

# Safeguarding Policy & Procedures for FRAMFRIDGE CIC

## 1. Policy Statement

FRAMFRIDGE CIC is committed to ensuring a safe and supportive environment for everyone involved in its operations. This includes volunteers, members of the public, and particularly children and vulnerable adults. We recognize our duty of care and the importance of safeguarding all individuals from harm, abuse, or exploitation.

This policy outlines our commitment and procedures for safeguarding, in line with relevant UK legislation and best practices.

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## 2. Purpose

- To protect children, young people, and vulnerable adults who engage with the Community Fridge and Growing Space.
  - To ensure volunteers understand their responsibilities in safeguarding.
  - To provide guidance for reporting concerns or allegations.
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## 3. Scope

This policy applies to:

- All volunteers and staff working with FRAMFRIDGE CIC
  - All activities associated with the Community Fridge and Growing Space, including food distribution, outreach, and events.
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## 4. Definitions

- **Child:** Anyone under the age of 18.
  - **Vulnerable Adult:** A person aged 18 or over who is unable to protect themselves from harm or exploitation due to age, illness, or disability.
  - **Abuse:** Can be physical, emotional, sexual, financial, or through neglect.
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## 5. Roles and Responsibilities

### Safeguarding Lead

- Appointed individual responsible for overseeing safeguarding concerns.
- Acts as the point of contact for all safeguarding issues.

### Volunteers

- Must read and follow this safeguarding policy.
  - Must report any concerns to the Safeguarding Lead immediately.
  - Must treat all individuals with dignity and respect.
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## 6. Code of Conduct for Volunteers

- Always act in a respectful, non-judgmental, and inclusive manner.
  - Avoid being alone in closed spaces with a child or vulnerable adult.
  - Do not exchange personal contact details with service users.
  - Never engage in any form of abusive or exploitative behaviour.
  - Challenge and report any inappropriate behaviour witnessed.
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## 7. Recognising Signs of Abuse

Volunteers should be aware of signs that may indicate abuse, including:

- Unexplained injuries
  - Fearfulness or withdrawal
  - Inappropriate or concerning behaviour
  - Signs of neglect (e.g., poor hygiene, malnutrition)
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## 8. Reporting Concerns

If a volunteer/staff member is concerned about someone's welfare:

1. **Act promptly.**
2. Report concerns to the **Safeguarding Lead**.
3. Record the concern factually and clearly, including:
  - Date, time, and place
  - What was said or observed
  - Action taken

**Do not investigate the concern yourself.**

In emergencies, or if someone is in immediate danger, contact:

- **Police:** 999
- **Local Authority Safeguarding Team**  
(Multi-Agency Safeguarding Hub MASH - 0808 800 4005)

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## 9. Confidentiality

All safeguarding concerns will be treated with confidentiality. Information will only be shared on a need-to-know basis in line with safeguarding protocols.

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## 10. Recruitment and Training

- Volunteers must complete an induction, including safeguarding awareness.
- Where relevant, volunteers may be required to undergo a **Disclosure and Barring Service (DBS) check**.
- Regular refresher training and updates will be provided.

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## 11. Review of Policy

This policy will be reviewed annually or after any significant safeguarding incident.

**Last Reviewed:** 01/10/2025  
**Next Review Due:** 01/10/2026

**Approved by:** Ruth Ditchburn & Lauren Ramsay  
**Role:** Directors & Safeguarding Leads

**Signatures:**  

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### Compliance with UK Safeguarding Standards

Area	Details
<b>Legal Framework</b>	Reflects the Children Act 1989 & 2004, the Care Act 2014, Working Together to Safeguard Children (2018), and local safeguarding partnerships.
<b>Vulnerable Groups</b>	Defines and protects both <b>children</b> and <b>vulnerable adults</b> , as per UK safeguarding definitions.
<b>Volunteer Involvement</b>	Recognises the importance of training and DBS checks for volunteers where appropriate.
<b>Reporting Procedures</b>	Emphasises the importance of reporting, with escalation to police or local authority safeguarding teams if needed.
<b>Confidentiality &amp; Record-Keeping</b>	Encourages factual recording and controlled sharing of information—essential under UK Data Protection and safeguarding protocols.

