

Safeguarding Policy

Introduction

Focus Foundation is committed to safeguarding and promoting the welfare of children. We recognise our responsibility to ensure that all our activities, including grant-giving, school visits, and use of imagery and data, are conducted in a manner that ensures the safety and well-being of children. This Safeguarding Policy outlines our commitment to protecting children and the measures we have in place to ensure their safety.

Purpose

The purpose of this policy is to:

- Protect children who benefit from the services and support of Focus Foundation.
- Provide staff, volunteers, and partners with the overarching principles that guide our approach to safeguarding and child protection.
- Ensure compliance with relevant legal requirements and best practices.

Scope

This policy applies to all staff, volunteers, trustees, and partners of Focus Foundation, as well as any contractors or third parties working on behalf of the Foundation.

Legal Framework

This policy is based on and adheres to the following legislation and guidelines:

- The Children Act 1989 and 2004
- The Safeguarding Vulnerable Groups Act 2006
- The Protection of Freedoms Act 2012
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2020
- Data Protection Act 2018 and GDPR
- National Society for the Prevention of Cruelty to Children (NSPCC)

Safeguarding Principles

Focus Foundation is guided by the following safeguarding principles:

- **Child-Centered Approach:** The welfare of the child is paramount in all considerations.
- **Equality and Diversity:** All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from harm.
- **Empowerment:** Children are encouraged to express their views and have them taken into account.

- Prevention: Taking action before harm occurs and providing support to children and their families.
- Partnership: Working in partnership with children, families, schools, charities, and other agencies.

Roles and Responsibilities

Staff and Volunteers

All staff and volunteers are required to:

- Be familiar with and adhere to this Safeguarding Policy.
- Attend mandatory safeguarding training.
- Report any concerns about a child's welfare to the Designated Safeguarding Lead (DSL) immediately.
- Be appropriately vetted including through DBS checks.

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Overseeing the implementation of this policy.
- Providing support and training to staff and volunteers.
- Ensuring that all safeguarding concerns are appropriately recorded and reported.
- Liaising with external agencies as necessary.

Trustees and Leadership

Trustees and leadership are responsible for:

- Ensuring that safeguarding policies and procedures are in place and effective.
- Reviewing safeguarding practices regularly and implementing improvements as necessary.
- Supporting the DSL in their role.

Safeguarding Procedures

Reporting Concerns

Any concerns about a child's welfare should be reported to the DSL immediately.

If the DSL is unavailable, concerns should be reported to the Deputy Safeguarding Lead.

All concerns will be recorded in writing and kept confidential.

Responding to Concerns

The DSL will assess the concern and take appropriate action, which may include referral to external agencies such as children's social care or the police.

The child's safety and well-being will be the primary consideration in all decisions.

Visits to Schools and Children's Charities

Planning and Preparation

All visits to schools and children's charities must be planned and approved by the DSL.

Risk assessments will be conducted for all visits to identify and mitigate potential risks.

Conduct During Visits

Staff and volunteers must adhere to this Safeguarding Policy and the safeguarding policies of the school or charity being visited.

No unsupervised contact with children is permitted unless it is part of the planned activity and approved by the DSL.

Use of Imagery and Data

Consent

Written consent must be obtained from parents or guardians before taking or using images or data of children.

Consent forms must clearly explain how the images or data will be used.

Storage and Security

All images and data will be stored securely in accordance with the Data Protection Act 2018 and GDPR.

Access to images and data will be restricted to authorized personnel only.

Usage

Images and data will only be used for the purposes for which consent has been obtained.

Any misuse of images or data will be treated as a serious breach of this policy and will be dealt with accordingly.

Training and Awareness

All staff and volunteers will receive regular safeguarding training appropriate to their role.

The Foundation will provide ongoing support and resources to ensure that staff and volunteers are aware of current safeguarding issues and best practices.

Review and Monitoring

This policy will be reviewed annually or whenever there are significant changes in legislation or best practices.

The Focus Foundation will monitor the implementation of this policy and make improvements as necessary.

Contact Information

For any safeguarding concerns or queries, please contact: info@focusfoundation.org.uk

By accessing or using Focus Foundation's website, you agree to comply with this Safeguarding Policy and all applicable laws and regulations. Thank you for supporting Focus Foundation and our commitment to protecting children.

For any questions or concerns regarding this Safeguarding Policy, please contact us at:
info@focusfoundation.org.uk

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