

Safeguarding Policy

Hythe 2000 Charitable Trust



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Ratified by: Hythe 2000 Charitable Trust Trustees COmmittee

Review Date: July 2026

Contact Email for Safeguarding Concerns: hythe2000safeguarding@gmail.com

Introduction

Hythe 2000 Charitable Trust is committed to safeguarding the welfare of all children, young people, and vulnerable adults who engage with our services. This policy outlines our approach to ensuring a safe environment across all our projects, including but not limited to **Smarties** and **IT4All**.

Purpose

The purpose of this policy is to define how Hythe 2000 Charitable Trust operates to safeguard children and vulnerable adults to:

- Protect them from harm.
- Provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

We recognise we have a duty of care and we are committed to the protection and safety of everyone who comes into contact with our charity. We also have a duty to safeguard and support our staff and volunteers.

This policy is a fundamental part of our governance responsibilities and priorities. Trustees' responsibilities include ensuring that the organisation provides a safe environment and protects staff, volunteers, and anyone who comes into contact with it from abuse or maltreatment of any kind.

We are committed to ensuring that safeguarding practice reflects our legal responsibilities, and government guidance, and requirements

We will fulfil our duty to report Serious Incidents, including safeguarding, as part of our governance and reporting responsibilities to the Charity Commission.

Key Principles

- We believe everyone has a responsibility to promote the welfare of all children and vulnerable adults, to keep them safe, and to practise in a way that protects them.
- We recognise that while it is the responsibility of the relevant statutory agencies to determine whether or not abuse has taken place, it is everyone's responsibility to

report any concerns, and all staff, volunteers, trustees, and contractors will know how to recognise and report safeguarding concerns.

- We have a zero-tolerance approach to abuse. There are no excuses for not taking all reasonable actions to protect children and vulnerable adults at risk of abuse, exploitation, radicalisation, and mistreatment.
- We recognise that all individuals, whatever their age, ability, culture, disability, gender, language, racial origin, religious belief, and/or sexual identity, have equal rights to protection from abuse.
- We are committed to interagency collaboration and information sharing to safeguard children and vulnerable adults.
- We recognise the need to protect individuals from harm both in person and/or from cyber/ virtual risks.
- We ensure all of the organisation's operations and activities are designed and delivered with effective safeguarding in mind to protect children and vulnerable adults from abuse.
- Working in partnership with children, young people, vulnerable adults, parents, carers, and other agencies is essential in promoting welfare.

We will keep individuals safe by:

- Valuing, listening to, and respecting them.
- Recognising;
 - The welfare of the child and vulnerable adults is paramount.
 - All individuals have the right to protection from abuse.
 - Safeguarding is everyone's responsibility.
 - Professional Curiosity is important in recognising and responding to safeguarding concerns.
 - The importance of following information-sharing procedures in safeguarding.
- Providing effective induction training, regular refresher training, and support for all staff, volunteers, and trustees to know about and follow our safeguarding policy for safeguarding children and vulnerable adults.
- Using our safeguarding policies and flow chart to share and report all safeguarding concerns to the relevant internal staff and external authorities swiftly and appropriately.
- Acting in appropriate professional behaviour as outlined in our Code of Conduct. Failure to maintain standards may result in removing the individual from the charity and reporting them to the appropriate agency.
- Recruiting and selecting staff and volunteers using Safer Recruitment trained personnel; ensuring all necessary checks are made, including when to obtain a DBS check.

- Developing and implementing comprehensive cyber safety policies and procedures, including a Cyber Safeguarding Incident Plan to identify, mitigate, and address cybercrime. This plan aims to protect the organisation, its staff, volunteers, and beneficiaries from the harms of cyber-attacks.
- Preventing and reporting extremism and radicalisation concerns.
- Recording, storing, and using information professionally and securely, in line with GDPR guidance.
- Having a culture that enables issues about safeguarding and promoting welfare to be addressed, and for staff/volunteers and trustees to feel able to raise concerns and feel supported in fulfilling their safeguarding role
- Implementing effective safeguarding systems where;
 - The child/vulnerable adult's needs are paramount, and staff, volunteers, and trustees use their judgement to put the child/vulnerable adult's needs at the heart of the safeguarding system so that the right solution can be found for each individual.
- Practising Professional Curiosity - understanding what life is like for the individual and being alert to the needs of children and vulnerable adults, and any risks of harm that individual abusers, or potential abusers, may pose to children/vulnerable adults.
- Ensuring a trustee takes leadership responsibility for the organisation's safeguarding arrangements, with contact details on posters in the project's meeting room.
- Making our safeguarding policy available on our website, and or on demand, for anyone using our services to know what to do if they have a concern.
- Ensuring that we have effective complaints procedures, grievance procedures, and policies in place and regularly reviewed.

Designated Safeguarding Lead (DSL)

The Trustees appoint the DSL for Hythe2000, who is responsible for:

- Receiving, recording, and reporting all safeguarding concerns.
- Liaising with statutory agencies.
- Ensuring safeguarding training and DBS checks are up to date.

Contact: hythe2000safeguarding@gmail.com

Safer Recruitment and DBS Checks

All volunteers and staff working with children or vulnerable adults must undergo appropriate vetting:

Smarties (Carer and Toddler Group)

- All volunteers must hold an **Enhanced DBS check with Barred List**, which must be renewed every three years, and the certificate shown to a trustee who will record the DBS number and date.

- Volunteers must not be left alone with children.
- Parents/carers must remain with their children at all times.
- Volunteers must read the safeguarding policy and flow chart, Code of Conduct.

IT4All (Adult Digital Inclusion Project)

- Volunteers working with vulnerable adults must hold a valid **Enhanced DBS check**, which must be renewed every three years and the certificate shown to a trustee who will record the DBS number and date.
- Volunteers must read the safeguarding policy and flow chart, Code of Conduct.
- Volunteers must not be alone with vulnerable adults; this includes attending an individual's home.

Types of Abuse and Signs

Hythe2000 recognises there are different types of abuse, some of which follow. This list, however, is not exhaustive, and staff, volunteers, and trustees should be aware of all types of abuse and their signs and symptoms:

Physical Abuse

- **Signs:** Unexplained bruises, burns, or injuries; fear of physical contact; flinching when approached.

Emotional Abuse

- **Signs:** Low self-esteem, withdrawal, anxiety, excessive need for approval, or fearfulness.

Sexual Abuse

- **Signs:** Inappropriate sexual behaviour or knowledge, physical discomfort, avoidance of specific individuals.

Neglect

- **Signs:** Poor hygiene, malnutrition, unattended medical needs, unsuitable clothing for the weather.

Financial Abuse (especially relevant for vulnerable adults)

- **Signs:** Sudden changes in financial situation, unexplained withdrawals, missing possessions.

Discriminatory Abuse

- **Signs:** Derogatory language, exclusion from activities, unequal treatment based on protected characteristics.

Institutional Abuse

- **Signs:** Lack of choice, rigid routines, poor care standards, neglect in group settings.

Domestic Abuse

- **Signs:** Fearfulness, withdrawal, injuries, controlling relationships, frequent absences.

Online Abuse

- **Signs:** Secretive internet use, distress after being online, inappropriate messages or content.

Training

- All volunteers and staff must complete basic safeguarding training within 3 months of joining. – The training course to complete will be sent to all volunteers, staff, and trustees.
- Refresher training is required every 3 years.
- DSL must complete advanced safeguarding training to a level 4 standard.

Reporting Concerns

All safeguarding concerns must be reported immediately using the safeguarding flowchart as guidance.

Concerns should be raised to

- Police
- Hampshire Children and Adult Services

All safeguarding concerns must then be reported to the DSL. In the absence of the DSL, concerns should be escalated to the Chair of Trustees.

Confidentiality and Record Keeping

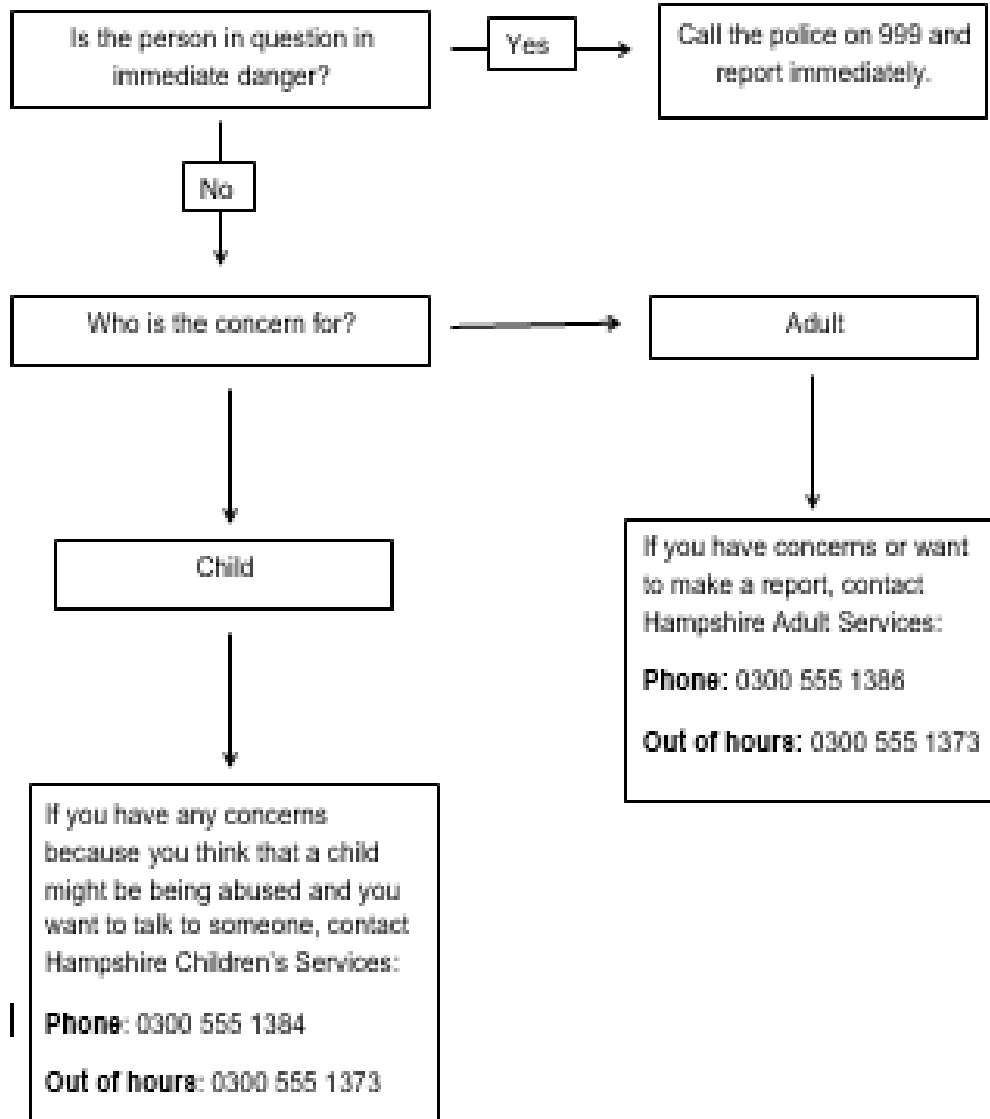
- All safeguarding concerns will be recorded securely and confidentially.
- Information will only be shared on a need-to-know basis in line with GDPR and safeguarding legislation.

Policy Review

This policy will be reviewed annually or in response to changes in legislation or safeguarding best practices.

Safeguarding guidance

In the event of concerns of safeguarding for a person of any age attending one of the Hythe 2000 charitable trust activities, volunteers, trustees have a duty of care to report concerns to the appropriate authority.



For all contact with Hampshire Children and Adult Services, please record the time, date and who you spoke to. All reported cases and raised concerns should be forwarded to the charities safeguarding officer.

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