



Last Reviewed	August 2025
Next Review	August 2026

## **Benthyg Cymru Safeguarding Policy and Procedures**

At Benthyg Cymru, we are committed to treating everyone who accesses our activities and services, as well as all staff, contractors, and volunteers, with respect and care.

This policy should be read in the context of our other policies and procedures, including but not limited to:

- **Health and Safety Policy**
- **Equal Rights and Diversity Policy**
- **Privacy Policy**
- **Whistleblowing Policy**
- **Lone Worker Policy**
- **Disciplinary action, grievances and appeals procedure**
- **Staff Handbook**
- **Volunteer Handbook**

### **Introduction**

This policy aims to:

- Define what we mean by safeguarding;
- Demonstrate how we as an organisation will mitigate risk to keep ' children, young people and adults at risk safe from harm

- Demonstrate the steps Benthyg Cymru will take to inform all relevant staff and volunteers who come in contact with children, young people, and vulnerable adults of our Safeguarding procedures and
- Outline our protocols for reporting any incidents or suspicions regarding harm to children, young people or adults at risk

The key principles underpinning this policy are:

- The child's and/or vulnerable adult's welfare is, and must always be, the paramount consideration in any situation;
- All children and adults at risk have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity;
- All allegations of abuse will be taken seriously and responded to efficiently and appropriately;
- Everyone has the right to communicate - to enable them to receive information, to ask questions, to make choices, and to make decisions. Communication methods with a child or vulnerable adult with a disability should consider their communication style and needs.

## **Mission Statement**

Benthyg Cymru is committed to putting in place and maintaining safeguards and measures to prevent and reduce harm to children, young people, and adults at risk whom we may encounter through the delivery of our activities.

It should be noted that direct engagement with children, young people or vulnerable adults is not our core activity.

However, Benthyg Cymru staff, contractors and volunteers engage with the local community, and at times, this may include children, young people, or adults at risk: we have a duty of care to ensure that all people we are in contact with are kept safe from harm.

Wales has one set of Safeguarding procedures for everyone working in contact with children, young people or adults who may be at risk.

The Procedures are freely available by app downloadable to a phone or tablet using the link: <https://safeguarding.wales/en/>.

We encourage everyone in our organisation to familiarise themselves with the procedures.

## Definitions

**Safeguarding:** This is a term we use to describe how we protect children, young people, and adults at risk from abuse or neglect

An “adult at risk” is an adult who:

- Is experiencing or is at risk of abuse or neglect;
- Has needs for care and support ( whether or not the authority is meeting any of those need); and
- As a result of those needs, is unable to protect himself or herself against the abuse or neglect or the risk of it

A “child at risk” is a child who:

- Is experiencing or is at risk of abuse, neglect or other kinds of harm; and
- Has needs for care and support (whether or not the authority is meeting any of those needs).

**Relevant partners:** A relevant partner of the local authority has a duty to report to the local authority an adult or child at risk where there is reasonable cause to suspect that they are suffering (have or may be suffering) from abuse, neglect, or harm.

Third-sector organisations are not considered a “relevant partner” unless they have a specific agreement in place with a deemed relevant partner.

Relevant partners are:

- The local authority (all departments)

- The neighbouring local authorities
- The Police
- Probation services
- Youth offending service
- Health boards and NHS trusts
- Welsh ministers with certain functions

## **Legal Framework**

The appropriate legislation that supports safeguarding work in Wales is the Social Service and Wellbeing (Wales) Act 2014. Safeguarding is an over-arching theme of the Act. The details specifically concerning Safeguarding policy and procedures can be found under Part 7.

Please see the link for more information:

<https://www.legislation.gov.uk/anaw/2014/4/contents>

## **Safer Recruitment**

Benthyg Cymru operates a transparent and fair process to recruit our staff and volunteers.

Shortlisted candidates are offered interviews with any appropriate adjustments needed and are asked a consistent list of questions. We request and take up references for all posts and require valid ID and evidence of the right to work in the UK.

Our onboarding process includes an induction programme for all new volunteers and staff. We provide appropriate training to enable all personnel to undertake their roles safely and confidently. We provide continuous learning opportunities that benefit both individuals and our organisation's personal and professional development.

We regularly review our recruitment procedures in response to changes in legislation and systems external to our organisation, e.g. Disclosure and Barring Service (DBS and barring list checks).

DBS checks are required when our staff and/or volunteers are in a position where they would be working with children, vulnerable adults or young people without their parents or carers present. Given the nature of Benthylg Cymru's activities as per the date of this document, it is not standard procedure for all staff and volunteers to undertake a DBS check. This will continue to be reviewed if any changes in our activities.

## **Volunteers**

It is important that all volunteers are treated fairly, given clear expectations of their role within the organisation, and supported to fulfil that role. As representatives of our organisation, our volunteers will adhere to all relevant Benthylg Cymru policies at all times.

## **Safeguarding Lead**

Our appointed safeguarding lead is Fran Williams, and they will be available to all staff and volunteers to speak to if they have any concerns, issues or complaints regarding the safety, well-being or conduct of volunteers and staff.

Fran Williams can be contacted on Tel: 07454897357 or by email: [fran@benthylg-cymru.org](mailto:fran@benthylg-cymru.org)

To ensure there is always someone available, we have also nominated a deputy.

Our Safeguarding deputy is: Becky Harford

Becky can be contacted by email: [becky@benthylg-cymru.org](mailto:becky@benthylg-cymru.org) 07446055818

Both the safeguarding lead and their deputy will have access to appropriate training to support them in their roles.

The roles and responsibilities of designated Safeguarding lead and deputy:

- Organise training for new staff and volunteers and refresher training for existing team on bi-annual basis

- To ensure all concerns are recorded appropriately and accurately, ensuring privacy where appropriate
- They will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records, keep confidentiality ( where appropriate), adhere to and promote this policy within the organisation, and ensure that all staff receive training on safeguarding.

The safeguarding officer and their deputy will support and/or ensure access to appropriate support for individuals suffering harm, neglect, or abuse.

### **Awareness of Harm and Abuse**

Safeguarding is everyone's responsibility. We commit to ensuring all relevant staff, contractors, and volunteers undertake training to recognise and gain a basic awareness of the signs and symptoms of abuse.

The types of abuse, neglect and harm that should be recognised are but not limited to :

- **Physical abuse:** including hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions;
- **Emotional/psychological abuse:** including threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others
- **Sexual abuse:** rape, indecent assault, inappropriate touching, exposure to pornographic material
- **Financial or material abuse:** including stealing, selling assets, fraud, misuse or misappropriation of property, possession or benefits
- **Neglect and acts of omission:** including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- **Discriminatory abuse:** : including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment

### **Responding to suspected incidents of Abuse, Neglect or Harm**

Benthyg Cymru recognises its duty of care to act on reports or suspicions of abuse or neglect.

A list of support services that can provide advice and support is listed in the Appendix.

**How to respond if you receive an allegation:**

- Reassure the person concerned
- Listen to what they are saying
- Record and date what you have been told/witnessed as soon as possible in the reporting form ( see Appendix ) and report it to the safeguarding lead/ deputy
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

**If you witness abuse or abuse has just taken place, the priorities will be:**

- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff, volunteers and all service users safe
- To inform the Designated Safeguarding Lead person for Benthyg Cymru
- To record and date what happened

**The designated Safeguarding Lead and/or deputy will:**

- Take all allegations or reported incidents seriously
- Deal with any incidents as quickly as possible
- Ensure that all written reports or documentation relating to the incident are stored safely in a password-protected file
- To sign and request signatures on reports and statements
- Confidentially seek advice from expert sources
- Share concerns (with consent where required and only when appropriate) internally with senior staff/directors

- Share concerns and make referrals to external agencies such as Social Services, the <https://www.nspcc.org.uk/> (National Society for the Prevention of Cruelty to Children) as appropriate to the circumstances
- The alleged victim and other appropriate people will be kept informed of the proceedings
- Make a referral to the Disclosure and Barring Service regarding staff, contractors or volunteers in regulated activity whose conduct is harmful to service users and when they are removed from regulated activity

Benthyg Cymru recognises that even having a very small role in safeguarding can be very stressful and are committed to supporting you throughout the process.

## **Confidentiality**

All reports and logs (including personnel records) will be kept securely and confidentially according to our data protection and privacy policy or in line with the DBS Code of Practice if appropriate, until or unless it is necessary to share this material with the appropriate, relevant partner authorities. Information will be shared on a “need-to-know” basis only.

## **Communication**

Safeguarding is everybody’s business. We will communicate this policy to all staff and volunteers using appropriate methods, formats, and language. A bilingual copy will be available on the website. We support and encourage all volunteers, contractors, and staff to speak up and contact the named safeguarding lead where they have a concern.

## **Whistleblowing**

We have a dedicated whistleblowing policy which details how our staff or volunteers

can report things that aren't right or illegal or if anyone is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing.

In the first instance, they should speak with the Safeguarding Lead.

In all cases, we would prefer our staff and volunteers to use internal processes whenever possible to make a report as above. However, this does not prevent them from making a report or referral to statutory agencies such Social Services or the Police, as a private individual.

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## **Annual Reviews**

We commit to reviewing our safeguarding practices and policies regularly and reviewing our activities and preventative strategies, including training and awareness raising, to ensure best practice in our Safeguarding.

This policy was updated in March 2024, with the next review in March 2025.

## **Appendix**

Support Services List

Incident Report Form

## **Support Services**

Contact social services for support and advice, they can guide you through in handling the situation.

## **Report a safeguarding concern about a person aged over 18 years**

If you're worried about an adult in your family or community, please call 101.

Alternatively, you can contact social services in your area. The contact information is available via the local safeguarding boards:

[Cardiff and the Vale Safeguarding Adults Board](#)

[CYSUR/Mid and West Wales Safeguarding Adults Board](#)

[Cwm Taf Morgannwg Safeguarding Adults Board \(see right side of page\)](#)

[Gwent Safeguarding Adults Board](#)

[North Wales Safeguarding Adults Board \(see footer of page\)](#)

[West Glamorgan Safeguarding Board](#)

## **Reporting a Safeguarding Issue for Someone Under 18:**

If they are in immediate danger, call 999. If it's not an emergency, call your local social services. Alternatively, you can call 101.

The contact information for social services is available via your local safeguarding boards—see links below.

Blaenau Gwent County Borough Council

[Blaenau Gwent County Borough Council contact Gwent Safeguarding Children Board](#)

Bridgend County Borough Council

[Bridgend County Borough Council contact Cwm Taf Morgannwg Safeguarding Children Board](#)

Caerphilly County Borough Council

[Caerphilly County Borough Council contact Gwent Safeguarding Children Board](#)

Cardiff Council

[Cardiff Council contact Cardiff and Vale of Glamorgan Regional Safeguarding Board](#)

Carmarthenshire County Council

[Carmarthenshire County Council contact Mid and West Wales Safeguarding Children Board](#)

Ceredigion County Council

[Ceredigion County Council contact Mid and West Wales Safeguarding Children Board](#)

City and County of Swansea

[City and County of Swansea contact West Glamorgan Safeguarding Board](#)

Conwy County Borough Council

[Conwy County Borough Council contact North Wales Safeguarding Children Board](#)

Denbighshire County Council

[Denbighshire County Council contact North Wales Safeguarding Children Board](#)

Flintshire County Council

[Flintshire County Council contact North Wales Safeguarding Children Board](#)

Gwynedd Council

[Gwynedd Council contact North Wales Safeguarding Children Board](#)

Isle of Anglesey County Council

[Isle of Anglesey County Council contact North Wales Safeguarding Children Board](#)

Merthyr Tydfil County Borough Council

[Merthyr Tydfil County Borough Council contact Cwm Taf Morgannwg Safeguarding Children Board](#)

Monmouthshire County Council

[Monmouthshire County Council contact Gwent Safeguarding Children Board](#)

Neath Port Talbot County Borough Council

[Neath Port Talbot County Borough Council contact West Glamorgan Safeguarding Board](#)

Newport City Council

[Newport City Council contact Gwent Safeguarding Children Board](#)

Pembrokeshire County Council

[Pembrokeshire County Council contact Mid and West Wales Safeguarding Children Board](#)

Powys County Council

[Powys County Council contact Mid and West Wales Safeguarding Children Board](#)

Rhondda Cynon Taf County Borough Council

[Rhondda Cynon Taf County Borough Council contact Cwm Taf Morgannwg Safeguarding Children Board](#)

Torfaen County Borough Council

[Torfaen County Borough Council contact Gwent Safeguarding Children Board](#)

Vale of Glamorgan County Borough Council

[Vale of Glamorgan County Borough Council contact Cardiff and Vale of Glamorgan Regional Safeguarding Board](#)

Wrexham County Borough Council

[Wrexham County Borough Council contact North Wales Safeguarding Children Board](#)

## Benthyg Cymru Incident Report Form

### Part One: To Be Filled out by the Person Reporting the Incident

Your name:	
Date of report:	
Name of person/people you have a safeguarding concern about:	

Date and place of safeguarding incident:	

**What Happened?**

<p>1. Are you reporting your concerns, or the concerns raised by someone else? If someone else, who?</p>	
<p>2. Please describe your safeguarding concern. Provide as much detail as possible e.g. injuries seen, comments made, the names of people involved, etc.</p>	
<p>3. Please list any witnesses to this incident and their contact details</p>	
<p>4. What actions were taken at the time of the incident?</p>	

<p><b>5. Have you taken any further action since the incident took place?</b>          If yes, please specifically list what they are          e.g., a phone call to the local Safeguarding Team.</p>	
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**Part Two (To be filled out by the Designated Safeguarding Lead)**

<p><b>Name:</b></p>	
<p><b>Date:</b></p>	
<p><b>Does this incident require immediate reporting to the Local Authority Safeguarding Team?</b></p>	<p><b>Yes / No</b></p>
<p><b>Please describe the steps and actions to be taken:</b></p>	

Follow-up notes (with dates):	