



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 team
- Safeguarding steering group
- 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):

We train in line with guidance from the Intercollegiate Document 2019

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

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
- We will have a safeguarding advice poster in prominent position and all shops by end April 2019

Across organisational representation:

- Trustee Board – Annewen Rowe (incoming Trustee)
- Executive & Clinical Directorate – Andrea Lambert, Director of Clinical Services
- Retail – Jane Glean, Head of Retail
- Fundraising – Ben Ulph, Head of Data and Supporter Services
- Support Services – Simon Bolton, Head of People Resourcing
- Finance and IT – Martin Brenchley Cooper, IT Manager

Process for reporting

