

## Helen & Douglas House Safeguarding Framework

### **Statement of commitment from the Trustees:**

We will proactively safeguard and promote the welfare of Helen & Douglas House's beneficiaries, staff, volunteers and other persons who come into contact with the charity.

### **What we have in place:**

Safeguarding children – child protection policy and procedure  
Safeguarding Vulnerable Adults policy  
Deprivation of Liberty Policy  
Procedure for managing allegations of abuse against staff and volunteers  
Information sharing protocol  
Community shop hand book  
Whistleblowing policy and procedure  
DBS Checks and protocols  
Young person's consent form – retail  
Vulnerable adult agreement form – retail  
Lone working policy and departmental guidelines  
Mental Capacity Act Policy  
Equality and Diversity Policy

### **We train (for more information please see the safeguarding training strategy):**

All staff to level one  
All clinical staff to level three  
At least two members of staff to level 4

### **What we do:**

Safeguarding is an agenda item at every trustee meeting.  
An annual safeguarding report is tabled once year at the trustees' meeting  
We have planned an annual audit of shops including safeguarding issues  
Standard agenda item at the Clinical Governance Committee

### **Across organisational representation:**

Trustee Board – Yvette Gayford  
Executive – Clare Periton, CEO  
Clinical Directorate – Karen Brombley, Nurse Consultant  
Retail – Chris Coe, Interim Retail Director  
Fundraising – Lauren Kemp, Head of Events and Support Partnerships  
Support Services – Simon Bolton, Head of People Resourcing

## Process for reporting

