

SUMMARY OF SAFEGUARDING POLICY

Purpose of this Statement	To SUMMARISE the Safeguarding Policy & Procedures of Atherton & Leigh Food bank
Dated	SEPT 2025
Contact	John Matthias. Email: Johnm@athertonleigh.foodbank.org.uk

1. POLICY CONTROL

1. This policy, together with its appendices, is based on the Trussell template Safeguarding Policy v 3.1 first published October 2021.

INTRODUCTION

Safeguarding means protecting people's right to live safely, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's or child's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

2. AIMS OF THE POLICY

This policy, taken together with Wigan Council's Multi-Agency Safeguarding Policies, represents commitment in working together to safeguard children and adults from abuse, neglect and exploitation. It clarifies the roles and responsibilities of employees, Trustees and volunteers in relation to developing their own awareness and skills as well as the policies and procedures that must be followed.

The policy outlines:

- The practice and procedure for representatives within Atherton & Leigh Food bank to contribute to the prevention of the abuse and neglect, and
- A clear framework for action including information sharing when abuse is suspected.

3. POLICY EQUALITIES STATEMENT

Atherton & Leigh Food bank is committed to practices that protect from harm regardless of a person's age, gender, disability, racial heritage, religious belief, sexual orientation or any other characteristic as covered by the Equality Act 2010.

4. SCOPE AND DEFINITIONS OF THE POLICY

Whose Business is Safeguarding?

Legislation establishes that safeguarding is everybody's business. This organisation recognises that we all play a key role in preventing, detecting, reporting and responding to abuse, neglect or exploitation.

5.1 Scope of Policy

The policy applies to activities delivered by Atherton & Leigh Food bank. The policy applies in respect of this organisation's responsibility towards the following groups of people:

- Children and young people - legally defined as any person under the age of 18. From this point the terms 'child' or 'children' will be used to refer to this group.
- An 'adult at risk of abuse or neglect with care and support needs' however for the purpose of this policy we will use the term 'vulnerable adult(s)' to refer to this group.
- Employees, Trustees and volunteers who come into contact with children or vulnerable adults during the course of their work or volunteering responsibilities.
- Contractors when carrying out work on behalf of the organisation.

5.2 Definitions

Child Protection is defined as:

- Protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect or other identified risk factors such as parental Domestic Violence, substance misuse.

Safeguarding and promoting the welfare of children and young people is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's' health or development
- Ensuring that children are growing up and living in circumstances consistent with the provision of safe and effective care
- Ensuring safe and effective care, to enable children to have optimum life chances.

Adult Safeguarding is defined as:

- Protecting an adult's right to live in safety, free from abuse and neglect aiming to ensure that each adult is supported to maintain:
 - ✓ Wellbeing
 - ✓ Choice and control
 - ✓ Safety
 - ✓ Good health
 - ✓ Dignity and respect

5.3 Implementation

Atherton & Leigh Foodbank is committed to developing and maintaining its capability to implement this policy and procedures. In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all children and adults
- Access to relevant training and professional advice.
- Regular management reports to the Trustees detailing how safeguarding risks are being addressed
- Safeguarding procedures that deal effectively with any concerns of exploitation, abuse or neglect, including those caused through poor practice

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- A named person appointed as Designated Safeguarding Lead
- A named person appointed as Deputy Safeguarding Lead (collectively the DSLs)
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of children and adults, including arrangements for sharing information
- Risk assessments that specifically include safeguarding
- The organisation's policies and procedures are consistent with this Safeguarding policy

5. LEGAL FRAMEWORK

Atherton & Leigh Foodbank will work within the framework of legislation and guidance in relation to safeguarding and protection of children and vulnerable adults.

All staff and volunteers will consider the following when raising a concern:

- Safeguarding adults is mainly aimed at individuals with care and support needs whose circumstances may put them at risk of abuse or neglect by others - **due consideration must also be given to people who need to use a food bank given the inherent vulnerability resulting from a person's immediate circumstances**
- Where safeguarding concerns are identified about children, the welfare of the child is paramount
- Abuse is defined as a violation of an individual's human and civil rights; it may consist of a single act or repeated acts
- The nature and extent of the abuse including whether it is a criminal offence
- The impact of the abuse on the person and the physical and /or psychological harm being caused and whether the abuse is having an impact on other people
- Deprivation of liberties where people may be victims of exploitation and modern slavery, for example forced labour. Or where living in care homes, hospitals or other institutions and are looked after in a way that inappropriately restricts their freedom

6. TYPES OF ABUSE

Eleven types of abuse are currently identified through legislation and UK guidance frameworks:

- | | |
|---|---------------------------|
| • Physical abuse – | per Trussell's definition |
| • Domestic abuse – | per Trussell's definition |
| • Sexual abuse – | per Trussell's definition |
| • Psychological abuse – | per Trussell's definition |
| • Financial or material abuse – | per Trussell's definition |
| • Modern slavery – | per Trussell's definition |
| • Discriminatory abuse - | per Trussell's definition |
| • Organisational abuse - | per Trussell's definition |
| • Neglect and acts of omission - | per Trussell's definition |
| • Self-neglect - | per Trussell's definition |
| • Hate crime – | per Trussell's definition |

Note – Abuse can be carried out by children and Atherton & Leigh Foodbank recognises that if a child or children is or are causing harm to an adult with care and support needs, this should be dealt with under the Local Authority adult safeguarding policy and procedures but will also need to involve the Local Authority Children's Services.

7. INFORMATION SHARING AND CONSENT

Summary of Safeguarding Policy

Atherton & Leigh Foodbank is committed to complying with UK General Data Protection Regulations and the Data Protection Act. Sharing the right information, at the right time, with the right people, is fundamental to good practice in safeguarding. Atherton & Leigh Food bank will share safeguarding information with the right people at the right time to:

- Prevent death or serious harm
- Coordinate effective and efficient responses
- Enable early interventions to prevent the escalation of risk
- Help families, children and vulnerable adults access the right kind of support to reduce risk and promote wellbeing
- Maintain and improve good practice in safeguarding
- Reveal patterns of abuse that were previously undetected and that could identify others at risk of abuse
- Identify low-level concerns that may reveal children or vulnerable adults at risk of abuse
- Help identify people who may pose a risk to others and, where possible, work to reduce offending behaviour
- Reduce organisational risk and protect reputation

Wherever possible we will always seek the informed consent of the person(s) concerned before sharing their personal information. Obtaining informed consent to share information is best practice and is often key to ensuring any further support or action is successfully maintained, based on trust and transparency.

UK Law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proved that they cannot. The law gives people the right to make their own decisions even if others consider them to be unwise. The Law says that to make a decision a person needs to:

- Understand information
- Remember it for long enough
- Think about the information
- Communicate their decision

There are exceptions where seeking consent is not necessary. Exceptions - when seeking consent is not appropriate:

- Where **you have a child protection concern, you must share information with the relevant agencies**, even if you haven't been given consent. GDPR does not affect this principle
- Where gaining consent would put the person at risk, or the organisation's volunteers and staff at further risk of significant harm
- Where other people (especially children) may be placed at risk of harm from the person, group or agency suspected of causing the abuse
- Where person at risk is assessed as not having the 'mental capacity' to make this decision, in this case appropriate representatives/advocates should be consulted, however, the Designated Safeguarding Lead will make the final decision.
- Where a crime has taken place and there is an overriding public duty for the police to investigate. If a person does not want you to contact the police and you are unsure, then seek the advice of the Designated Safeguarding Lead.

In making the decision whether to share information without consent consideration will therefore be given to the seriousness and pervasiveness of the abuse: the ability of the individual to make decisions; the effect of the abuse on

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the individual in question and on others; whether a criminal offence has occurred; and whether there is a need for others to know (e.g. to protect others who may not be involved in the immediate situation).

If the decision is made not to share information because consent has been withheld and the exceptions given above do not apply then the person will be advised of any actions they can take to protect themselves and signposted or supported to access other local advice and support services. They will also be made aware of the fact that they can change their minds at any point.

All information and concerns should be raised with the Designated Safeguarding Lead, their deputy, or if they are not available the Food bank Manager who will then make the decision as to whether to share information with another agency including Thirtyone:eight, social care or the police.

In the case of severe concerns where delay in contacting the Designated Safeguarding Lead could result in further harm the worker/volunteer should contact the relevant statutory authorities immediately and inform the Designated Safeguarding Lead as soon as possible afterwards. Decisions about sharing information (or not) will be clearly recorded with reasons clearly stated.

8. CONFIDENTIALITY AND RECORDING

Every effort should be made to ensure that confidentiality is maintained for all concerned both when an allegation is made and whilst it is being investigated. Confidentiality can only be broken and a concern shared when it is in the best interest of the child, vulnerable adult or in the public interest to do so – the circumstances for this are outlined in section 8 above.

All records will be written, stored and destroyed with due regard for confidentiality and in line with Atherton & Leigh Foodbank's policy on record keeping and in adherence with the Data Protection legislation. Staff and volunteers will be trained and supported to maintain and store accurate records.

Where incidents that have resulted in (or risk) significant harm to beneficiaries, the Designated Safeguarding Lead will communicate with Trustees who may be required to be report the incident to the charities regulator as a Serious Incident Report.

9. PROCEDURE IF A MEMBER OF STAFF OR VOLUNTEER HAS A SAFEGUARDING CONCERN:

All Staff or volunteers must raise their concerns with the Designated Safeguarding Lead, their deputy or if they are not available the Food bank Manager. If the subject of concern is a member of staff or volunteer see Atherton & Leigh Foodbank's Whistle Blowing Policy (Appendix 4). The Whistle Blowing Policy should be used when a member staff or volunteer has concerns about the conduct of a colleague in a position of trust within the organisation, which could be detrimental to the safety or wellbeing of adults and children.

Things to Remember

- All allegations/disclosures will be treated seriously - the safety of the vulnerable adult or child is paramount
- Staff and volunteers should stay calm, listen and reassure the person they are concerned about that they are being listened to
- Staff and volunteers should always demonstrate a sensitive approach
- Staff and volunteers should be aware of the possibility of a police investigation, and are **not to investigate** any allegation themselves
- Staff and volunteers will explain that they are required to share information with those people who need to know but not with other staff or volunteers. **Absolute confidentiality cannot be promised**

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- If there is immediate danger, or someone requires urgent medical attention, then the police or ambulance should be called immediately (on 999 or 112), and the Designated Safeguarding Lead informed as soon as possible

10.1 Reporting Procedure

1. Any concerns should be reported immediately to the Designated Safeguarding Lead, their deputy or in their absence the Food bank Manager who will decide whether to contact the Thirtyone:eight helpline who can advise on appropriate next steps including whether to refer to statutory services.
2. A Safeguarding Concern Report Form (Appendix 2) will be completed by the employee/volunteer or by the Designated Safeguarding Lead using information relayed by the person reporting the concern. Information recorded on the form must:
 - a. Be accurate and factual – do not make subjective judgements or supposition.
 - b. Wherever possible include the actual words said by the child or vulnerable adult rather than an interpretation of what was said.
 - c. Record only specific facts relating to disclosure, dates, places etc. should be recorded accurately along with any details of the injuries or consequences i.e. where they are and what they looked like.
 - d. Consider if the incident also needs to be reported under Health and Safety Policy and Procedures.
3. Where necessary the Designated Safeguarding Lead will report the concern to Statutory Children's/Adults Social Care Services, providing a copy of the Safeguarding Concern Form, and where appropriate a chronology of events.
4. If a criminal offence has been committed, the Food bank Manager or the Designated Safeguarding Lead will call the police and any other linked agencies as necessary.
5. Children's or Adult's Social Care may then take the lead on any investigation and inform other agencies, where appropriate.
6. The Designated Safeguarding Lead will provide any further information to statutory Services as required.
7. Completed *Safeguarding Concern Forms* will be kept centrally by the Safeguarding Lead, stored in a **lockable cabinet** at the warehouse, address as follows: Moss Industrial Estate, Douglas Way, Leigh, WN7 3PT with restricted access, away from other personal files.
8. Where incidents that have resulted in (or risk) significant harm to beneficiaries, the Designated Safeguarding Lead will notify the Board of Trustees who may be required to be report the incident to the charities regulator as a *Serious Incident Report* (cf. *Section 11 - Monitoring*).

10.2 Domestic violence

1. Where a person visiting the food bank reports an incident of domestic violence **whilst a child or vulnerable adult is in the home**, this must be treated as a disclosure of abuse and should be passed on to a Designated Safeguarding Lead with immediate effect using the procedures outlined above.
2. Where an incident of domestic violence is reported **and there is no child or vulnerable adult present**, food bank staff and volunteers should as a minimum signpost the client to an appropriate agency but must not attempt to coerce them to contact the police unless the client wants and feels able to do so.
3. **Where food bank staff or volunteers witness an act of domestic violence, they must contact the police immediately.**
4. For advice or information about anything relating to domestic violence the food bank team should contact the National Domestic Violence Helpline: 0808 2000 247

10. MONITORING

Information about safeguarding cases and how they were dealt will be reviewed and reported on regularly to the Board of Trustees. Areas to focus on include:

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- How quickly the concern was reported to the Safeguarding Lead
- Whether a concern was reported to statutory agencies
- How quickly a concern was made to the police/Children's/Adults Services (where relevant)
- Accuracy of information recorded
- The quality of the input into the safeguarding process (feedback from Police/Children's/Adults Services)
- Outcomes of safeguarding process
- Whether any incidents highlighted training issues or a need to amend in-house procedures
- Whether the incident should be notified to the charity regulator under **Serious Incident Reporting** procedures

Reports to Trustees should focus on the issues and the organisation's response to an incident **not** the specific details of an individual case. Reports made to the Trustees should be captured in a Safeguarding Incident Register. This is to enable the organisation to reflect on and improve its practice in developing an effective safeguarding culture.

The policy and procedure will be reviewed and audited regularly or if legislation changes.

11.1 Partnership Working

If working with other organisations in partnership to deliver activities, both organisations must be able to readily access their respective safeguarding policy and procedures.

11. GOOD PRACTICE

12.1 Safer Recruitment of staff and volunteers

1. References will be taken up according to the guidelines below:
 - i. Employees: *Two references after acceptance of a provisional job offer which is subject to receipt of satisfactory references.*
 - ii. Volunteers applying for or appointed to leadership positions, and Signposters: *Two references at the time of application/appointment to be received before they start the role;*
 - iii. All other posts: *Two references to be obtained after successful completion of a four-session trial-period - during the trial period they will be subject to continuous supervision.*
2. In all cases at least one of the references should be from a recent past employer or from another organisation the person has volunteered with, if they have no recent employment history.
3. References should be provided in writing or transcribed where received verbally. Atherton & Leigh Foodbank will make all reasonable efforts to ensure that references are bona-fide and will seek alternatives where in doubt.
4. All staff and volunteers have a duty to disclose any unspent convictions. Failing to do so may be regarded as gross misconduct or a breach of the volunteering agreement.
5. All staff and volunteers responsible for supervising vulnerable adults or children will undergo an enhanced criminal records check if their role falls within the eligibility guidelines (cf. Appendix 1 for links to guidance on eligibility).
6. Staff and volunteers without a criminal records check will not be permitted unsupervised access to vulnerable adults or children.
7. All criminal records check will be renewed every three years.

12.2 Training

1. All staff and volunteers will familiarise themselves with all Atherton & Leigh Foodbank's policies and procedures, including safeguarding, during induction.
2. All staff and volunteers will complete basic Safeguarding training every two years and other relevant training as required.

All Trustees, volunteers and staff will be made aware of:

- The possibilities of abuse and neglect of children and vulnerable adults
- Local procedures and know the names and contact details of relevant local and national professionals and organisations (see Appendix 1).

All staff and volunteers, including Trustees, will be required to undertake refresher safeguarding training at least biennially (every two years).

12.3 Supported Volunteers

1. All volunteers will be asked whether they have any specific or additional support needs, or other relevant information like unspent criminal convictions that indicates a need for additional support from Atherton & Leigh Foodbank.
2. Where significant additional support needs are disclosed or identified the volunteer will be regarded as a supported volunteer.
3. Where Atherton & Leigh Foodbank offer supported volunteering opportunities, including for young people or volunteers with additional needs, then the supervisor will be subject to an enhanced criminal records check.
4. Supported volunteering placements will be subject to individual assessment to ensure appropriate management and support for specific additional support needs identified.
5. All Supported volunteers will receive an individual support assessment which will be regularly reviewed with the volunteer coordinator or their supervisor.
6. Atherton & Leigh Foodbank will ensure that all volunteers, including young people or volunteers with additional needs receive appropriate support to understand this safeguarding policy and know who to talk to if they feel unsafe.
7. If the volunteer is likely to struggle to absorb the information contained within this policy by reading it, the volunteer coordinator, supervisor or a Designated Safeguarding Lead will talk through the policy verbally.
8. Atherton & Leigh Foodbank will produce an easy-read safeguarding reporting procedure, which can be printed out and given to staff and volunteers.
9. Safeguarding is discussed at regular team meetings and supervisors are encouraged to raise issues about their area of work and discuss them.
10. When facilitating supported volunteering, supervisors will observe for any situation or suggestion that a vulnerable adult or child is being either highly favoured or harshly treated, as these may be signs of abuse.
11. Our priority is protecting the welfare of all supported volunteers whether vulnerable-adults or children. Where possible, line managers should take opportunities to observe those vulnerable adults and children for whom they are responsible.

12. MANAGEMENT AND SUPERVISION

Unless expressly delegated to Managers or the Designated Safeguarding Lead, Trustees are responsible for clarifying with staff and volunteers their roles and responsibilities regarding the safeguarding of children and vulnerable adults. Supervisors of staff and volunteers will monitor working practices and offer the opportunity to raise any concerns.

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13. ROLES AND RESPONSIBILITIES

NAME	ROLE/RESPONSIBILITIES	CONTACT DETAILS
Warren Done	Designated Safeguarding Lead (DSL) / Project Manager	07980 881 925 info@athertonleigh.foodbank.org.uk
<i>To be confirmed</i>	Deputy Designated Safeguarding Lead (DDSL)	
Thomas Firth	Chair of Trustees	ALF@athertonleighfoodbank.com
John Matthias	Safeguarding Trustee	johnm@athertonleigh.foodbank.org.uk

- The Designated Safeguarding Leads will never be related to each other.
- The Designated Safeguarding Leads will both hold a personal copy of this Policy.

Partnership Working

Atherton & Leigh Foodbank is committed to ensuring appropriate communication of safeguarding concerns where it delivers any activities in partnership with another body. The safeguarding policies of both Atherton & Leigh Foodbank and any partner organisation must be accessible and be regularly reviewed and accepted by both partners engaging in work of this nature. Details of the named person responsible for safeguarding for the partner organisation and date of last review of the partner organisation's safeguarding policy are detailed below:

Name of Partner Organisation	Claire Little.
Citizens Advice	

For completion each time the policy is reviewed / edited:

Safeguarding Trustee	John Matthias
Monitoring of the procedures	DSL in conjunction with Trustees
Reporting To	Trustee Board
Next Review Date	01/08/2026

This policy was approved by the Trustees:

Name: Tom Firth	Signed: <i>Tom Firth</i>
Position: Chair of Trustees	Date: 01/08/2025

If someone is injured or in imminent danger, call: 112/999

Local Authority is Wigan Council	
Social Services – Office Hours	01942 828777 Monday to Friday from 8:45 AM to 8 PM, and Saturday from 8:45 AM to 1 PM
Social Care Services Daytime Contact Numbers	Adult Access Point: 01942 828777 Children’s Access Point: 01942 828300 Monday to Sunday (24 hours)
Social Care Services Out-of-Hours Emergency Duty Team (EDT)	Adults AND Children: Emergency Services: For genuine emergencies related to council services, contact 01942 404040

APPENDIX 1.

Operational Premises/Venues: Atherton & Leigh Foodbank operates from the following venues

Food bank Activity And operating times	Venue & Address	Landlord Contact Details for Host Venues
Warehouse	Moss Industrial Estate, Douglas Way, Leigh, WN7 3PT	George Moss and Sons Ltd, William Way, Leigh WN7 3PT
Distribution Centre locations		
Kingsleigh Methodist Church Monday 10.00-12.00 Tuesday 10.00 -12.00	King Street Leigh WN7 4LR	Project Manager- Warren Done 07980881925
Olympic House, Platt Bridge- Wigan Resilience Centre	Olympic House, Platt Street, Platt Bridge,	Project Manager- Warren Done 07980881925

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Tuesday 1.00- 3.00	Wigan WN2 5DA * until December 2025	
Leigh Baptist Church Thursday 10.00- 12.00	35 Vernon St, (off Church St.) Leigh, WN7 1BH	Project Manager- Warren Done 07980881925
Atherton Parish Church Wednesday 1.00- 3.00 Friday 1.00- 3.00	Market Pl, Atherton, Manchester M46 0DD	Project Manager- Warren Done 07980881925

Our Insurance Provider

ZURICH

Policy Number XA01220701243

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APPENDIX 2 - SAFEGUARDING INCIDENT REPORTING FORM

(Confidential when complete)

For Office Use	
Date and Time of Incident	DD/MM/YYYY 00:00
Name of Person Completing this form	Your name.
Passed to Designated Safeguarding Lead (DSL)	Name of DSL
Method of communication	Written/ verbal
Received by Designated Safeguarding Lead Date and time	DD/MM/YYYY 00:00
About the Incident, Safeguarding Concern or Identified Risks	
<p style="text-align: center;">Individual(s) identified at risk <i>(select all that apply):</i></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Person using the Food bank <input type="checkbox"/> Food bank Volunteer <input type="checkbox"/> Staff/ employee <input type="checkbox"/> Children/Young person </div> <div style="width: 45%;"> <input type="checkbox"/> Partner/spouse <input type="checkbox"/> Cohabiting individual <input type="checkbox"/> Friend/ neighbour <input type="checkbox"/> Other (If “other” please specify) </div> </div> <p style="text-align: center;">.....</p>	
<p>About the person(s) at risk</p> <p>Name: Forename & Surname</p> <p>Address:</p> <p>Date of birth: .</p> <p>Gender:</p>	
<p>Is the alleged perpetrator known to the person at risk:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>What is their relationship to the person at risk:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Carer <input type="checkbox"/> Family member <input type="checkbox"/> Neighbour <input type="checkbox"/> Another vulnerable person </div> <div style="width: 45%;"> <input type="checkbox"/> Professional <input type="checkbox"/> Friend <input type="checkbox"/> Self <input type="checkbox"/> Other If “other” please specify. </div> </div>	
<p>Please provide a brief description of the allegation/concerns: Use this space to clarify basic information. Record factual details about what was said. Include:</p> <ul style="list-style-type: none"> Date, time, location of incidents: People involved: What was observed: 	

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<ul style="list-style-type: none"> • What was heard 	
<ul style="list-style-type: none"> • What was disclosed/said to you –using their own words 	
<p>Please provide a brief outline of actions taken/ support offered:</p> <p>Outline what action was taken at the time of the incident. If there is evidence what has been done to preserve this etc.</p>	
<p>Have you discussed your concerns with the person at risk (or legal guardian in the case of a child), where doing so does not increase the risk of harm and informed them of any actions you proposed to take:</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>	
<p>Has the person at risk given their consent to sharing the information with appropriate external agencies and/or statutory services:</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>	
<p><i>Once completed, use as a prompt when reporting your concern and then place in an envelope, seal and ensure prompt delivery to the Designated Safeguarding Officer directly.</i></p>	
<p>For the Designated Safeguarding Lead to complete</p>	
<p>Type of risk/ abuse identified or suspected (<i>select all that apply</i>):</p>	
<ul style="list-style-type: none"> <input type="checkbox"/>Self-neglect <input type="checkbox"/>Exploitation (including financial) <input type="checkbox"/>Domestic Violence <input type="checkbox"/>Modern Slavery <input type="checkbox"/>Sexual Abuse <input type="checkbox"/>Physical Abuse 	<ul style="list-style-type: none"> <input type="checkbox"/>Emotional/ psychological Abuse <input type="checkbox"/>Discrimination <input type="checkbox"/>Neglect <input type="checkbox"/>Coercive controlling behaviour <input type="checkbox"/>Grooming
<p>Additional actions/ measures:</p> <ul style="list-style-type: none"> • List measures as bullets 	
<p>Is a further Risk Assessment needed for the FB to managed identified risks/ concerns:</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>	
<p>Has the incident/ concern been reported to statutory social care services:</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>	
<p>Concerns shared with external agencies:</p>	<p><input type="checkbox"/>Police</p>

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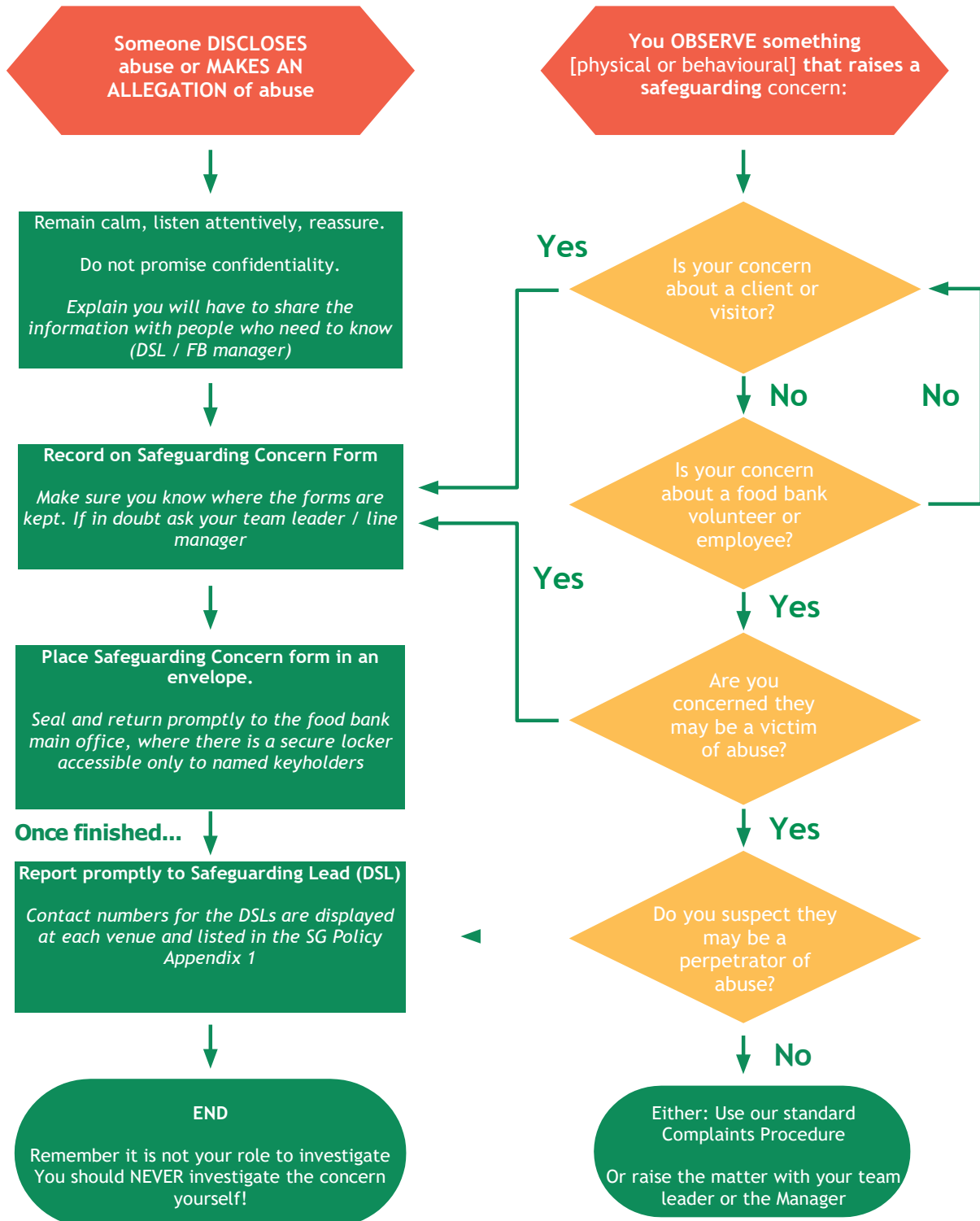
N.B. If you have concerns for a person's immediate safety then contact the emergency services.	<input type="checkbox"/> Social Care <input type="checkbox"/> Original referral agency <input type="checkbox"/> 31:8 <input type="checkbox"/> Trussell Area Manager <input type="checkbox"/> Other If other please specify:
Safeguarding Incident Register updated for the charity Trustees/ Management Group: <input type="checkbox"/> Yes <input type="checkbox"/> No	

APPENDIX 3 – SAFE GUARDING CONCERN FLOWCHART



(Your food bank name)

Safeguarding Pocket Reference Guide



APPENDIX 6 - WHISTLE BLOWING

Safeguarding & Whistle Blowing

This appendix covers concerns that staff have about the conduct of individuals in a position of trust within the organisation, which could be detrimental to the safety or wellbeing of adults and children and where staff, for whatever reason, feel unable to raise them under the organisation's standard complaints procedures. This procedure is also available to the organisation's volunteers (including food bank volunteers) should they feel unable to raise a safeguarding concern using the channels outlined in this policy. It relates to raising concerns about:

- Unprofessional behaviour
- Bullying by staff
- Any form of abuse (physical, sexual, emotional or neglect)
- Name calling
- Personal contact with adults, children and young people which is contrary to the organisation's policies and codes of conduct
- Any form of racial abuse
- Inappropriate sexualised behaviour
- Knowledge about an individual's personal circumstances which may indicate they could be a risk to adults and/or children
- Persistent and enduring rumours including un-investigated historical rumours

Where a person raising concerns is unable to raise the matter with either the Designated Safeguarding Lead, their deputy or the Food bank Manager, then they can contact the **Chair of Trustees** who is responsible for the oversight of the Governance of the Charity. If the person raising the concern feels the Chair of Trustees has not appropriately addressed the concerns raised, then they can seek further recourse via the following means:

If it is felt there exists a significant risk of harm being caused to another person, then the person can raise their concerns directly with Wigan Council Social Services or the Police.

As a member of the Trussell Food bank Network a person can also make a complaint about the food bank's handling of the concern via the Trussell's complaints procedure, details of which can be accessed from the Trussell website: www.trussell.org.uk/contact-us/complaints/complaints-policy-and-procedure