

Safeguarding

Policy

The trustees and employees of Weymouth Town Charities, incorporating The Sir Henry Edwards Charities, and The Sir Samuel Mico Charities (the charity) acknowledge that all residents, staff, beneficiaries, volunteers and visitors have the right to a safe and secure environment and respect for their dignity, privacy, independence and individuality.

This safeguarding policy has been developed to protect those who live, work, visit or come into contact with the charity and to ensure any concerns about physical, sexual or emotional abuse or neglect will be dealt with quickly and effectively.

Any resident or beneficiary who feels that they are being abused in any manner should immediately contact the charity, its officers or agent. The charity will, where appropriate, work with other agencies, to resolve matters. The designated person will undertake an initial investigation to establish the facts.

The Stuart McLeod is the Designated Safeguarding Officer (DSO). The DSO is designated as having responsibility for any safeguarding issues and can be contacted at 01305 548007. If unavailable, the Chairman should be informed immediately of any safeguarding issue that has arisen.

Procedure to be followed if abuse is suspected

Depending upon the circumstances of the individual case:

- ensure the individual is safe
- if necessary seek medical assistance
- ascertain the basic facts including
 - date, time and place of alleged abuse
 - name of complainant
 - where different, name of person who has allegedly been abused
 - nature of alleged abuse
 - description of any injuries observed
 - account of the incident which has been given
- inform the Charities DSO or Chairman immediately
- if a complainant requests that the information is kept secret, it is important that they are sensitively advised that cases of alleged abuse will be referred to the appropriate agencies.

The DSO will gather information and arrange a meeting between the appropriate trustee, clerk, designated person and chair of trustees, to establish the facts. A full record of the meeting will be made.

After considering all the above facts the trustees will decide whether the incident should be reported to the Local Authority Safeguarding Department (LADO). If the police or other emergency services were called, the incident must be reported to the Authority.

Any serious incidents of this nature which are reported to the Local Authority must also be notified to the Charity Commission.

The DSO will maintain regular contact with the complainant to offer support and reassurance as necessary.

This policy has been approved for issue by the board of trustees of Weymouth Town Charities



Signature:.....

Name:.....**GARY HEPBURN, CHAIRMAN**.....

Date:.....**19 February 2019**.....

Reviewed February 2019