

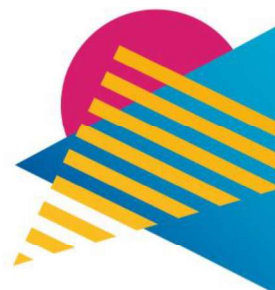


SAFEGUARDING AND PROTECTION OF AT RISK PERSONS POLICY

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DOCUMENT CONTROL	
POLICY NAME:	Safeguarding and Protection of At Risk Persons Policy
DEPARTMENT:	HR
INITIAL POLICY LAUNCH:	January 2016
REVIEWED BY:	CEO
REVIEW DATE:	November 2022
REVISION HISTORY	
DATE:	REVISED BY:
February 2019	Stefanie McKeown – Senior HR Manager Steve Simmons – Interim Network Director
December 2020	Ruth Duncan – Head of HR, Governance & Project Management Mark Froud – CEO
March 2022	Amie Poleykett– Administrative Assistant Mark Froud– CEO
November 2022	Amie Poleykett– Administrative Assistant Mark Froud– CEO
February 2023	Amie Poleykett– Administrative Assistant Rachel Gegeshidze– CEO
April 2024	Lynsey Pearson – Director of Finance Rachel Gegeshidze – CEO
July 2024	Lynsey Pearson – Director of Finance Rachel Gegeshidze – CEO



THIS POLICY HAS RECEIVED APPROVAL FROM:	DATE OF APPROVAL:
SMT	NOVEMBER 2022
Board	10 NOVEMBER 2022
Board	April 2023
Board	April 2024
Board	July 2025

1. THIS POLICY



This policy does not form part of any contract of employment, and it may be amended at any time. It covers all individuals working at Tempo Time Credits at all levels and grades, including trustees, senior managers, employees, trainees, interns, apprentices, contractors and volunteers (collectively referred to as **staff** in this policy).

Our safeguarding policies will be put into practice, reviewed annually (or more frequently, in line with legislative changes). We set out to follow the guidelines set out by the following laws:-

The Care Act 2014 instructs local services like councils, the NHS & the police to work together to make policies to protect adults.

The Safeguarding Vulnerable Groups Act 2006 also requires anyone working with vulnerable groups of people to go through a vetting process to check for any previous criminal convictions.

The Children's Act 2008 allows local authorities and other organisations to better regulate interventions in the interest of vulnerable children.

The purpose of the policy is to protect children and at-risk adults from harm and attempts to radicalise and to provide all staff with information about the safeguarding policy adopted by Tempo Time Credits.

We seek to protect people from coercive behaviour (whether children or adults defined as at risk):

- o A child, for safeguarding purposes, is a person who is not yet reached their 18th birthday.
- o A vulnerable adult means a person who has (a) a dependency upon others in the performance of, or a requirement for assistance in the performance of, basic physical functions; (b) severe impairment in the ability to communicate with others; or. (c) impairment in a person's ability to protect himself from assault, abuse or neglect.

We apply this so that it is situation specific to ensure that a controlling influence cannot be engendered.

Definitions of Abuse

Abuse is a selfish act of oppression and injustice, exploitation, and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender age group, or culture. It can take a number of forms, including the following:



- a. **Physical**: Physical abuse is deliberately hurting a child, for example, through hitting, shaking, throwing etc. It can cause injuries such as bruises, broken bones, cuts or burns.
- b. **Emotional**: Emotional abuse is where a child is made to feel worthless, unhappy and unloved. It may involve unfairly blaming a child or adult, or deliberately trying to scare, humiliate, isolate or ignore the child or adult.
- c. **Sexual**: An example of sexual abuse would be where a child or adult has been forced to take part in sexual activities or pictures of him/her/they are taken, used or shared for sexual reasons. Sexual abuse can be in-person or can be over the internet.
- d. **Neglect**: Neglect is when a parent (or carer) does not give a child, young person or adult what they need to grow up/function healthy and happily. It is where a child or adult is not being looked after properly, for example. A child or adult may be left hungry or dirty, without proper clothes, shelter, supervision, and are not taken to the doctor when they need to be. A neglected child or adult does not get the attention from their parents/carers to help them do well in school and in the wider world and help them grow up emotionally and socially. A neglected child or adult may be put in danger or not protected from harm because the parents/carers don't try to protect them. Neglected children or adults do not get the love, care and attention they need from their parents/carers.
- e. **Bullying**: Bullying includes name calling, damaging property, stealing, spreading rumours, cyberbullying, hurting or getting people into trouble.
- f. **Physical bullying**: when physical actions such as hitting, poking, tripping or pushing, are used to hurt and intimidate. Repeatedly and intentionally damaging someone's belongings is also physical bullying.
- g. **Verbal bullying**: involves the use of negative words, like name calling, insults, homophobia or racism, or words used to intentionally upset someone.
- h. **Social bullying**: when lies, the spreading of rumours or nasty pranks are used. This includes repeated insults and deliberately stopping someone from being involved in activities with a group of friends.
- i. **Cyber bullying**: this is the big one at the moment and is when technology is used to verbally or socially bully. It can occur in chat rooms, on social networking sites, through emails or on mobile phones.
- j. **Domestic Abuse**: When one adult in a family or relationship threatens, bullies or hurts another adult, for example



physically (punching, kicking, cutting, etc.), through shouting and saying mean things, sexually (inappropriately touching them, forcing them to have sex, etc) or by stopping another adult have access to money. Abusive behaviour can happen in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers. Young people can be abused by their girlfriends or boyfriends. Having parents who abuse each other can be an awful experience for children and young people.

- k. **Sexual Exploitation**: You may have heard it called 'trafficking' or 'grooming' and this involves adults getting young people into swapping or selling sex for 'something,' like, gifts, money, drugs, alcohol or affection. Sexual exploitation can be hard to recognise because they often believe they're in a good relationship with the person – or people – who want to abuse their trust in them.
- l. **Criminal Exploitation**: Is when criminals, often part of gangs, target children and young people, and adults for their own gain. In some cases criminal exploitation is also sometimes called 'County Lines', as the movement of drugs, money, and people is often across multiple counties. Young people and adults can be used for all sorts of criminal activity such as carrying or selling drugs/weapons and helping with robberies.

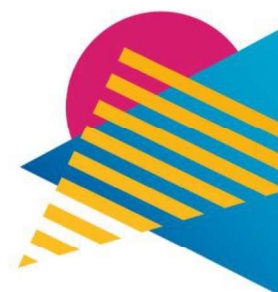
2. RESPONSIBILITY FOR THIS POLICY

The Chief Executive and the Board of Trustees have responsibility for the effective operation of this policy.

All staff are responsible for their own compliance with this policy and for ensuring that it is consistently applied. All staff should ensure that they take the time to read and understand the policy. Any breach of this policy should be reported to the Safeguarding Officer. Questions regarding the content or application of this policy should be directed to the Safeguarding Officer, the Chief Executive.

This policy should also be read in conjunction with other Tempo Time Credits policies which touch on issues relating to safeguarding, including our Equality and Diversity policy, IT, Internet and Email use policy and Data Protection policy.

3. SAFER RECRUITMENT



We will recruit all staff using appropriate procedures, safeguards and checks. SMT in consultation with HR will ensure that all staff undertake an enhanced DBS check child and adult barring list as relevant to the role and in line with our safer recruitment policy and take up references for all posts and volunteer roles.

We will provide an induction programme for all new staff, appropriate training to enable all personnel to undertake their roles safely and confidently, and ongoing training as benefits to the personal and professional development of individuals and of Tempo Time Credits.

We will review our recruitment procedures in response to changes in legislation and systems external to Tempo Time Credits e.g. the Disclosure and Barring Service.

4. SAFEGUARDING OFFICER

The CEO is Tempo Time Credits' Safeguarding Officer for Children and at-risk Adults. They are responsible for:

- Monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our operations.
- Ensuring we undertake the appropriate DBS checks for each new member of staff and review and update checks on a 2-year schedule or when staff change roles.
- Listening to any concerns from Tempo Time Credits staff. Advise, support and receive information from staff, volunteers, members, partner organisations, children or parents and carers who have concerns.
- Recording any information notified to them as a result of this policy in an appropriate manner.
- Consulting with a statutory child protection agency such as the local Children's Services department or health board or the NSPCC helpline or for at risk adults, Social Services, to discuss any doubts or uncertainty about any concerns or notifying them where this is necessary; and
- Ensuring an appropriate referral is made to Social Services and/or the Police and other relevant authorities.

They will be available to all staff and service users to speak to when they have any concerns, issues or complaints regarding the safety, well-being or



conduct of service users, volunteers and staff. The safeguarding officer will have access to appropriate training to support them in this role.

They will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records, and keep confidentiality, adhere to and promote this policy within Tempo Time Credits, and support or provide access to support for individuals suffering harm or abuse.

In the absence of the Safeguarding Officer, the responsibilities requiring a rapid response will fall to members of the Senior Management Team.

TEMPO TIME CREDITS SAFEGUARDING CONTACTS:

Rachel Gegeshidze, CEO

Mobile: 07402907600

Email: Rachel@wearetempo.org

5. OUR COMMITMENT

Tempo Time Credits will seek to safeguard at risk persons by:

- Valuing them, listening to and respecting them
- Implementing and acting on concerns in line with our own policies and procedures and those of partner organisations if appropriate.
- Recruiting staff safely, ensuring all necessary checks are made;
- Sharing information about good practice in relation to safeguarding with our community/voluntary groups and partners and if appropriate our members;
- Sharing information about concerns with appropriate agencies
- Involving families of at-risk persons appropriately;
- Providing effective management for staff through supervision, support and training.
- Ensuring that all staff undertake appropriate and timely Safeguarding training

Our Extended Responsibilities:



Tempo Time Credits staff often work within Host Partner Organisations and contracts with other organisations to deliver activities which involve working with at risk persons. Host Partner Organisation safeguarding policies must be referred to and be familiarised with in these situations. Tempo Time Credits staff will be responsible for:

- Familiarisation with host organisations safeguarding policies and procedures and how and who to report any concerns to in that organisation – Usually a senior manager or designated safeguarding lead. If a concern is identified for a child or at-risk adult Tempo Time Credits staff within the host organisation will notify Tempo Time Credits safeguarding lead and the local responsible person in the host organisation
- Satisfying ourselves that the organisation has done that which is reasonably possible to ensure that staff and volunteers are fit persons to work with at risk persons.
- If concerns relate to the conduct or behaviour of a member of staff within the host organisation, Tempo Time Credits staff will report these concerns in the first instance to the Tempo Time Credits Safeguarding Lead or in their absence the CEO.
- Groups who wish to utilise Tempo Time Credits in their work must assure Tempo Time Credits through partnership application process that they are able to respond appropriately to safeguarding concerns. Larger constituted groups will confirm that they have policies and procedures in place.
- Smaller or un-constituted groups may have less resource or capacity to have formal procedures. Contract Managers or executives assessing group applications or training groups will include an assessment of the risk of abuse of members through the applying group. Local groups will be referred to sources of training and support in policy development such as local CVS or Local Authorities. A fact sheet is provided to be forwarded in such situations.
- Before and during Recognition Trips it is essential to carry out a risk assessment and ensure that there are appropriate consents, disclaimers and responsibility agreements signed by all participants. Where specific at-risk groups may attend a recognition trip, adequate safeguards should be included in the risk assessment. In some cases, it may be appropriate for at risk individuals to be accompanied by a responsible carer. Contract Managers should sign off all risk assessments prior to a recognition trip. No under 16s are allowed on Recognition Trips unless accompanied and fully supervised at all times by a parent or guardian.

6. AWARENESS OF HARM AND ABUSE IN TEMPO TIME CREDITS



Harm is caused by accidents, deliberate abuse (physical, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes or a failure to enable *a person* to participate in activities that are open to most of their peers.

All incidents of harm to anyone involved in our service will require an appropriate response to safeguard the individual (s), to reduce risks and improve our service.

Deliberate acts of harm (sexual, physical, emotional, financial), exploitation and neglect are abuses against the person and will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies and the Disclosure and Barring Service (DBS) where appropriate.

To encourage everyone involved in our organisation to understand that safeguarding is everybody's business, we will ensure that there is an opportunity to discuss safeguarding in Team, Staff, SMT and Board Meetings.

7. CONFIDENTIALITY

All reports and logs (including personnel records) will be kept securely and confidentially according to our data protection policy and confidentiality statement, until or unless it is necessary to share this material with the agencies named above. Information will be shared on a "need-to-know" basis only.

8. COMMUNICATION AND REPORTING CONCERNS

We support and encourage all staff to speak up where they have:

- A **concern** – a worry, issue or doubt about treatment of a member or colleague, or their circumstances; or the practice in a partner organisation
- A **disclosure** – information about a person at risk of or suffering from significant harm;
- An **allegation** – when there is a possibility that an at-risk adult or child could be or has been harmed'.

Staff are required to follow the flowchart below.

Safeguarding Children's and At-Risk Adults Flow Chart



- **STAFF OR VOLUNTEER IS MADE AWARE OF SAFEGUARDING CONCERN THROUGH DISCLOSURE OR OBSERVATION.**



- **STAFF MEMBER OR VOLUNTEER ONLY DISCUSSES CONCERNS WITH THE DESIGNATED PERSON TO DECIDE THE APPROPRIATE ACTIONS TO UNDERTAKE.**
- **DESIGNATED PERSON IS RACHEL GEGESHIDZE TEL NO: 07402 907600**
- **AND YOUR LINE MANAGER (EACH MEMBER OF STAFF WILL HAVE A MOBILE NUMBER TO ALWAYS CONTACT THEIR LINE MANAGER ON) WHO WILL PROVIDE GUIDANCE ON ACTIONS THAT NEED TO BE TAKEN.**



- **NOT A CHILD PROTECTION CONCERN**
 - ▶ **CONCERNS MAY STILL NEED TO BE LOGGED.**
 - ▶ **AN EARLY HELP ASSESSMENT MAY STILL BE REQUIRED.**



STAFF MEMBER BELIEVES CONCERN SHOULD BE ACTED UPON, BUT DESIGNATED PERSON DOES NOT AGREE STAFF HAVE THE RIGHT TO REFER CONCERN STRAIGHT TO SOCIAL SERVICES. STAFF SHOULD INFORM DESIGNATED PERSON OF THEIR INTENTIONS.



FOR GUIDANCE AND DIRECTIONS FOR REPORTING A CONCERN IN CARDIFF GO TO
[HTTPS://WWW.CARDIFFANDVALERSSB.CO.UK/CHILDREN/CONTACT-CHILDREN-BOARD/REPORTING-CONCERNS/](https://www.cardiffandvalerSSB.co.uk/children/contact-children-board/reporting-concerns/)
IF YOUR CONCERN IS ABOUT A RESIDENT OUTSIDE OF CARDIFF, PLEASE CONTACT THE LOCAL AUTHORITY WHICH THAT PERSON RESIDES IN.



- **IF A CHILD DISCLOSES ABUSE, IT MUST NOT BE INVESTIGATED FURTHER BY ANY STAFF OF TEMPO TIME CREDITS**
- **IF IT IS THOUGHT A CHILD HAS SUFFERED SEXUAL ABUSE THE POLICE MUST BE CONTACTED IMMEDIATELY. IF THE STAFF MEMBER CAN CONTACT THEIR LINE MANAGER OR SAFEGUARDING LEAD, THEY WILL CONTACT THE POLICE. IF NOT, THE STAFF MEMBER SHOULD RING THE POLICE IMMEDIATELY.**
- **IF IT IS THOUGHT A CHILD HAS SUFFERED SEVERE HARM (E.G. PHYSICAL ASSAULT) THE POLICE MUST BE CONTACTED IMMEDIATELY- IF MEDICAL ACTION IS REQUIRED, THIS MUST TAKE PRIORITY OVER ANY OTHER ACTION.**
- **THE SAFEGUARDING LEAD WILL MAKE FURTHER REFERRALS AS OUTLINED IN THE POLICY AS APPLICABLE.**



Reports to the line manager and our named Safeguarding Officer will then be investigated, with sensitivity and respecting confidentiality. The aim being to investigate any issues and taken appropriate action within 24 hours if the situation warrants it. All investigations should be completed within 5 working days and a report produced outlining the issues and recommending actions to be taken. Where a concern is brought to the Safeguarding Officer's attention about a Tempo employee, it will follow the disciplinary procedure. All incidents will be reported to the Board.

For users and employees, there is a right of appeal to the Trustees responsible for safeguarding.

The name and contact details of TTC's designated safeguarding officer are:

- The safeguarding officer is the Chief Executive (Rachel Gegeshidze). Mobile: 07402 907600 Tel: 0292 056 6132 email Rachel@wearetempo.org The Maltings, East Tyndall Street, Splott CF24 5EZ
- There are 2 Trustees who have safeguarding oversight: Christina Taylor and Becky Booth.

We will recruit all staff using safer recruitment procedures, safeguards, and checks. SMT in consultation with HR will ensure that all staff undergo an enhanced DBS children and adults check and take up references for all posts and volunteer roles.

9. WHISTLEBLOWING (DISCLOSURE IN THE PUBLIC INTEREST)

We encourage staff to report things that aren't right, are illegal or if anyone at work is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing.

In the first instance staff should speak with one of the Safeguarding Contacts (detailed in Section 4 of this policy). If they are unavailable, then staff should speak to their Line Manager or a member of the Senior Management Team with appropriate responsibility.

Whilst we would prefer our members and personnel to use internal processes whenever possible to make a report as above, this does not prevent them from making a report or referral (e.g. to Social Services) in their own right as a private individual.

10. ABUSE OF TRUST

Tempo Time Credits staff, when working with at risk persons, are in a professional relationship of trust, and



any romantic or sexual relationship is unacceptable and may lead to disciplinary action. Please refer to Tempo Time Credits' disciplinary policy for further information.

Any behaviour which might allow a romantic or sexual relationship to develop between the person in a position of trust and the at-risk persons they are working with should be avoided including physical contact or meetings outside of official work business.

11. POLICY IMPLEMENTATION AND REVIEW

It is the responsibility of the Safeguarding Officer to review this policy annually. All versions will be dated, and approved versions signed by the Senior Management Team and Board of Trustees.

All safeguarding incidents will be monitored and reported using Tempo Time Credits' standard reporting procedure and the implementation of the policy audited two yearly.

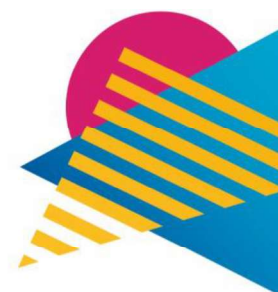
Tempo Time Credits will further develop the policy where necessary in line with changes in legislation and best practice guidance and following internal review of the effectiveness of existing procedures.

12. EQUALITY STATEMENT

Tempo Time Credits is committed to providing services which embrace diversity and that promote equality of opportunity. Everyone who accesses our services or works for us in a paid or voluntary capacity should be safe, empowered to play a part in promoting their own welfare and that of others and able to live a life free from abuse. This applies to all, regardless of age, gender, ethnicity, disability, sexuality or belief.

Responding to disclosure, suspicions, and allegations

At Tempo you have a primary responsibility for safeguarding to ensure that concerns and any relevant information is passed onto Children's social care services, the Independent Local Authority Designated Officer and in emergencies, the police. These organisations have the statutory responsibility to make enquiries to establish whether a child or young person is at risk of harm.



How to respond to a disclosure from a young person

If a young person discloses, they, or another young person, is concerned about someone's behaviour towards them, the person receiving this information should:

- Remain calm and in control.
- Reassure the young person by telling them they have done the right thing.
- Take what the young person says seriously.
- Listen carefully to what is said.
- Keep questions to a minimum – only ask for clarification and no leading questions.
- Don't promise to keep it a secret. Let the young person know you will need to share the information with other professionals to keep them and/or other young people safe.
- Record what is said on your Incident Report.
- Tell the young person what will happen next.

In all cases consider the welfare of the young person who has disclosed as the highest priority. If there is a concern the young person is in immediate danger:

- Contact the police and explain the situation to them.
- Stay with the young person.
- If necessary, move to a safe place away from immediate harm and that no situation arises which could cause any further concern.
- Call for immediate medical attention if the young person requires it.
- Contact Tempo's CEO or your Line Manager to let them know what is happening and ask for further advice and guidance.
- Make a factual record of events as soon as possible by using the Incident Form.
- Do not investigate further, share confidential information with others, or take any further action unless authorised to do so. The police will now be in charge and anything you do without their authorisation may harm their investigation.

If a young person is not in immediate danger but a disclosure has been made:

- Follow the disclosure process as above. Send the incident form to Tempo's CEO or in their absence your Line Manager within 24 hours.



- The DSL (CEO) will then contact you to talk through this if necessary.
- The DSL (CEO) will inform you of next steps to be taken and you will receive support from your manager.

Emergency: If a young person is in immediate danger, you should contact the police on 999

Non-emergency: If there is no immediate danger or advice or information is needed the DSL (CEO) can contact the relevant Children's Social Care Team. If the concern is about a young person, contact the relevant LADO for the local authority where the incident occurred. If the concern relates to a staff member, the LADO of their registered place of work should be contacted (the details can be found on the Children's Local Partnership Board website).



TEMPO TIME CREDITS

DIGITAL SAFEGUARDING POLICY

(TO BE READ WITH OUR SAFEGUARDING AND PROTECTION OF AT RISK PERSONS POLICY)

TEMPO TIME CREDITS' COMMITMENT TO DIGITAL SAFEGUARDING

Tempo Time Credits is committed to safeguarding our members, and staff – and it is our policy to apply the same rigorous level of safeguarding protection to online as we do in person. Our Safeguarding and protection of at risk persons policy sets out how we do this

1. WHO IS THIS POLICY FOR?

This policy covers all individuals working at Tempo Time Credits at all levels and grades, including trustees, senior managers, employees, trainees, interns, apprentices, contractors and volunteers (collectively referred to as **staff** in this policy), and all users of Tempo Time Credits online services, website and platforms. It applies in the UK.

2. WHAT DOES THIS POLICY COVER?

This policy specifically covers all Tempo Time Credits' online and digital activities, plus all digital activities undertaken on behalf of Tempo Time Credits at a national, international, and regional level, on proprietary platforms (ie non-Tempo Time Credits affiliated) and third-party social media and devices.

This includes but is not limited to email; social media channels; all blogging platforms; volunteer platforms; and other digital platforms such as Teams and Zoom; all ICT devices (including phones) and internet connectivity that is provided by Tempo Time Credits.

This policy explains our approach to protecting members, and staff. We are constrained by the terms of service of third-party social media providers in our approach. We promote safe use, but we also recognise that some issues will only be able to be handled by the service provider and the user themselves.

3. TEMPO TIME CREDITS' DIGITAL SAFEGUARDING PRINCIPLES

In order to uphold these principles our members and staff must:



- Ensure that social media accounts are set up appropriately.
- Make it clear on personal social media accounts using disclaimers that their views, thought and opinions are personal and not reflective of Tempo Time Credits policies, procedure or guidance.
- Make sure that technical solutions are in place to reduce access to inappropriate content on devices owned or used by Tempo Time Credits. These could be filtering or monitoring software for example parental controls.
- Ensure the correct permissions are in place before taking and using photographs on mobile devices.
- Delete pictures after the event and in accordance with the Tempo Time Credits privacy policy.
- Make sure that they have parental permissions before contacting any young member under 16 years of age, even if they have contacted you first.
- Make every effort to ensure that young members understand why and how they must use social media responsibly and safely using the appropriate privacy settings.

We recognise that digital safeguarding is an important part of all our work, and we are committed to always delivering best practice.

We will:

- Ensure our projects, activities, programmes and campaigns support all of our members, and staff to stay safe online.
- Use best practice digital safeguarding for technical solutions, processes and procedures.
- Help our volunteers to support members in being effective online.
- Take best practice action when a digital safeguarding incident occurs.
- Support and train appropriate members and staff in digital safeguarding.
- Have appropriate links with key organisations to raise awareness and refer and report incidents.
- Risk-assess all projects, initiatives, programmes, activities, services and campaigns to make sure appropriate digital safeguards are in place.

4. WHO IS RESPONSIBLE FOR DIGITAL SAFEGUARDING ACROSS TEMPO TIME CREDITS?

The Chief Executive and Board of Trustees have ultimate responsibility for digital safeguarding in Tempo Time Credits and the Marketing team provide guidance to staff and users. As a member, or staff member, if you know of an allegation, concern or disclosure incident you must inform the Chief Executive.

When an incident happens, you must deal with it the same way as other safeguarding incidents.



Tempo Time Credits is committed to the protection of our members, and staff and will only share information with other agencies where there are significant concerns, or a potential crime has been committed.

5. WHAT DO WE MEAN BY DIGITAL SAFEGUARDING?

Digital safeguarding means: 'the protection from harm in the online environment through the implementation of effective technical solutions, advice and support and procedures for managing incidents'. Tempo Time Credits is committed to the safeguarding and protection of all members, volunteers, staff and users of our digital services and social media channels, and we apply the same safeguarding principles to Tempo Time Credits' activities whether they are offline or online.

This means protecting our members, volunteers and staff from online harms such as:

- Online bullying and harassment
- Sexual exploitation and grooming online
- Discrimination and abuse on the grounds of any protected characteristic
- Sharing of illegal and inappropriate imagery
- Cyberstalking
- Impersonation and hacking
- Disinformation and misinformation
- The oversharing of personal information



SAFEGUARDING FOR TRUSTEES

(TO BE READ IN CONJUNCTION WITH OUR SAFEGUARDING AND PROTECTION OF AT RISK PERSONS POLICY AND OUR DIGITAL SAFEGUARDING POLICY

Overview

This policy is designed to help you as a Trustee check that Tempo Time Credits is carrying out its safeguarding well, and whether it is meeting the Charity Commission's expectations. All charities have safeguarding responsibilities.

The Charity Commission reference 10 principles and give additional descriptions of what they expect to see. We have summarised these as six main areas of activity.

1. UNDERSTANDING AND MANAGING THE RISKS

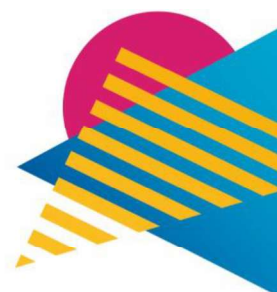
You must understand, manage, record and review the safeguarding risks in your organisation, thinking about everyone you come into contact with.

- You should know the types of harm, abuse and neglect that are most likely to affect people your organisation comes into contact with
- You should know which people you come into contact with are most at risk?
- You should understand the term 'adults at risk'
- You should know if safeguarding risks recorded in your risk register
- You should know how often the board review whether procedures in place to reduce risk are working well

2. POLICIES AND PROCEDURES

You must ensure the right policies and procedures for safeguarding in your organisation. You need to make them public, make sure they are used and you must review them regularly.

- You should know what your safeguarding policy and procedures say



- You should be confident they provide for both adults at risk and children (often in separate documents)
- You should know how the public can find your policy and procedures. Are they online?
- The Board should review the policy once a year
- You should be confident that all staff, volunteers and people you work with understand your safeguarding policy and procedures.

3. MAKING SAFEGUARDING A PRIORITY

You need to make sure that safeguarding is a key priority for Tempo Time Credits as part of good governance. This includes having the right roles in place and adopting the right practices.

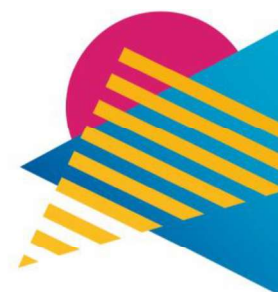
- You should know who the designated safeguarding lead for the organisation is
- You should have a lead trustee for safeguarding.
- You must make sure they are not left to deal with safeguarding on their own.
- You must feel confident you understand enough to challenge or support their advice.
- You should receive regular safeguarding reports as a board
- You should make safeguarding decisions collectively as a board
- You should have a code of conduct
- You should ensure that everyone knows where to find it
- You should follow the code of conduct, and model the behaviour it sets out for others?

The [Charity Governance Code](#) website is useful to help you see how safeguarding sits alongside the rest of governance.

4. SUPPORTING YOUR STAFF AND VOLUNTEERS

You must understand when it is appropriate and legal to carry out background checks on your staff and volunteers. Where it is not appropriate to take these checks, you must put other measures in place to ensure they carry out their roles safely. You must also make sure staff and volunteers have appropriate training and you should regularly review the training you offer.

- You must be confident that someone in your organisation understands the law relating to taking Disclosure and Barring Service (DBS) checks on staff and volunteers
- You must be confident the organisation has good procedures in place to recruit staff and volunteers more safely, and then to support them as they start their roles



There should be a review of the safeguarding training offered to staff and volunteers at least once a year.

5. HANDLING AND REPORTING CONCERNS

- Everyone involved in your organisation should understand how to recognise, respond to, record and report a safeguarding concern. You are required to know your organisation's safeguarding reporting procedures
- You are required to ensure reporting procedures well known among staff, volunteers and others in contact with the charity
- You should be confident that they are in line with expectations of your local authority adult safeguarding board and children's safeguarding board or partnership

The Charity Commission requires any registered charity to report 'serious incidents'. The responsibility for reporting serious incidents rests with the charity's trustees so you must understand it, even if it is delegated to someone else, such as an employee or the charity's professional advisers.

- Does your organisation's reporting procedures include reporting an incident to the Charity Commission
- Do you have clear procedures for delegated authority for reporting to the Charity Commission
- Do your organisation's reporting procedures cover situations where you need to report an incident to other regulators such as the Disclosure and Barring Service?

6. YOUR CULTURE AND VALUES

You must make sure all trustees, staff, volunteers and people you work with understand safeguarding and their right to be safe. Everyone should know how to speak up and feel comfortable raising concerns. You must review whether you have got this right, and make changes if not.

7. REPORTING TO TRUSTEES:

The Trustees must be notified by Email of any concerns, disclosures or allegations made to the CEO and the actions carried out. This should be done by notifying the Trustee's Chair.

USEFUL INFORMATION:

Everyone's Business: Safeguarding for Trustees

Charity Commission Checklist



Appendix

Safeguarding – Community Group Guidance

Safeguarding should be a priority for all voluntary organisations, especially those that work with children, young people and adults at risk. Good and appropriate safeguarding provides public reassurance about your organisation and contributes to the positive reputation of the sector in general.

YOUR RESPONSIBILITIES

- Organisations that work with at risk groups (e.g. children and adults at risk) have legal responsibilities in relation to safeguarding
- The Charity Commission regards safeguarding as a key governance priority for all charities, not just those that work with groups traditionally considered 'vulnerable'

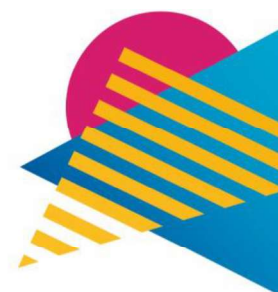
Everyone has a responsibility for safeguarding – it is everybody's business!

Having safeguards in place will help your group protect children, young people and adults from harm and abuse as well as help staff and volunteers know what to do if they are worried or concerned about a child or adult.

WORKING WITH TEMPO

Tempo requests that all organisations and groups that we work with have a designated safeguarding lead. Please inform your Contract Manager who is your safeguarding lead. You will have confirmed that you have policies and procedures in place during your application process.

Tempo acknowledges that smaller or un-constituted groups may have less resource or capacity to have formal procedures. Your Tempo Contract Manager or Executives will be able to support you to access training and support in your local area to implement policies and procedures.



Where to get help with developing your policies and procedures

<https://learning.nspcc.org.uk/safeguarding-child-protection/voluntary-community-groups>

In Wales <https://wcva.cymru/safeguarding/>

In England <https://www.ncvo.org.uk/help-and-guidance/safeguarding/#/>

