



In Charley's Memory

## **Safeguarding Policy**

**January 2024**

### **Policy Type**

Charity Policy Document

### **Definitions**

ICM = In Charley's Memory

Adults = includes vulnerable adults

### **Purpose of Policy**

The purpose of this policy is to ensure ICM acknowledges the duty of care to safeguard and promote the welfare of children, young people and adults who use our service.

ICM will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation

This policy applies to anyone working on behalf of In Charley's Memory, including senior managers and the board of trustees, all staff including employed, volunteers and students.

ICM recognises that some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues

### **Legal Framework**

To ensure ICM commits to ensuring safeguarding practices. This policy is drawn up on the basis of legislation, statutory responsibilities, government guidance that seek to protect children, young people and adults and it ensures it complies with the best practice and BACP requirements.

### **Safeguarding Adults vs Children**

To ensure ICM follows proper procedures in safeguarding matters it is essential to note the differences in safeguarding adults and children. While the different forms of abuse can happen to anyone, regardless of age or ability, it is important to keep the right to self-determination in mind. Adults, by law, have the right to self-determination, meaning they can refuse reporting of abuse. It is only in extreme circumstances where this may be bypassed. This will often only happen when

an adult is assessed to lack capacity in that area, or where the concerns may extend to children, such as when they are living in the same household.

## **Supporting documents**

This policy should be read in conjunction with

- Definitions of abuse
- Counselling children and young people
- Contact from a suicidal client
- Dealing with disclosures and concerns about a child
- Recording concerns and information sharing
- Health and Safety
- Whistleblowing
- Risk Assessments

\*\*\*All supporting Documents are in the safeguarding folder in the staff room, you will also receive a copy of these documents in your induction pack and you will be provided with access to additional safeguarding training as part of your induction process.

## **Policy**

- Promote and prioritise the safety and wellbeing of children, young people and adults.
- Ensure everyone understands their role and responsibilities 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 relating to children, young people and adults.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual(s) who raise or disclose the concern.
- Ensure the confidentiality, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made. In Charley's Memory operates a safer recruitment policy.
- Providing effective management for staff and volunteers through supervision, support, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently at all times.
- Ensure robust safeguarding arrangements and procedures are in operation.
- Ensure all safeguarding concerns raised are dealt with immediately.
- All employers, employees and volunteers must refresh their safeguarding training on an annual basis. Training will be provided by In Charleys Memory.
- PLEASE REFER TO THE SAFEGUARDING PROCEDURE FOR COURSE OF ACTION TO BE TAKEN

## **Roles and Responsibilities**

The Senior leadership team (Chief executive, Chief operating officer, lead counsellor and senior counsellor) are the accountable senior managers responsible for the management of serious safeguarding incidents. They work closely with the board of trustees and carry out the day to day running of the organisation.

- Designated Safeguarding Lead:  
**Mike Tapper Lead Counsellor**  
[leadcounsellor@incharleymemory.com](mailto:leadcounsellor@incharleymemory.com)  
**07525173994**
- Deputy Safeguarding:  
**Dawn Carey CEO**  
[ceo@incharleymemory.com](mailto:ceo@incharleymemory.com)  
**07716341895**
- Safeguarding Trustee  
**Martyn Ellis**  
[trustees@incharleymemory.com](mailto:trustees@incharleymemory.com)

\*\*\*All safeguarding reports are reviewed internally by the senior team, these reports are kept locked up and will be stored for 7 years, and for a CYP stored for 7 years upon turning 18.

**Review Author: Mike Tapper**

**Date – 10.01.2024**

**Next Review - 10.01.2025**