

GCUK: Safeguarding Policy

Policy

GCUK believes everyone has the right to live free from abuse or neglect regardless of their age, ability or disability, gender, marriage status, pregnancy, race, religion, belief, sex and sexual orientation. This policy sets out GIST Cancer UK's (GCUK's) approach to identifying, preventing and reducing harm to those who benefit from our work

Objectives

The purpose of this policy is to keep our Trustees, Beneficiaries and Representatives safe, and sets out our safeguarding commitments.

This policy relates particularly to the management of risk in relation to young people and adults at risk. We expect our representatives to act in accordance with the GCUK Code of Conduct at all times.

We recognise our legal and ethical responsibility to protect young people and adults at risk with whom the organisation and our representatives come into contact. This includes helping to protect them from the possibility of abuse and taking appropriate action when they become aware of cases of suspected abuse.

This policy applies to trustees, volunteers and representatives of GCUK.

This policy applies to all Representatives of GCUK and covers:

- What safeguarding is.
- The legislation, policy and procedures for safeguarding.
- Roles and responsibilities for safeguarding.
- How to report concerns.
- Looking after yourself as well as others.

Definitions

Representatives means all those where the nature of their work for the charity, whether paid or unpaid, is regular and structured. This includes trustees, paid staff, Helpline volunteers, and consultants or equivalents.

Beneficiaries means all those who benefit from, engage with, or come into contact with GCUK. It includes patients, carers, family or friends who engage with the charity.

Trustee means a member of the GCUK Board of Trustees.

Volunteer means someone who supports the work of the charity, without being paid, and where the nature of the work is unstructured, ad hoc or intermittent.

Safeguarding is making sure someone is safe and can live their life in the way they want to, without causing harm to others. No person should worry about something of harm happening to them, others taking advantage of them, or others putting them in a position that they are unhappy with or which causes them distress. Young people and adults at risk are at particular risk of harm.

Young people are those under 18. Safeguarding young people means protecting them from abuse and maltreatment, preventing impairment of their health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and acting to enable them to have the best outcomes. The welfare of the young person is paramount, which means no other considerations should be allowed to override the duty to protect young people from harm.

Adults at risk includes 'vulnerable adults' and is defined as any person over 18 who has needs for care and support, is experiencing (or is at risk of) abuse or neglect, and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect. This could be due to, but not limited to, any of the following circumstances:

- a learning or other disability
- a physical or mental illness, including addiction to alcohol or drugs
- age
- being detained in custody or under the supervision of the probation services
- being otherwise unable to protect himself/herself against abuse or neglect
- living in sheltered accommodation or residential accommodation e.g. a care home
- receiving any form of health care
- receiving domiciliary care in their own home
- psychological and emotional (belittling, name calling, threats of harm, intimidation, isolation)
- sexual (rape, indecent assault, inappropriate touching, exposure to pornographic material, abuse of a position of trust)
- bullying including harassment and online bullying known as cyber bullying
- child trafficking
- commercial exploitation
- criminal exploitation
- female genital mutilation (FGM)
- forced marriage
- health and safety
- human trafficking
- modern slavery (including domestic slavery)
- neglect and acts of omission (including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs)
- radicalisation and extremism
- self-neglect (covering a wide range of behaviour which shows that someone is not caring for their own personal hygiene, health, or surroundings. It includes behaviour such as hoarding)
- sexual harassment and exploitation
- suicide and self-harm

Safeguarding adults at risk means protecting their right to live in safety, free from abuse and neglect. This requires people and organisations to work together to prevent and mitigate both the risks and experience of abuse or neglect. We also need to ensure the adult's wellbeing is promoted by, where appropriate, having regard to their views, wishes, feelings and beliefs when making decisions.

'Harm' includes the following behaviours:

- discriminatory (including racism, sexism, ageism, harassment, slurs)
- domestic (this may be psychological, physical, sexual, financial, or emotional abuse, and also covers so-called 'honour' based violence)
- financial or material (stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits)
- online
- organisational or institutional (including regimented routines and cultures, unsafe practices, lack of person-centered care or treatment)
- peer-on-peer
- physical (hitting, slapping, punching, burning, misuse of medication, inappropriate restraint)

Responsibilities

GCUK acknowledges that safeguarding is everybody's responsibility and is committed to preventing abuse and neglect through safeguarding the welfare of all young people, adults at risk, and Representatives of the GCUK.

The Board will appoint a **'GCUK Safeguarding Officer (SO)'** who will work with the GCUK Chair to manages safeguarding compliance, queries, and reports within the GCUK. This will be a set of additional added to an existing Trustee role.

The SO is Cathy Hampshire. Ros Langford is the Deputy SO.

To deliver our safeguarding commitments, GCUK will take all reasonable steps to:

- Require all Representatives to adhere to this policy.
- Create awareness of safeguarding and the related procedures amongst our Representatives, including how to recognise and report a concern.
- Develop an organisational culture that creates and maintains protective environments for young people and adults at risk.
- Promote and prioritise the safety and wellbeing of young people and adults at risk across all three levels of the organisation.
- Provide mandatory training for Trustees and Volunteers
- Maintain a risk register, including how risks are managed, that is regularly reviewed.
- Provide risk register templates.

GCUK will place safeguarding at the heart of GCUK's recruitment practices by:

- obtaining adequate references
- carrying out appropriate Disclosure and Barring Service (DBS) or other criminal record checks as appropriate
- preventing the engagement of individuals who would have contact with young people and/or adults at risk where they have been barred by the DBS or are deemed to pose a risk to vulnerable groups
- where appropriate request updates from appropriate individuals in relation to confirming any changes to their record checks

In addition, GCUK will:

- Report safeguarding incidents, allegations or concerns to external authorities and regulators, having first assessed the risk of harm to those

involved where such reporting may have unintended consequences.

- Ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to young people or adults at risk in line with this policy.
- Ensure that our complaints and whistleblowing procedures are effective so that those working with us are able to raise concerns in a culture of openness and accountability.
- Continually review and monitor this policy to ensure it is fit for purpose. This includes looking at key performance indicators. The GCUK Safeguarding Officer must communicate any feedback on this to the Board of Trustees who have responsibility for this policy.
- Follow up and take appropriate and proportionate action where this policy is not complied with.
- Ensure that a safe physical environment is provided by applying health and safety measures in accordance with the law and regulatory guidance.
- Ensure adequate insurance in relation to GCUK activities and the people involved.
- Record and store information relating to safeguarding securely in line with privacy policies and share such information as necessary to protect individuals from harm.

Safeguarding young people at GCUK

Access to GCUK activities is open to all patients and carers. Whilst patients are usually adults, some young people are diagnosed with a GIST. GCUK representatives may therefore come into contact with young people in the following (non-exhaustive) situations:

- at meetings and events.
- on stands at events where young people are present.

In such circumstances, the patient is likely to be present with a parent or guardian.

If young people are present GCUK is responsible for clarifying safeguarding practices and ensuring all those attending are aware of these practices.

Safeguarding adults at risk at GCUK

GCUK beneficiaries include people from all walks of life and may include members who are at risk and may be experiencing harm.

Actions taken by GCUK will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate, and that it includes and respects the voice of the adult concerned. We will work with other services as required and be accountable and transparent when delivering safeguarding.

Protecting trustees, volunteers and representatives.

All organisations have a duty to keep their trustees, volunteers, and representatives safe. For GCUK this means paying attention to the particular types of harm that can develop within the charity and affect trustees, volunteers and representatives. At GCUK this could include bullying, the culture of the Charity (which may allow poor behaviour and poor accountability), health and safety, and people abusing positions of trust they hold within the charity.

In addition to safeguarding legislation, trustees, volunteers and representatives may raise their concerns under a whistleblowing policy. This is a disclosure of wrongdoing that is in the public interest to report.

Whistleblowing legislation protects the person making the disclosure who has the right not to be subjected to any detriment or victimisation because they have made a disclosure.

Changing circumstances

Whether someone is at risk is not fixed and can change over time. This means the level of care and support someone requires can also change. For example, a member who is not initially at risk may have a change in their circumstances meaning they become at risk and need extra support as a result.

GCUK Safeguarding Policy V1

Procedures

Trustees recognise and acknowledge their role in proactively safeguarding and promoting the welfare of our charity's Beneficiaries, Volunteers and Representatives. They will seek to ensure that reasonable steps are taken so that, as a result of engaging with GCUK, they do not come to harm. Our Trustees will promote a fair, open and positive culture to ensure concerns are reported, heard, and addressed.

We understand that safeguarding can be a sensitive and complicated issue, and we will provide support in accordance with the terms of this policy.

Appendix 1 contains a summary of the Safeguarding commitments of GCUK.

Appendix 2 contains a template safeguarding incident reporting form.

Any breach of this policy must be reported in accordance with sections 13 – 16.

Sanctions

This policy stipulates the GCUK's organisational and legal position on safeguarding. Failure to adhere to this policy will be treated as a serious matter and would not only compromise the safety of Trustees, Representatives and Beneficiaries, but may ultimately affect the ability of GCUK to function as a Charitable Organisation.

If you are not working under a contract (for example, you are a Trustee), a breach of the policy (including falling below the expected standards) may mean that we ask you to cease your relationship with us.

Training

We expect all Representatives to learn about safeguarding issues in accordance with the relevant statutory and other guidance, and within the context of their own roles and responsibilities. To this end all members will be provided with this policy via our website, with links to this in our literature. Safeguarding training will be provided for Trustees and volunteers.

Approved 9th July 2024

Page 4 of 11

Safeguarding commitments and responsibilities

Recognising harm or abuse

Recognising the occurrence or risk of harm is not easy and it is not our responsibility to decide whether harm has occurred. However, it is the responsibility of our Representatives to look out for signs of abuse and act if there are any concerns.

Abuse may be carried out deliberately or unknowingly. Abuse can be a one-off incident or repeated, on-going ill treatment. People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, teachers, advocates, those working with us, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse. It may not always be easy to identify signs of abuse but the following are some significant signs to be aware of:

- unexplained bruising or injuries
- sexually explicit language or behaviour, inappropriate to age or development
- sudden changes in behaviour e.g. becoming withdrawn or aggressive
- comments or disclosure by a young person or adult at risk
- a noticeable change over a period of time such as weight loss, poor hygiene or unkempt appearance
- signs of bullying or intimidation

Disclosures

If you are concerned that someone is at immediate risk, assess the risk and use common sense to ensure the person is not in immediate danger. It may be appropriate to contact the emergency services (police, ambulance, or both).

It is important that you respond appropriately if a person tells you they are experiencing harm. Follow these guidance points:

- Let the person tell you what they want to and don't push them for more information or ask leading questions.
- Accept what the person says and try not to show if you are shocked or disbelieving; it is not your place to judge or decide whether they are telling the truth.
- Reassure the person they have done the right thing in sharing this information and they are not to blame.
- Remain honest and do not make promises. For example, do not promise to keep the information confidential as you will probably need to tell someone although information should only be shared on a need-to-know basis.
- Do not begin talking to the person about your own experiences or try to investigate the matter further. By doing so you may compromise any subsequent investigation and risk further harm to the individual.
- Report the concern

You do not have to wait until a person discloses something to you to report a concern. If you are in doubt, report it.

Receiving information about someone else's abuse and reporting this can be distressing. If you need support, contact the Safeguarding Officer or any of the organisations listed at the end of this policy.

Reporting procedures

Safeguarding concern should be reported to the SO.

If you are unable to contact the SO, or the concern raised relates to the SO, you should contact the Chair of the GCUK Board of Trustees.

If you are unable to contact the SO and the concern raised relates to the Chair of the Board of Trustees you should contact the secretary of GCUK Board of Trustees.

The SO with help from the charity, needs to ensure there is appropriate cover for them if they are unwell/on holiday/not contactable.

Reports received by the SO must be reported to the Secretary so this can be logged, and advice provided if needed.

- Children's and Young Person's Act 2008

The Secretary must submit an anonymised safeguarding report to every Board meeting, identifying new issues emerging and updates on any ongoing issues.

The SO, in consultation with the Chair of the Board of Trustees will determine whether any external stakeholders need to be informed. This could include, but is not limited to, the Police, the Local Authority Designated Officer (LADO), and the relevant Charity Commission.

Support and Reference Points

The following GCUK policies can offer further support and information:

- GCUK Code of Conduct for Trustees and Volunteers
- GCUK Complaints Policy
- GCUK Equality, Diversity and Inclusion Policy
- GCUK Risk Assessment Policy
- GCUK Serious Incident Reporting: Guidance for charities

The organisations listed below can offer further support and information:

- Macmillan UK
Citizens Advice
Maggie's Centres
- Ann Craft Trust
- The NSPCC
- The Samaritans
- Victim Support

The legislation listed below is relevant to this policy:

- The Care Act 2004 and 2014
- Children's Act 1989 and 2004
- The Mental Capacity Act 2005
- Working together to Safeguard Children 2018

Version Control - Approval and Review

Policy owner: Cathy Hampshire Trustee & designated SO

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	9 th July 24		At least annually

Appendix 1: Summary

- Everyone involved in the GCUK is aware of this safeguarding policy and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of a young person or adult at risk.
- Any concern raised is taken seriously, responded to promptly and followed up and all members know how to raise concerns confidentially.
- The Trustees ensure that all volunteers and Trustees understand their rights and obligations under whistleblowing legislation, and feel able to report any concerns.
- The wellbeing of those at risk of harm is put first.
- With adults at risk, they are actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes are respected and supported unless there are overriding reasons not to.
- Any action taken respects the rights and dignity of those involved and is proportionate to the risk of harm.
- SOs are appointed within the Board of GCUK, and training and support is provided by the GCUK.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained securely in line with data protection legislation.
- The police and relevant local authorities are cooperated with as needed.
- Any information about anyone found to be a risk to young people and/ or adults at risk is shared with the appropriate bodies. For example, the Disclosure and Barring Service, the Police, the Local Authority/Social Services.

Appendix 1: Reporting Form

If you have a concern in relation to safeguarding or have received a concern from someone else, please follow the procedures set out in the GCUK Safeguarding Policy and submit a report using this form. This should be done via email in the interests of time.

Emails or written reports must be kept in accordance with data protection practices. Reports will contain personal information (names and contact information) and possibly special category information (sensitive information such as that relating to health conditions).

Once a matter has been reported and received, copies of the report must be deleted or destroyed. This includes deleting emails from the sent folder and the deleted folder.

For more information about data protection, see the GCUK Privacy Policy on our website.

<https://www.glistcancer.org.uk>.

Please note that you should keep this matter strictly confidential and not seek to investigate the incident or suspicion, as you may cause further harm. You should not discuss the matter with anyone else and should ensure that all information, including this form, is stored securely and in accordance with data protection law.

To be completed by the person reporting the concern/incident:	
About you	
Name:	
Contact details (email address and phone number):	
Your role or relationship with GCUK (e.g. Trustee, volunteer, beneficiary Representative).	
The relationship of the person concerned with GCUK (e.g. Trustee, volunteer, beneficiary, Representative).	
Are any other organisations involved? If so please provide details.	
About the person concerned	
Name:	
Under /Over 18	
Gender:	
Other details to be aware of (e.g. a disability):	

In your view, is the person a young person or adult at risk?	Yes/No/Possibly
Contact details (or where relevant, contact details of parent, carer or another responsible adult):	
Who does the person live with?	
Is the person aware that you are reporting this concern to the SO? Or, is the person's parent, carer or another responsible adult aware? Please explain.	
Is/was the person at risk of immediate harm?	
Is the person safe? Please explain any steps you have taken to ensure the safety of the person, if any.	
The safeguarding concern/incident	
How were you made aware of this concern/incident (e.g. witness to it, disclosure by the person affected, disclosure by a third party)?	
Who is the person suspected of carrying out acts of harm or abuse (if applicable) (e.g. staff, beneficiary)? Please provide details.	
About the concern and/or incident – please explain in as much detail as possible what the concern or incident relates to. Please include the following: What is alleged to have happened, where and when (please be as specific as possible)? Who is alleged to be involved? Exactly what the person disclosing information (if relevant) said. Any other observations (e.g. injuries, emotional state). Please try to keep this information factual and avoid expressing an opinion (other than on your observations e.g. about the person's emotional state).	
Please explain any steps taken so far in relation to this concern/incident (e.g. contact with emergency services where person was at immediate risk).	

If you have reported the concern/incident to the police or other agency, please provide details.	
To be completed by the SO	
Date of receipt of completed report:	
Date of acknowledgment to reporter:	
Further information obtained from contacting the reporter (if any):	
<p>Investigation and steps taken. Please include the following:</p> <p>Who was involved in the investigation. A description of actions taken to investigate the matter (if the matter required a detailed investigation this may involve referring to other documentation). Key dates of the investigation.</p> <p>Any contact with the alleged victim.</p> <p>Any contact with the alleged perpetrator (if applicable).</p>	
Has the matter been reported to any external authorities or agencies? If so, please explain and include details of any action taken in response.	
Findings and conclusion:	
Lessons learned – please set out any matters arising from this concern/incident that may feed into future safeguarding policy and procedure reviews.	
Has the matter been reported to the Charity and/or GCUK Board of Trustees? If so, please explain and include details of any action taken in response. If no action taken, explain why?	
Date concern closed:	
Signature of SO:	