



## **SAFEGUARDING POLICY**

Reviewed and Agreed by Board of Trustees

September 2024

V.3

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## STATEMENT OF INTENT

Orchid is the leading male cancer charity, supporting all those affected by prostate, testicular or penile cancer. Orchid believes that everyone has the right to be safe from harm, regardless of who they are or what their circumstances. In addition, the public expects charities to be safe and trustworthy organisations. We recognise that it is our duty to safeguard and promote the welfare of all children, young people and vulnerable adults and keep them safe from abuse. Safeguarding is the action we take in order to achieve this.

We will ensure that our safeguarding practice reflects statutory responsibilities, government guidelines and is in line with best practice. This includes the sharing of information with relevant agencies and organisations if required for the protection of children, young people and vulnerable adults and reporting concerns to the designated safeguarding officer. Whilst the main focus of this policy relates to adults, we will also apply these principles to any children we come into contact with as part of our service provision and fundraising activities.

Orchid will also ensure a safe working culture so that people can come forward and report incidents and ensure the safety and wellbeing of everyone who comes into contact with our services. Orchid will work to make sure that everyone understands their role and responsibility in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns.

The purpose of this policy is to protect children, young people and vulnerable adults who come into contact with Orchid's outreach, fundraising and other services; and to provide staff and volunteers with the overarching principles that guide our approach to child protection.

## DEFINITIONS

- A child is anyone under the age of 18
- A young adult at risk is anyone aged 18-25 that may be deemed vulnerable or need extra support due to a physical or mental disability
- A vulnerable adult is anyone over the age of 25, that may be deemed vulnerable or need extra support due to a physical or mental disability or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.
- Safeguarding Lead: someone appointed as the key contact point to report incidents or seek support or advice
- Abuse is a violation of an individual's human and civil rights by another person or persons
- Adult Safeguarding is protecting a person's right to live in safety, free from abuse and neglect
- Consent: is a clear indication of a willingness to participate in an activity or to accept a service. An adult at risk may signal consent verbally, by gesture, by willing participation or in writing.

## OBJECTIVES AND SCOPE OF THE POLICY

This policy covers all Orchid staff and Trustees, and those working voluntarily or under contract to work on our behalf. They must be aware of and are required to comply with this safeguarding policy and procedures.

This policy applies in particular to (but is not limited to):

- All staff, health professionals and others working on our behalf, volunteers that work directly (in person) or indirectly (via social media or email) with men and their families
- All staff and volunteers who organise or participate in events, whether organised internally or externally
- All staff or volunteers who work directly with donors and supporters, either via phone, email, social media or in person.

- Any third-party service providers who work on behalf of Orchid will be required to have adequate safeguarding procedures in place as part of their contractual arrangements.

Orchid recognises the importance of safeguarding all staff and volunteers from harm when at work or in providing a service.

## YOUR RESPONSIBILITY

Everyone working or volunteering on behalf of Orchid is acting in a position of trust. Each person must act appropriately at all times following the code of conduct as outlined below.

You must always adhere to the following principles and actions:

1. Always follow Orchid's safeguarding policy.
2. Listen to and respect children and adults at all times and treat them with dignity.
3. Always use language that is appropriate and not offensive or discriminatory.
4. Always work in an open environment (for example make sure you are not alone with a child or adult at risk).
5. Maintain a safe and appropriate distance with children and adults at risk and avoid behaviour which could in any way be deemed as inappropriate in any way. Even 'innocent' touching could be misconstrued.
6. Watch out for each other. Are any workers being drawn into situations that could be misinterpreted? How you look to each other is a good indication of how you will look to parents or others outside your group.
7. Record and have witnessed (if possible) any inappropriate behaviour from a child/young person/vulnerable adult towards you i.e. touching. See Appendix 2.
8. Record and have witnessed any injuries that occur during sessions, such as at our support groups. See Appendix 2.
9. Do not befriend any child or vulnerable adult supporting Orchid on any social media, including Twitter (X), Facebook and Instagram.
10. Anyone with access to Orchid's social media accounts must adhere to the policy and notify our Safeguarding Lead of any disturbing messaging without responding.

11. Do not share your personal contact details (phone number, email address, social media etc) or take participants details for your own personal use.

## OUR RECRUITMENT

- All members of staff and volunteers who work directly with children, young people and vulnerable adults must have a current Disclosure and Barring Service Check (DBS) certificate.
- New staff employed on a permanent basis by the charity with direct access to children, young people and vulnerable adults will undergo a new DBS check.

## RECOGNISING SAFEGUARDING CONCERNS

While working at Orchid you may come across an injury which points to the possibility of abuse; an allegation, where someone discloses to you that abuse is happening; or an observation, where you notice a change in behaviour that signals a cause for concern.

It is essential that we all understand our responsibilities – and what action to take – if abuse is suspected, discovered or disclosed. The following procedure and associated guidelines apply to all instances of suspected, discovered and disclosed abuse, whoever the suspected abuser may be.

There are four main types of abuse namely, physical abuse, emotional abuse, neglect and sexual abuse.

## PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult, which is non-accidental. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces, illness in a child or vulnerable adult.

## EMOTIONAL ABUSE

Emotional abuse is any form of mental cruelty with a harmful effect on someone's emotional health or development, regardless of age. It may convey to children or vulnerable adults that they are worthless, unloved or inadequate. It may involve seeing or hearing about the ill-treatment of another. Deterioration in performance or sudden and significant changes in behaviour, nervousness, attention seeking, or running away might be indicators of abuse.

## SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, including prostitution, whether or not the child or vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children or vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

## NEGLECT

Neglect is the persistent failure to meet a child's or vulnerable adult's basic physical and / or psychological / emotional needs, such as not providing adequate food, shelter, clothing, cleanliness. Neglect may occur during pregnancy through male violence or maternal drug abuse, or once a child is born, neglect may involve a carer or responsible person failing to adequately supervise, protect or ensure access to medical care.

There are additional categories that apply, whether online or in person:

- sexual harassment
- criminal exploitation
- a charity's culture, which may allow poor behaviour and poor accountability
- people abusing a position of trust they hold within a charity
- bullying or harassment
- health and safety
- commercial /financial exploitation
- cyber abuse
- discrimination on any of the grounds in the Equality Act 2010

- people targeting your charity
- data breaches, including those under General Data Protection Regulations (GDPR)
- self-neglect
- extremism and radicalisation
- forced marriage
- modern slavery
- human trafficking
- female genital mutilation.

## WHAT TO DO IF YOU HAVE A CONCERN ABOUT AN ADULT

In the first instance you must discuss the concern with the person concerned, then get their consent to share this information with Orchid's Safeguarding Lead. Be mindful of confidentiality at all times. The Safeguarding Lead will decide who else needs to be told, if necessary. With the guidance of the Safeguarding Lead, deal with any first aid/medical treatment needed. If the matter is urgent and relates to the immediate danger or safety of an adult or child at risk then contact the police immediately.

Record your observations and actions, including dates and times, remembering to keep these records in a safe and confidential place. See Appendix 2.

If the adult refuses but has the mental capacity to consent, then some consideration must be given to the possibility that refusal is due to the adult concerned being coerced by the abuser or subject to undue influences or duress e.g. in a domestic abuse situation. Sometimes adults will not want the concern reported because they are afraid it will damage an important relationship or put them at further risk of harm. Therefore, a decision must be made about the adult's 'best interest' and advice must be sought from our Safeguarding Lead. Where there is a risk of danger to the person or others, it may be necessary to override the person's wishes. Again, you should seek advice from our Safeguarding Lead.

Orchid does not provide direct services for children or young people. However, children under 18 may come to our notice of concern indirectly. Therefore, Orchid accepts our duty



of care, to safeguard and protect children and young people from harm and will report concerns according to this policy.

## HELPING SOMEONE IN IMMEDIATE DANGER

- If the child or vulnerable adult with you is in immediate danger, remain with them and call the Safeguarding Lead
- If they need emergency medical attention, call an ambulance and while you are waiting, get first aid help if appropriate.

*Please note, you should also act upon any historic abuse that is disclosed to you in the same manner.*

## WHAT TO DO IF ABUSE IS DISCLOSED TO YOU

- Believe, reassure, listen to them
- Seek consent to share the information with Safeguarding Lead
- Speak to the Safeguarding Lead for further advice.

## CHILD AND VULNERABLE ADULT PROTECTION GUIDELINES

If there are general concerns about a child's or vulnerable adult's welfare, staff must inform Orchid's Safeguarding Lead immediately.

If there are reasons to believe that a child or vulnerable adult has been abused or neglected the following apply:

- Staff or volunteers must report their concerns to the Safeguarding Lead immediately;
- Staff must complete the incident report (see Appendix 2) as soon as possible, giving details of your concerns, or of any disclosure made
- If a young person or vulnerable adult has made a direct disclosure to you, you may in no circumstances promise to keep the disclosure confidential. It is your duty to

seek consent from the young person or vulnerable adult that for his or her own safety and protection, you will have to inform your Safeguarding Lead.

- Never try to deal with a child or vulnerable adult protection issue yourself. Never get personally involved or offer to visit at a later date.
- If you have witnessed a disclosure or other child protection incident and feel you need counselling, make sure you mention this to the Safeguarding Lead, and they will make necessary arrangements.

## WHISTLEBLOWING

Whistleblowing is the process whereby an employee raises a concern about malpractice, wrongdoing, risk, or illegal proceedings, which harms or creates a risk of harm to the people who come into contact with Orchid's work. Failing to come forward can be considered collusion with the person(s) who has caused the harm.

All staff should be aware:

- Of their duty to raise concerns, where they exist, about the attitude or actions of colleagues in regard to their behaviour or treatment of people who come into contact with Orchid's work.
- In the first instance, a staff member should raise their concerns with their line manager or the Safeguarding Lead.
- If the staff member wishes to remain anonymous, they may choose to go directly to a prescribed body instead, or after feeling that their internal report was not handled adequately. Prescribed bodies include Police, Social Services, The Care Quality Commission (CQC), who are the independent regulator of health and social care services in England.

Whistle-blowers are protected by the Public Interest Disclosure Act 1998 (PIDA). People can challenge practices in their workplace and not be discriminated against because of it.

## APPENDIX I LEGAL FRAMEWORK

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Nation's Convention of the Rights of the Child (UNCRC) 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Keeping Children Safe in Education
- Relevant government guidance on safeguarding children.

## APPENDIX 2 SAFEGUARDING INCIDENT RECORD FORM

Record completed by	Date completed:
Position:	
Person at risk's name:	Person at risk's contact details if known: Person at risk's age or date of birth if known:
Date of incident	Time and place of incident
Your observations*:	
Safeguarding Lead informed? Yes / No	
Pass this form to the Safeguarding Lead.	Date and time passed to Safeguarding Lead

\* Detail exactly what the person at risk said and what you said. Remember do not lead the person at risk – record actual details. Use their own words. Describe the circumstances in which the concern came about. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate. All records relating to safeguarding concerns must be kept securely.

*(This policy is reviewed annually)*