PROMISE works

SAFEGUARDING POLICY STATEMENT

The Queen's Award for Voluntary Service

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Version History

Version	Date	Change Description	By (Initials)	Date
1.0	21/04/21	Publication	KOD	
1.1	27/07/21	Publication	JC	-
1.2	28/07/21	Publication	RS	-
1.3		Admin audit/update	RW	01 /12/22
1.4	14/09/23	Publication	SF	-
1.5		Editorial audit/update	LW/JC	31/05/24
2	04 /06/24	Publication	SF	-
2.1		Changes made by many	LW JC AH	20/08/25
3	21/08/25	Publication	SF	-
3.1		Final update to v3	AH	26/08/25
3.1	26/08/25	Publication	SF	-
4	26/08/26	Editorial update. Publication	LW SF	26/08/26

Document Owner and Editor Details

Document Owner

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Comments	Date
The draft document was issued for final comment to the Edit & Auditing Team. All comments received have been incorporated. The policy will be presented to the Board for ratification on 21st April 2021.	22/03/21
Correcting job title on this page for JC	27/07/21
Chapter 4 - updating related policies & procedures list	28/07/21
Removing version number and date from front page (duplication)	28/07/21
Chapter 4 - Inclusion of existing policy for Home Visits & Overnight Stays as requested by Team.	14/09/23

1.0 The context for our safeguarding activities

PROMISE*works* recruits, trains and supports volunteers who build long term mentoring relationships with some of Somerset's most vulnerable children and young people. Once matched together, each mentor and mentee pairing develop their own, bespoke programme of indoor and outdoor activities, usually meeting for two to three hours every week or fortnight. This may include trips in the mentor's car as well as visits to their home. The objective is to build a trusting relationship between the two that will help the young person to build the self-confidence, resilience and self-worth they need to create their own "life that works".

PROMISE*works* is acutely aware that encouraging these relationships places vital importance upon the safeguarding of everyone involved. Reflecting this overarching importance, the purpose of this statement is:

- To protect the children and young people who receive support from the charity as well as the volunteers and staff who deliver that support.
- To provide our staff, volunteers, partner agencies and families with the overarching principles that define our approach to safeguarding the children and young people with whom we work.
- To define the structure of policies, procedures and organisation that ensures a safe and fulfilling environment for everyone involved with PROMISE*works.*
- For the purposes of this document, and any others within our safeguarding suite, any reference to 'Children and Young People' will apply equally to any 'Vulnerable Adults' who may be in receipt of mentoring services from PROMISE*works.*

This policy statement applies to everyone working for or on behalf of PROMISE*works* including:

- Trustees
- Management
- Staff
- Volunteer mentors
- Other volunteers
- Third party individuals and organisations that support the work we do with children and young people.

The safeguarding responsibilities for each of these roles are different dependent upon the relationship that each establishes with the children and young people with whom we work.

2.0 Legal framework

This policy pays due regard to the legislation, policy and guidance provided by the UK Government, the Somerset Safeguarding Children Partnership and advisory bodies such as the NSPCC. It reflects legislative requirements and best practice guidelines by applying and meeting the standards established within the *NSPCC Safeguarding and Child Protection Standards for the Voluntary and Community Sector - Children and young people aged 0–18 (2019 UK edition).*

3.0 Our safeguarding principles

At PROMISE*works* we believe that:

- Children and young people should never experience abuse of any kind.
- Everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.
- With the assistance of a trusting relationship with a caring, responsible adult, traumatised children and young people can build the self-confidence, resilience and self-worth that will help each of them to create their own "life that works".

We recognise that:

- the welfare of the child or young person is paramount.
- all children and young people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- the safety and welfare of our children and young people is better assured by working in partnership with them, their families, carers and other agencies.

We will seek to keep children and young people safe by:-

- listening to them; respecting their wishes and opinions and showing that we value them.
- building a safeguarding culture where staff, volunteers and children know how they are expected to behave and feel comfortable about sharing concerns.

- appointing Designated & Deputy Designated Safeguarding Leads and a Lead Trustee for Safeguarding and equipping them with the resources and authority to ensure that this policy is implemented in full.
- ensure that all trustees, volunteers and staff receive the appropriate level of safeguarding training – both initially and updated regularly as necessary.
- understanding the team around each child and the roles played by all agencies involved – particularly the agency with lead professional responsibility.
- developing child protection and safeguarding procedures which reflect best practice and the latest legislative requirements.
- Handling disclosures in a sensitive and thorough manner, placing the young person's safety and well-being as the paramount concern.
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, involving children, young people, parents, families and carers as appropriate.
- developing and implementing our data security policy.
- recruiting staff, trustees and volunteers safely and with due regard to the roles that each will take within the organisation. This will include ensuring that all undergo the appropriate level of disclosure from the Disclosure and Barring Service (DBS). Specifically, our volunteer mentors will undergo:
  - an extensive vetting process that will include an initial interview
  - regular assessment throughout the extended training programme
  - examination of appropriate references
  - a searching "Form M" process prior to matching with a young person
  - continued assessment as part of the regular supervision process
- taking great care during the matching process to ensure the compatibility of the mentor and mentee and help to ensure long term success for the relationship.
- providing effective management for all staff and volunteers through supervision, support, training and quality assurance measures.
- implementing a code of conduct for staff and volunteers.
- using our procedures to manage any allegations against staff and volunteers appropriately, sensitively and fairly.
- ensuring that we have an effective complaints procedure in place.
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- recording and storing information professionally, confidentially and securely.

4.0 Related policies and procedures

This policy statement should be read alongside our organisation's other safeguarding policies and procedures. When taken together, this suite of documents provides the Safeguarding Manual used by all trustees, staff and volunteers to keep everyone associated with PROMISE*works* safe. These include the following:

- Safeguarding organisation & management structure
- Volunteer Management Process
- Safer recruitment policies and procedures
- Volunteer Data Security Procedure
- Volunteer Code of conduct
- Managing disclosure and allegations made by a child
- Managing disclosures and allegations against staff & volunteers
- Complaints Procedure
- Whistleblowing Procedure
- Child protection records storage & retention policy
- Safeguarding Policy Home Visits & Overnight Stays
- Safeguarding Policy Responding to low-level concerns
- Low-level concerns form

In addition to the procedures noted above, staff, trustees and volunteers will be provided with guidance notes that will include the following:

- Talking & listening to children who express a concern
- Taking notes

5.0 Contact details

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We are committed to reviewing our policy and good practice at least annually.

Should you identify any errors or inconsistencies in this or any related document, in the first instance, please contact the Document Owner.

6.0 Glossary

Term	Definition

PROMISE works