

## Poulshot Village Trust

Charity Number: 265819

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## Safeguarding Policy

This document sets out the Poulshot Village Trust's Safeguarding Policy.

| Version | Status                           | Originated by and date    | Approved by and date      |
|---------|----------------------------------|---------------------------|---------------------------|
| 0.1     | First Draft                      | Secretary 16 June 2022    |                           |
| 0.2     | Second Draft                     | Secretary 4 October 2022  |                           |
| 1.0     | Final                            | Secretary 24 October 2022 | Exec Cttee 7 October 2022 |
| 1.1     | Grammar and spelling corrections | Secretary 21 June 2025    |                           |
| 2.0     | Final                            | Secretary 23 June 25      | Exec Cttee 23 June 2025   |

## Purpose

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of Trust assistance, from any harm that may be caused due to their coming into contact with the Poulshot Village Trust. This includes harm arising from:

- The conduct of Poulshot Village Trust members and participants in Trust activities and events
- The design and implementation of Poulshot Village Trust's programmes and activities

The policy lays out the commitments made by Poulshot Village Trust Trustees and informs members and participants in Trust activities and events of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the context of Trust events and activities – this is dealt with under Poulshot Village Trust's Bullying and Harassment Policy.
- Safeguarding concerns in the wider community not perpetrated by Poulshot Village Trust or associated personnel

## What is safeguarding?

In the UK, safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect<sup>1</sup>

In relation to the Trust, this is understood to mean protecting people, including children and at-risk adults, from harm that arises from coming into contact with Trust-led activities and events.

Further definitions relating to safeguarding are provided in the glossary below.

<sup>1</sup> NHS 'What is Safeguarding? Easy Read' 2011

## Scope

- Any personnel contracted by Poulshot Village Trust eg a speaker or paid advisor
- Associated personnel whilst engaged with activities and events led by Poulshot Village Trust, including but not limited to the following: consultants; volunteers; programme visitors including journalists, celebrities and politicians

## Policy Statement

Poulshot Village Trust Trustees believe that everyone that comes into contact with Trust members or those participating in activities and event organised by the Trust, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. The Trust will not tolerate abuse and exploitation by members, participants or associated personnel.

This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse, bullying and harassment. The Trustees commit to addressing safeguarding throughout the Trust's work, through the three pillars of prevention, reporting and response.

## Prevention

### Trust responsibilities

The Trust will:

- Ensure all members have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with the Trust. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying contracted and associated personnel
- If a member assumes a role that requires training on safeguarding that they receive the training at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process

### Trustee and Member responsibilities

#### Child safeguarding

Trustees, members and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

## Adult safeguarding

Trustees, members and associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an at-risk adult to physical, emotional or psychological abuse, or neglect

## Protection from sexual exploitation and abuse

Trustees, members and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, Trustees, members and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by a Trust member or associated personnel to the first available Trustee or another Trustee if there is a perceived conflict of interest

## Enabling reports

The Trust will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to members and the communities we work with.

Any member reporting concerns or complaints to the Trustees will have their identity protected within the legal obligations of the Trustees.

The Trustees will also accept complaints from external sources such as members of the public, partners and official bodies.

### How to report a safeguarding concern

Members who have a complaint or concern relating to safeguarding should report it immediately to a Trustee. If the member does not feel comfortable reporting to the first available Trustee (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other Trustee.

## Response

The Trustee will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in Associated Policies).

The Trustees will apply appropriate sanctions to members found in breach of policy.

The Trust will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

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## Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be always kept secure.

## Safeguarding in Wiltshire

Wiltshire Council is responsible for the provision of professionally led safeguarding in Wiltshire as follows<sup>2</sup>:

### Child protection

Children are protected from child abuse or neglect by agencies working together to assess the risk and helping to prevent further abuse occurring. If you think a child or young person is at risk of significant harm, or is injured, contact the [Wiltshire Council] Integrated Front Door (IFD) on 0300 4560108, 8.45am-5pm, Monday-Thursday and 8.45am-4pm Friday; Out of Hours 0300 456 0100.

Or if there is immediate danger, phone the police or emergency services on 999.

For less urgent enquiries, email [mash@wiltshire.gov.uk](mailto:mash@wiltshire.gov.uk)

### An adult at risk

If you have any concerns about an adult or vulnerable person being abused, you should contact the Advice and Contact team at Wiltshire Council or complete a safeguarding referral form online.

Tel: 0300 456 0111

Monday to Thursday - 8:30am to 5:20pm

Friday - 8:30am to 4:20pm

Email: [AdviceandContact@wiltshire.gov.uk](mailto:AdviceandContact@wiltshire.gov.uk)

If you or an adult at risk is in immediate danger you should dial 999 to speak to the emergency services.

### Associated policies

Equality, Diversity and Inclusion Statement and Anti Bullying and Harassment Policy

### Review

This policy will next be reviewed as necessary but at least annually.

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<sup>2</sup> Extracted from Wiltshire Council Website 21 October 2022

## Glossary of Terms

### **Beneficiary of Assistance**

Someone who directly receives goods or services from Poulshot Village Trust's programme.

### **Child**

A person below the age of 18

### **Harm**

Psychological, physical and any other infringement of an individual's rights

### **Psychological harm**

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

### **Protection from Sexual Exploitation and Abuse (PSEA)**

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

### **Safeguarding**

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect<sup>3</sup>

In our Trust, we understand it to mean protecting people, including children and at-risk adults, from harm that arises from coming into contact with our members and participants in our programmes within the context of those programmes. One definition is as follows:

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, members and participants. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre of all we do.

### **Sexual abuse**

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

### **Sexual exploitation**

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<sup>3</sup> NHS 'What is Safeguarding? Easy Read' 2011

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

**Survivor**

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

**At risk adult**

Sometimes also referred to as vulnerable adult. A person who is or may need care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.