



Endometriosis UK Safeguarding Policy and Procedures

This policy applies to all who are included in the work of Endometriosis UK, in a contracted or voluntary capacity and aims to keep everyone safe.

1. Purpose of the Policy

The purpose of this policy is

- To protect all who come into contact with Endometriosis UK, including staff, volunteers, and any beneficiaries. This includes the children of adults who use our services;
- To provide staff and volunteers with the overarching approach to our safeguarding principles.

Endometriosis UK believes that no child, young person or adult should experience abuse in any form. We have a responsibility to promote the welfare of all and, as such, have a duty to protect them from harm.

Endometriosis UK has a small, but expanding, staff team, supported by a board of trustees and the Medical Advisory Panel. The organisation has a network of over 100 volunteers, operating in remote roles. Staff and volunteers should expect to feel safe in their workplace and while carrying out their duties.

Endometriosis UK comes into contact with beneficiaries via our support services (local and online support groups, our helpline and HealthUnlocked forum) and through a number of public events, including but not limited to, Patient Information events and fundraising events. While we do not carry out regulated activities, we recognise the importance of having guidance in place to ensure our beneficiaries, staff and volunteers are all kept safe.

Regulated Activity is a term used to describe certain job functions carried out by staff or a volunteer as defined by the Disclosure and Barring Service (DBS). Regulated Activity is broken down into two separate groups 'Activity with Children' and 'Activity with Adults'. While Endometriosis UK use safer recruitment practices in order to deter those who aim to cause harm, staff and volunteers are not deemed to carry out Regulated Activities and are not required to undergo DBS checks.

This policy seeks to ensure that Endometriosis UK undertakes its responsibilities seriously with regard to protection of all we come into contact with and will respond to concerns appropriately. The policy establishes a framework to support staff and volunteers in their practices and clarifies the organisation's expectations. All individuals involved with Endometriosis UK have a right to be safeguarded from harm and are required to abide by this policy.

2. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of individuals wherever possible and responding to circumstances that arise.

Abuse can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It is important that, in whatever capacity of our work, we are aware of spotting the signs of those who seek to cause harm to others.

Abuse can take a number of forms, including the following:

- Physical abuse
- Domestic violence and Domestic abuse
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect

2.2 A culture of respect and care

Endometriosis UK expects all involved in our work to partake in a culture of respect, consideration and care. This culture should be intrinsic to all of our activities, whether involved in the day to day running of the office, at support group meetings, or fundraising events.

You should be aware of the impact the things you say and do may have on those around you – for example, you may find something funny which another person finds offensive and you should be conscious of these sorts of differences in order to avoid inadvertently causing offence.

You should politely challenge inappropriate behaviour in others by making it clear that you find such behaviour unacceptable. Where such informal steps fail to achieve the desired outcome you should alert your direct line manager so that the charity may take appropriate action.

The Agenda for Board Meetings should always include an item on Safeguarding to ensure the trustees are aware of any current investigations.

2.3 Unacceptable behaviour

Endometriosis UK seeks to prevent, and will not tolerate, any behaviour which causes offence. Furthermore, discriminatory behaviour (treating someone less favourably on the grounds of sex, gender identification, race, disability, age, sexuality or religion or belief) is unlawful and the charity has a responsibility to protect its staff, volunteers and beneficiaries from such behaviour.

3. Reporting concerns

It can be difficult to decide when a concern falls under a safeguarding banner and so it is always best to err on the side of caution.

Endometriosis UK recognises that our staff and volunteers may need to report safeguarding concerns differently depending on their role and the nature of their service. Therefore, staff and volunteers should refer specifically to the flow chart below.

A member of staff or volunteer has a concern about the safety or welfare of another individual



If immediate danger, call the police on 999
Inform the individual of the need to share the disclosure
Contact your line manager
(If out of hours, contact your line manager as soon as possible, [and report to Volunteer Supporter – potential new volunteer role])
Compile your notes in the Record of Safeguarding Concern Form

If no immediate danger, record as much information as you can, including:

- Name & contact details of the individual
- Information about the concern using the language used, rather than your own interpretation
- Compile your notes in the Record of Safeguarding Concern Form
- Contact your line manager within 24 hours



If the disclosure concerns the CEO, report to two trustees



The manager to which the disclosure has been reported will carry out an investigation and refer to the appropriate safeguarding organisation including the police, where necessary.

The Safeguarding Incident Log should be updated and concluded as appropriate.

Remember: Don't wait until you're certain. Discuss any worries you have straight away.

Further guidance on reporting details for volunteers can be found in the Support Network Manual and on Volunteer Sharepoint

Whistleblowing and complaints procedures

Where staff, volunteers or service users wish to report concerns or make complaints which cannot be resolved informally, they should follow Endometriosis UK's Complaints, Grievance and Disciplinary Policy & Procedure for Volunteers, Staff and Service Users. If an individual wishes to expose any kind of information or activity that is deemed illegal, unethical, or not correct within Endometriosis UK, they should follow Endometriosis UK's Whistleblowing Procedure.

Review

Endometriosis UK will review this policy and its appendixes every three years.

Record of Safeguarding Concern

Date concern noted:	Who by (name and role of alerter*):	
Date concern reported:	Who to (manager who received report):	
Client name:	Date of Birth:	
Address:	Tel No:	Next of Kin:
Name/s of anyone else living at this address:		
Which support group does this individual attend?		
<i>*the alerter is an Endometriosis UK staff or volunteer who has observed / been told something of concern</i>		

Description of what has prompted concerns; please include details of any specific incident or disclosure:

Describe any physical or behavioural indicators which you have observed:

Please record any discussion you have had with the client or with a carer/ other when you noted the concerns:

Did you tell the client that you were going to share information with your line manager?

Expectations/wishes of the individual at risk, if known:

Is there any other information you wish to include about your concerns (for example, is there another adult potentially at risk; is there a child in the household):

The following sections to be completed by the Support Network Manager responsible for taking action on the concern:

Safeguarding incident log updated on (date):

Senior manager informed (if appropriate) Name and date:

Discussion required: Y/N

Safeguarding concern reported to CEO: Y/N Date:

Notes:

If no referral, note decision and brief reasons below:

Please continue to log actions etc below if EITHER a referral is made and there are ongoing contacts with Safeguarding team / Police etc in relation to the concern OR if there are other actions / information that are too confidential. Please remember to note 'case closed' on the Safeguarding Incident Log when no further action required in relation to the specific concern.

RECORD OF ACTIONS AND CONTACTS: *(expand table as necessary)*

Date	Action / /Contact with	Notes