

GM Freeze Safeguarding Policy

VERSION 1

Adopted 4 May 2021



1. Introduction

- 1.1. The purpose of this policy is to protect children, young people and vulnerable adults who interact with GM Freeze from harm. This policy applies to anyone working on behalf of GM Freeze, including the Director, Management Committee members, paid staff, volunteers, freelance or sessional workers, agency staff and students.
- 1.2. We use the term vulnerable adults to include anyone who could be considered an adult at risk of harm, abuse or neglect due to their need for care or support; their personal circumstances; or the setting in which they are operating.
- 1.3. No aspects of GM Freeze's work are directed towards children, young people or adults who would generally be expected to be vulnerable. If that changes for any reason this policy will be reviewed and further measures, including the need for Disclosure and Barring Service (DBS) certificates, will be considered.

2. Statement of intent

- 2.1. Children, young people and vulnerable adults should never experience abuse of any kind.
- 2.2. We have a responsibility to promote the welfare of all children, young people and vulnerable adults, to keep them safe and to practice in a way that protects them.
- 2.3. We recognise that all children, young people and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.

3. Roles and responsibilities

- 3.1. Every individual working on behalf of GM Freeze, irrespective of their role, has a part to play in safeguarding children and adults who need care and support. All staff and Management Committee Members must familiarise themselves with our Safeguarding Policy.
- 3.2. The Management Committee approves the Safeguarding Policy and has a duty of care to the organisation, which includes taking the necessary steps to safeguard those at risk from abuse, managing risk and protecting the reputation of the organisation.
- 3.3. The Director has a responsibility to ensure that safeguarding is considered and, where appropriate, included in the strategic plans, risk assessments, communications and quality assurance processes of the organisation. In some cases, they will be required to make decisions in relation to complex or serious safeguarding concerns, in consultation with the Management Committee Member with responsibility for Human Resources.

4. How we seek to keep children, young people and vulnerable adults safe

- 4.1. Valuing, listening to and respecting them.
- 4.2. Appointing the Management Committee Member with responsibility for Human Resources, as the nominated Management Committee member for safeguarding.
- 4.3. Recording, storing and using information professionally and securely, in line with data protection legislation and guidance and our Information Assurance Policy.
- 4.4. Making sure that children, young people and vulnerable adults know where to go for help if they have a concern. In the first instance they should contact the Director, using the contact information on our website.
- 4.5. Creating and maintaining an anti-bullying environment and ensuring that we adhere to ACAS guidance on bullying, harassment and discrimination to help us deal effectively with any allegations against staff and volunteers.
- 4.6. Ensuring that we provide a safe physical environment for children, young people, vulnerable adults, staff and volunteers, by applying health and safety measures in accordance with the GM Freeze Health, Safety and Wellbeing Policy.
- 4.7. Building a safeguarding culture where staff, volunteers and Management Committee members, children, young people and vulnerable adults, treat each other with respect and are comfortable about sharing concerns.

5. Reporting a breach

Failure to comply with the GM Freeze Safeguarding Policy should be reported in the first instance to the Director and then, if required, to the Management Committee Member with responsibility for Human Resources. Safeguarding issues can be further escalated to the full Management Committee.

6. Supporting documents

This policy should be read alongside our other related documents:

- Health, Safety and Wellbeing Policy
- Information Assurance Policy
- Conflicts of Interest Policy
- Home and Lone Working Policy

7. Responsibility

The Director is responsible for ensuring that this policy is effectively implemented. All staff, Management Committee members and volunteers are encouraged to raise concerns about matters covered by this policy which are being insufficiently addressed and to suggest matters not covered by this policy which could be included in future revised versions.

8. Review

This policy will be reviewed and updated at least every three years. As noted in 1.3, above, it will also be reviewed if GM Freeze plans or begins any work expected to involve direct contact with children, young people or vulnerable adults.