

## Safeguarding Policy

### Purpose

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with Felix Fund. This includes harm arising from:

- The conduct of staff or personnel associated with Felix Fund.
- The design and implementation of Felix Fund's programmes and activities.

The policy lays out the commitments made by Felix Fund, and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under Felix Fund's Bullying & Harassment Policy.
- Safeguarding concerns in the wider community not perpetrated by Felix Fund or associated personnel.

### What is Safeguarding

In the UK, safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In the charity sector, we understand it to mean protecting people, including children and at-risk adults, from harm that arises from coming into contact with our staff or programmes.

### Scope

All staff, trustees and volunteers of Felix Fund have a duty to ensure that they uphold this Safeguarding Policy at all times.

### Policy Statement

Felix Fund believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Felix Fund will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding; child safeguarding, adult safeguarding and protection from sexual exploitation and abuse.

Felix Fund commits to addressing safeguarding throughout its work, through the following:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy.
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Felix Fund. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel.
- Ensure staff receive training on safeguarding.
- Follow up on reports of safeguarding concerns promptly and according to due process.

### **Staff Responsibilities**

Felix Fund staff, trustees, volunteers and other associated personnel must not:

- Engage in sexual activity with anyone under the age of 18.
- Sexually abuse or exploit children.
- Subject a child to physical, emotional or psychological abuse, or neglect.
- Engage in any commercially exploitative activities with children including child labour or trafficking.
- Sexually abuse or exploit at risk adults.
- Subject an at-risk adult to physical, emotional or psychological abuse, or neglect.
- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries.

Felix Fund staff, trustees, volunteers and other associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- Report any concerns or suspicions regarding safeguarding violations by a staff member, trustee or other associated personnel.

### **Reporting**

Felix Fund will ensure safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities in which we work.

Any staff reporting concerns or complaints, through formal channels will be protected by Felix Fund's Whistleblowing Policy.

Felix Fund will also accept complaints from external sources such as members of the public, partners and official bodies.

How to report a safeguarding concern:

Staff members who have a complaint or concern relating to safeguarding should report it immediately to the CEO or Chairman.

### **Response**

Felix Fund will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

Felix Fund will apply appropriate disciplinary measures to staff found in breach of the policy.

### **Confidentiality**

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only and should be kept secure at all times.

Any questions regarding this policy should be directed to: [enquiries@felixfund.org.uk](mailto:enquiries@felixfund.org.uk).