christian Ministries International

# PCMI: Safeguarding Vulnerable People Policy

### **Purpose**

Our charitable activities include working with vulnerable people. The purpose of this policy is to protect them and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

### **Applicability**

This policy applies to anyone working on our behalf, including our trustees, managers, staff, and volunteers.

Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work. These include, but are not limited to:

- Other UK regulators, if applicable
- Charity Commission guidance, if working overseas.
- The International Child Safeguarding Standards, if applicable.

Safeguarding should be appropriately reflected in other relevant policies and procedures, such as recruitment and whistleblowing.

### **Principles**

We believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect, or exploitation.
- The Board and staff have a responsibility to promote the welfare of all our beneficiaries, staff, and volunteers, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up if they have any concerns.

### **Types of Abuse**

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse are in Appendix 1.

### **Reporting Concerns**

If a crime is in progress, or an individual in immediate danger, call 999, as you would in any other circumstances.



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If you are a beneficiary or member of the public, make your concerns known to a member of staff who will alert a senior member of the team.

For staff and volunteers, you should make your concerns are known to your line manager or another supervisor. If you feel unable to do so, speak to a member of the management team.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of Serious Incident Reporting and, if applicable, another regulator. They are aware of the Government's guidance on handling safeguarding allegations.

### **Responsibilities. Trustees.**

This safeguarding policy will be reviewed and approved by the Board annually.

Trustees are aware of and will comply with the Charity Commission guidance on safeguarding and protecting people and the 10 actions trustee boards need to take to ensure good safeguarding governance.

A lead trustee/committee will be given responsibility for the oversight of all aspects of safety, including whistleblowing and H&SW. This will include:

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- An annual review of safety, with recommendations to the Board.
- Receiving regular reports, to ensure this and related policies are being applied consistently.
- Providing oversight of any lapses in safeguarding.
- And ensuring that any issues are thoroughly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Leading the organisation in way that makes everyone feels safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
- Planning programmes/activities to consider potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.
- Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up-to-date.
- Ensuring that safeguarding requirements (eg DBS) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- Listening and engaging, beneficiaries, staff, volunteers, and others and involving them as appropriate.
- Responding to any concerns sensitively and acting quickly to address these.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- Making staff, volunteers, and others aware of:
  - o Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
  - o The signs of potential abuse and how to report these.



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### **Everyone.**

To be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately (see above).

### **Grant Making**

In making grants, we will ensure that we carry out due diligence checks, check that grantees have appropriate safeguarding procedures in place, have clear lines of responsibility and reporting, and a written agreement or contract.

### **Fundraising**

We will ensure that:

- We comply with the Code of Fundraising Practice, including fundraising that involves children.
- Staff and volunteers are made aware of the Institute of Fundraising guidance on keeping fundraising safe and the NCVO Guidance on vulnerable people and fundraising.
- Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- We do not either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
- We are sensitive to any particular need that a donor may have.

Approval and Review

Approval by Date Next Review Date

Trustee Board July 2020 July 2021

### **Useful Links:**

[NCVO: Online safeguarding resources.](#)

[Gov.UK – Guidance: Handling safeguarding allegations](#)

[NSPCC: Writing a safeguarding policy](#)

[CC: Infographic; 10 actions trustees need to take.](#)

[CC: Safeguarding duties of charity trustees](#)

[Safeguarding – vulnerable children](#)

[CC: How to protect vulnerable groups](#)

[CivS: How to bring your charity's safeguarding up to scratch](#)



### **Appendix 1 – Signs of Abuse**

#### **Physical Abuse.**

- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or under dose medications.
- individual's report being hit, slapped, kicked, or mistreated.
- vulnerable adult's sudden change in behaviour.
- the caregiver's refusal to allow visitors to see a vulnerable adult alone.

#### **Sexual Abuse.**

- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- an individual's report of being sexually assaulted or raped.

#### **Mental Mistreatment/Emotional Abuse.**

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- an individual's report of being verbally or mentally mistreated.

#### **Neglect.**

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.
- unattended or untreated health problems.
- hazardous or unsafe living condition (e.g., improper wiring, no heat or running water).



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- unsanitary and unclean living conditions (e.g. dirt, fleas, lice on person, soiled bedding, faecal/urine smell, inadequate clothing).
- an individual's report of being mistreated.

### **Self-Neglect.**

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.
- hazardous or unsafe living conditions.
- unsanitary or unclean living quarters (e.g., animal/insect infestation, no functioning toilet, faecal or urine smell).
- inappropriate and/or inadequate clothing, lack of the necessary medical aids.
- grossly inadequate housing or homelessness.
- inadequate medical care, not taking prescribed medications properly.

### **Exploitation.**

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.
- adding additional names on bank signature cards.
- unauthorized withdrawal of funds using an ATM card.
- abrupt changes in a will or other financial documents.
- unexplained disappearance of funds or valuable possessions.
- bills unpaid despite the money being available to pay them.
- forging a signature on financial transactions or for the titles of possessions.
- sudden appearance of previously uninvolved relatives claiming rights to a vulnerable adult's possessions.
- unexplained sudden transfer of assets to a family member or someone outside the family.
- providing services that are not necessary.
- individual's report of exploitation.

### **Appendix 2: Safeguarding Vulnerable Children**

When a child makes comments to a member of staff that gives cause for concern (disclosure), or staff observe signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect the staff member will make a referral to the designated safeguarding officer.



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The manager and designated committee representative are informed.

These will include:

Name and date of birth of the child

Contact details of the child.

Date and time of incident, observation, or disclosure

Exact words of child- no questioning of the child will occur.

To whom and when incident reported

Details of any discussions with parent- if deemed appropriate

Date, time and by whom record was made.

Records will be signed by person making report, and the designated safeguarding officer and kept confidentially.

### Procedure

- Concerns are discussed with the designated safeguarding officer.
- Concerns are discussed with the parent, manager and designated committee safeguarding representative.
- An Early Help Assessment may be instigated.
- If appropriate a referral to First response will be made.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the wellbeing of children
- Contact will be made with Birmingham City Council Local Authority Designated Officer (LADO). The LADO Team can be contacted on 01216751669 or via email: [ladotream@birminghamchildrestrust.co.uk](mailto:ladotream@birminghamchildrestrust.co.uk)
- Where the management committee and SSCB deem it appropriate, the committee chair will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not a confirmation of the allegation but is to protect the staff as well as children and families throughout the process.

### **Approval and Review**

<b>Approval by</b>	<b>Date</b>	<b>Next Review Date</b>
Trustee Board	May 2021	May 2022