

Smith-Alexander Foundation Safeguarding Policy

1. Introduction

The Smith-Alexander Foundation is committed to safeguarding the welfare of all children, young people, and vulnerable adults with whom we come into contact. We recognise our responsibility to promote safe practices and to protect individuals from harm, abuse, and exploitation.

This policy outlines our approach to safeguarding and the procedures to be followed in the event of a concern.

2. Purpose

The purpose of this policy is to:

- Protect children, young people, and vulnerable adults who engage with The Smith-Alexander Foundation.
- Provide trustees, staff, volunteers, and partners with clear guidance on safeguarding responsibilities.
- Set out procedures for recognising, responding to, and reporting safeguarding concerns.

3. Scope

This policy applies to all trustees, employees, volunteers, contractors, and anyone working on behalf of The Smith-Alexander Foundation.

4. Our Commitment to Safeguarding

The Smith-Alexander Foundation is committed to:

- Valuing, listening to, and respecting all individuals.
- Ensuring robust safeguarding practices are in place and followed.
- Working closely with statutory services when necessary.
- Ensuring safe recruitment procedures for all those involved in our work.

5. Recognising Abuse

Abuse can take many forms, including physical, emotional, sexual abuse, neglect, and exploitation.

Staff and volunteers are expected to familiarise themselves with the signs and indicators of abuse and to act promptly where concerns arise.

6. Designated Safeguarding Lead (DSL)

The Smith-Alexander Foundation will appoint a Designated Safeguarding Lead who will:

- Act as the main point of contact for safeguarding concerns.
- Ensure concerns are properly recorded and reported.
- Liaise with external agencies where necessary.
- Ensure safeguarding records are kept securely and confidentially.

Current DSL: Gemma Smith-Alexander

7. Reporting a Safeguarding Concern

Anyone with a safeguarding concern must:

- Report the concern immediately to the Designated Safeguarding Lead.
- Provide a factual account, avoiding personal opinions or assumptions.

- Complete a safeguarding concern form if required.

In an emergency where a person is at immediate risk of harm, the police or social services should be contacted directly (dial 999 if necessary), and the DSL must be informed as soon as possible thereafter.

8. Responding to a Disclosure

If someone discloses a safeguarding concern:

- Listen carefully without interruption.
- Avoid promising confidentiality; explain that you may need to share the information with the appropriate people.
- Reassure the individual that they have done the right thing in telling you.
- Report the information to the DSL without delay.

9. Confidentiality and Record-Keeping

Safeguarding information will be handled sensitively, shared only with those who need to know, and stored securely in line with data protection legislation.

Records will be clear, factual, and kept separately from general organisational records.

10. Safer Recruitment

The Smith-Alexander Foundation ensures that recruitment processes are designed to deter and detect unsuitable individuals. This includes:

- Application forms and interviews.
- Checking identity and references.
- Where appropriate, undertaking enhanced Disclosure and Barring Service (DBS) checks.

11. Training and Awareness

All staff, trustees, and volunteers will receive safeguarding training relevant to their roles.

The organisation will ensure safeguarding is included in inductions and ongoing training sessions.

12. Allegations Against Staff or Volunteers

Any allegation made against a member of staff or volunteer will be taken seriously. The DSL will liaise with the Local Authority Designated Officer (LADO) and follow the appropriate procedures.

13. Monitoring and Review

This policy will be reviewed annually, or earlier if required by changes in legislation or best practice guidance.

Amendments will be approved by the Board of Trustees.

14. Contact Us

For any questions regarding these Terms, please contact us at: Smith-Alexander

Foundation

contact@smith-alexander.com

Effective Date: May 2025