

St Laurence's Larder & Open Kitchen

Christchurch avenue, NW6 7BG

## SAFEGUARDING POLICY

Safeguarding Lead	
Named lead:	Sara-Jade Hussein, Co-Ordinator
Contact details	
Telephone 1:	07779151181
Telephone 2:	
Email:	info@laurenceslarder.org.uk

## Purpose

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with our staff and services at St Laurence's Larder & Open Kitchen. This includes harm arising from:

- The conduct of staff or personnel associated with St Laurence's Larder & Open Kitchen
- The design and implementation St Laurence's Larder & Open Kitchen programmes and activities

Our safeguarding policy lays out the commitments made by St Laurence's Larder & Open Kitchen and informs staff, volunteers and trustees<sup>1</sup> of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under [NGO]'s Anti Bullying and Harassment Policy<sup>2</sup>
- Safeguarding concerns in the wider community not perpetrated by [NGO] or associated personnel

## What is 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 sector, we understand it to mean protecting people, including children and at-risk adults, from harm that arises from coming into contact with our staff or services.

## Scope

- All staff contracted by St Laurence's Larder & Open Kitchen
- Associated personnel whilst engaged with work or visits related to St Laurence's Larder & Open Kitchen including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians
- It is important to note although there may be a safeguarding lead, it is everyone's responsibility in the organisation to ensure the proper measures of safeguarding is adhered to.

## Policy Statement

St Laurence's Larder & Open Kitchen believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse,

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<sup>1</sup> See 'Scope' for definition of associated personnel

<sup>2</sup> Some NGOs are now including workplace bullying and harassment in their safeguarding portfolio, as it relates to harm caused by coming into contact with our staff or programs. However accompanying procedures for dealing with workplace bullying and harassment are likely to be different, due to legal and statutory differences in handling workplace incidents

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

neglect and exploitation. St Laurence's Larder & Open Kitchen will not tolerate any form of abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies).

St Laurence's Larder & Open Kitchen commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## Prevention

### ST LAURENCE'S LARDER & OPEN KITCHEN RESPONSIBILITIES

St Laurence's Larder and open kitchen will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Have designated safeguarding lead, who will oversee safeguarding policy and procedures are being adhered to
- Design and undertake all its programs and activities in a way that protects people from any risk of harm that may arise from their coming into contact with St Laurence's Larder & Open Kitchen This includes the way in which information about individuals in our programs is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level suitable with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process

### STAFF RESPONSIBILITIES

As at St Laurence's Larder and Open Kitchen our guests are adults, we aim to ensure that the adults we come into contact with are in a safe environment free from risk and harm at all times.

#### **Adult safeguarding**

St Laurence's Larder and Open Kitchen staff 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**

St Laurence's Larder and Open Kitchen staff 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, St Laurence's Larder and Open Kitchen staff 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 an St Laurence's Larder and Open Kitchen staff member or associated personnel to the appropriate staff member

## Enabling reports

St Laurence's Larder and Open Kitchen will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by St Laurence's Larder and Open Kitchen Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

St Laurence's Larder and Open Kitchen will also accept complaints from external sources such as members of the public, partners and official bodies.

## HOW TO REPORT A SAFEGUARDING CONCERN

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their line manager (co-ordinator Sara-Jade Hussein). If the staff member does not feel comfortable reporting to their line

manager (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 one of the board of trustees.

## NAMED TRUSTEE

Mark Wakefield

Tel: 07900681282

## PROCEDURES

Staff or associate personnel of St Laurence's Larder and Open Kitchen wanting to report a safeguarding concern should:

- Speak in a private and safe place
- Accept what the person is saying
- Ask them what they would like to happen and what they would like you to do
- Write down all the details
- Report the situation to the Safeguarding Lead
- Not give promises of confidentiality
- Explain what actions will be taken and why, and what is likely to happen next
- Ask for consent and explain that sometimes information is passed on without consent (you may need to make a decision about the risks and protection needed if the person is unable to provide informed consent, based on what is in their best interests).
- Not interpret what someone is reporting or ask leading questions
- Provide information and advice on keeping safe and the safeguarding process
- In the event of a risk of significant or immediate harm, follow the local borough proceedings for reporting OR call the police\*

\*These circumstances include:

- Where the alleged or suspected abuse is severe or ongoing
- Where the victim of abuse asks that another agency be contacted on their behalf
- Where the alleged abuse involves a child
- Where the law may have been broken

**NOTE: IF YOU COME ACROSS A CRIME BEING COMMITTED RING 999 FOR THE POLICE OR AMBULANCE SERVICES**

## Response

St Laurence's Larder and Open Kitchen will follow up safeguarding reports and concerns with **48 hrs** of it being raised.

St Laurence's Larder and Open Kitchen will apply appropriate disciplinary measures to staff found in breach of policy.

It may lead to:

- Dismissal
- Reporting to correct official authorities i.e., the police

St Laurence's Larder and Open Kitchen 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.

## 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 kept secure at all times.

## Glossary of Terms

### **Beneficiary of Assistance**

Someone who directly receives goods or services from St Laurence's Larder & Open Kitchen program. Note that misuse of power can also apply to the wider community that the NGO serves, and also can include exploitation by giving the perception of being in a position of power.

### **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>4</sup>

In our sector, we understand it to mean protecting people, including children and at-risk adults, from harm that arises from coming into contact with our staff or programs. One donor 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.

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<sup>4</sup> NHS 'What is Safeguarding? Easy Read' 2011

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 programs, partners and staff. 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 occur. Those systems must be survivor-centered and protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the center 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**

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 be in need of 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.