

FRIENDS OF THE NEW SELBY WAR MEMORIAL HOSPITAL
SAFEGUARDING POLICY

CONTENTS

Section	Page
1. Introduction	2
2. Charity Commission – Expectations of Trustees	2
3. Safeguarding duties	3
4. Safeguarding Measures	3
4.1 Appointment/disqualification of Trustees	3
4.2 Criminal Records Checks	3
4.3 Reporting	3
4.4 Training	3
4.5 Investigations	4
5. Dealing with Safeguarding incidents and allegations	4
6. Monitoring of safeguarding issues	4
7. Review of Policy	4
Appendix 1 Criminal Records checks	5
Appendix 2 Recognising the Signs and Symptoms of abuse	6

Date approved by Committee	21 May 2025
Signed by Chair on behalf of Committee	
Date of next review	21 May 2027

1.Introduction

Every individual has a right to a life free from fear, to be treated with dignity and respect and not have to do anything they do not want to.

Safeguarding is a key governance priority for The Friends of the New Selby War Memorial Hospital. We are committed to keeping safe the vulnerable people with whom we work alongside and acknowledge our duty to act appropriately to an allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff, volunteers and trustees can work to prevent abuse and know what to do in the event of abuse.

This Policy provides a framework for Friends of the New Selby War Memorial Hospital to:

- Promote good practice and work in a way that can prevent harm, abuse and coercion occurring
- Ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported; and
- Stop that abuse occurring

The Friends of the New Selby War Memorial Hospital Charity works within the York Hospitals NHS Foundation trust and will comply with all Safeguarding Policies and procedures adopted by that NHS Trust.

This policy applies to all staff, volunteers, trustees, students and anyone working on behalf of Friends of the New Selby War Memorial Hospital.

2. Charity Commission – Expectations of Trustees

The Charity Commission advises that Safeguarding is a key governance priority for all charities, not just those working with groups traditionally considered at risk.

There are 4 clear expectations of trustees:

- Provide a safe and trusted environment. Safeguarding involves a duty of care to everyone who come into contact with the charity, not just vulnerable beneficiaries like children and young people
- Set an organisational culture that prioritises safeguarding, so it is safe for people to report incidents and concerns in the knowledge they will be dealt with appropriately
- Have adequate safeguarding policies, procedures and measures to protect people and make sure these are made public, reviewed regularly and kept up to date
- Handle incidents as they arise. Report them to the relevant authorities including the police and the Charity Commission. Learn from these mistakes and put in place the relevant mechanisms to stop them happening again

3. Safeguarding duties

Friends of the New Selby War Memorial Hospital must take reasonable steps to protect those connected with the charity from harm. This includes:

- People who benefit from the charity's work including patients, relatives, carers
- Volunteers and trustees
- Staff
- Other people connected to our activities

Safeguarding means the range of measures in place to protect people in a charity, or those it comes into contact with, from abuse and maltreatment of any kind.

4. Safeguarding Measures

Safeguarding measures in place within Friends of the New Selby War Memorial Hospital are:

4.1 Appointment/disqualification of Trustees: The rules on disqualification mean that individuals cannot act as a trustee or a senior manager of a charity for a range of reasons, including being on the sex offenders register, unless they have a waiver from the Charity Commission. For new trustees, the Charity Commission guidance at <https://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities> is checked

4.2 Criminal records Checks: There are legal restrictions under safeguarding legislation on who can be involved in working with children and adults at risk.

Appropriate checks are requested from the Disclosure and Barring Service for volunteers and trustees depending on their role within the charity. Appendix 1 details the appropriate levels of checks.

4.3 Reporting: All volunteers and trustees are aware that if they become concerned that there is a real risk of harm occurring to a patient it should be reported to either the nurse in charge of the ward or department or the relevant Safeguarding Team within the hospital. Details of how to report a concern are detailed within the Volunteer duty list. The Administrator & Volunteer Co-ordinator will also give advice if necessary.

Contact details of the Safeguarding Teams are displayed across the hospital.

Appendix 2 details the signs and symptoms of abuse.

Where a volunteer feels that they are themselves the subject of abuse by staff, patients or carers, they can report it to the Administrator & Volunteer Co-ordinator who will contact the relevant NHS Trust Safeguarding lead for appropriate action.

4.4 Training: Records of all training will be maintained by the Administrator & Volunteer Co-ordinator.

4.5 Investigations: Investigations of safeguarding issues arising within the hospital will be led by the York Hospitals NHS Foundation Trust in accordance with their Safeguarding Policies and procedures.

Friends of the New Selby War Memorial Hospital volunteers and trustees will support and co-operate with any safeguarding enquiries/investigations carried out by the York Hospitals NHS Foundation Trust.

5. Dealing with safeguarding incidents and allegations

Where an incident involves a volunteer, trustee or member of staff as the alleged perpetrator the Friends of the New Selby War Memorial Hospital will report the incident to the York Hospitals NHS Foundation Trust which will manage the issue in accordance with their Safeguarding policies. The Chairperson (or deputy) will be the Friends of the New Selby War Memorial Hospital named contact for liaison in relation to such issues.

Friends of the New Selby War Memorial Hospital will support the investigation by:

- Managing reports of incidents, allegations and risks recording and storing these securely
- Identify and manage risk
- Make reports where necessary to the police, social services and other agencies as required by the NHS Trust Safeguarding Policies
- Where the criteria are met, send a serious incident report to the Charity Commission
- Make changes to reduce the risk of further incidents
- Not lead potential witnesses or contaminate evidence

6. Monitoring of safeguarding issues

The trustees will be informed, by the Chairperson (or deputy) of the outcome of any safeguarding issues which involve a volunteer or trustee of Friends of the New Selby War Memorial Hospital as the alleged perpetrator. This will not include investigations where volunteers or trustees are involved as witnesses as such investigations will be confidential to the lead organisation.

If there is no imminent Trustee meeting, a special meeting of the Trustees will be called at the discretion of the Chairperson (or deputy).

7. Review of policy

This policy will be reviewed every 2 years or sooner in the event of changes in guidance or legislation.

Appendix 1

Criminal Records Checks

Level of DBS checks for Friends of the New Selby War Memorial Hospital Volunteer Posts July 2021*

TITLE	LEVEL OF CHECK	BARRED LISTS
Patient Refreshments Volunteer	Standard	None
Trolley Services Volunteer Teams	Standard	None
Trustees	Standard	None
Administrator & Volunteer co-ordinator	Standard	None

*As agreed with York Hospital NHS Foundation Trust

Appendix 2

Recognising the signs and symptoms of abuse

Friends of the New Selby War Memorial Hospital is committed to ensuring that all trustees and volunteers recognise the importance of safeguarding vulnerable people: children and adults.

“Abuse is a violation of an individual’s human and civil rights by any other person or persons” (No Secrets: Department of Health 2000)

Abuse includes

- Physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- Sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- Psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- Financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions 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
- Institutional or organisational: including regimented routines and culture, unsafe practices, lack of person-centred care or treatment

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.