



# The Sophie Lancaster Foundation

## Safeguarding Policy

### Purpose

The purpose of this policy is to protect people, particularly children, vulnerable adults, and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with The Sophie Lancaster Foundation. This includes harm arising from:

- The conduct of Staff or any authorised person representing the Sophie Lancaster Foundation.
- The design and implementation of the Sophie Lancaster Foundation's programmes and activities.

The policy lays out the commitments made by the Sophie Lancaster Foundation and informs staff, and any authorised person representing the Sophie Lancaster Foundation, of their individual and collective responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under the Sophie Lancaster Foundation's Anti Bullying and Harassment Policy.
- Safeguarding concerns in the wider community not perpetrated by the Sophie Lancaster Foundation or associated personnel.

### What is Safeguarding?

Safeguarding means protecting peoples' health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect.

In our sector, we understand it to mean protecting people, including children and vulnerable adults, from harm that arises from coming into contact with our Staff, any authorised person representing the Sophie Lancaster Foundation, or programmes.

Further definitions relating to safeguarding are provided in the glossary below.

### Scope

- All Staff contracted by the Sophie Lancaster Foundation.
- Any authorised person representing the Sophie Lancaster Foundation whilst engaged with work or visits related to The Sophie Lancaster Foundation, including but not limited to the following: Ambassadors and Trustees.

## Policy Statement

The Sophie Lancaster Foundation believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation, religion, or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, and exploitation. The Sophie Lancaster Foundation will not tolerate abuse and exploitation by Staff or any authorised person representing the Sophie Lancaster Foundation

This policy addresses the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have additional policies and procedures associated with them (see Associated Policies).

The Sophie Lancaster Foundation commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## Prevention

### The Sophie Lancaster Foundation's responsibilities:

The Sophie Lancaster Foundation will:

- Ensure all Staff, Trustees and Ambassadors have access to, are familiar with, and know their responsibilities within this policy.
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with The Sophie Lancaster Foundation. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing, and deploying Staff and any authorised person representing the Sophie Lancaster Foundation, including obtaining satisfactory references and DBS clearance.
- Ensure Staff, Trustees and Ambassadors receive annual training on safeguarding at a level commensurate with their role in the organisation.
- Follow up on reports of safeguarding concerns promptly and according to due process.
- Record, store, and use information securely and confidentially, in line with GDPR legislation and guidance.

### Staff Responsibilities:

Child safeguarding

The Sophie Lancaster Foundation Staff and any authorised person representing the Sophie Lancaster Foundation must not:

- Engage in sexual activity with anyone under the age of 18.
- Sexually abuse or exploit children.
- Subject a child to any form of physical, emotional, or psychological abuse, or neglect.
- Engage in any commercially exploitative activities with children including child labour or trafficking.

The Sophie Lancaster Foundation staff and any authorised person representing the Sophie Lancaster Foundation will:

- Value, listen to and respect children and young people.
- Use safeguarding and child protection procedures to share concerns and relevant information with the appropriate agencies and informing parents, families, and carers where appropriate.
- Signpost children, young people and families to agencies that offer support if they need it.
- Signpost children, young people, and families to the Designated Safeguarding Officer if they have a concern.

#### Adult safeguarding

The Sophie Lancaster Foundation Staff and any authorised person representing the Sophie Lancaster Foundation must not:

- Sexually abuse or exploit vulnerable adults.
- Subject a vulnerable adult to any form of physical, emotional, or psychological abuse, or neglect.

The Sophie Lancaster Foundation Staff and any authorised person representing the Sophie Lancaster Foundation will:

- Empower vulnerable adults by supporting and encouraging to make their own decisions and give consent regarding their own safeguarding.
- Take accountability by being answerable within our power in regard to safeguarding.
- Work with relevant agencies to determine action that is in the best interest of a vulnerable adult.
- Prevent abuse and neglect by taking action to ensure abuse and harm cannot occur.

#### Protection from Sexual Exploitation and Abuse

The Sophie Lancaster Foundation Staff and any authorised person representing the Sophie Lancaster Foundation must not:

- Exchange money, employment, goods, or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance.
- Engage in any sexual relationships with beneficiaries of assistance since they are based on inherently unequal power dynamics.

Additionally, The Sophie Lancaster Foundation Staff and any authorised person representing the Sophie Lancaster Foundation are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- Report any concerns or suspicions regarding safeguarding violations by a Sophie Lancaster Foundation staff member or any authorised person representing the Sophie Lancaster Foundation to Elloise Dickinson, Designated Safeguarding Officer (Staff). Should there be a reason it may not be appropriate to raise this safeguarding matter with Elloise, alternatively it should be raised with Alison Wright, Designated Safeguarding Officer (Trustee).

## Enabling Reports

The Sophie Lancaster Foundation will ensure that safe, appropriate, accessible means of reporting safeguarding concerns and disclosures are made available to Staff, any authorised person representing the Sophie Lancaster Foundation and the communities we work with.

Any Staff, Trustees or Ambassadors reporting concerns or complaints through formal whistleblowing channels will be protected by The Sophie Lancaster Foundation's Whistleblowing Policy.

The Sophie Lancaster Foundation will also accept complaints from external sources such as members of the public, partners, and official bodies.

### How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Designated Safeguarding Officer. If the staff member does not feel comfortable reporting to their Designated Safeguarding Officer (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be the Chief Executive or Trustee Designated Safeguarding Officer.

#### Designated Safeguarding Officer (Staff)

Elloise Dickinson

[elloise@sophielancasterfoundation.com](mailto:elloise@sophielancasterfoundation.com)

#### Designated Safeguarding Officer (Trustees)

Alison Wright

[alwright@sophielancasterfoundation.com](mailto:alwright@sophielancasterfoundation.com)

## Response

The Sophie Lancaster Foundation will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

The Sophie Lancaster Foundation will apply appropriate disciplinary measures to any staff found in breach of policy.

Where a Trustee or Ambassador is found to be in breach of this safeguarding policy this may result in the Trustee or Ambassador's position being terminated.

The Sophie Lancaster Foundation will offer support to survivors of harm caused by Staff or any authorised person representing the Sophie Lancaster Foundation, regardless of whether a formal internal response is carried out (such as an internal investigation).

# Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.

Designated Safeguarding Officer (Staff)

Elloise Dickinson

Elloise@sophielancasterfoundation.com

Signed: 

Date: 23.04.24

Designated Safeguarding Officer (Trustees)

Alison Wright

Alwright@sophielancasterfoundation.com

Signed: Alison Wright

Date: 23/04/24

Chief Executive

Alison Vincent

Alison@sophielancasterfoundation.com

Signed: 

Date: 23.04.24

Chair of the board of trustees

Fiona Horton

Fiona@sophielancasterfoundation.com

Signed: 

Date: 23.04.24

# Glossary of Terms

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Beneficiaries of Assistance	Someone who directly receives goods or services from the Sophie Lancaster Foundation. Note that misuse of power can also apply to the wider community that The Sophie Lancaster Foundation serves and can include exploitation by giving the perception of being in a position of power.
Adult Exploitation	Exploitation occurs when a person is groomed, forced, or coerced into doing something that they don't want to do for someone else's gain. It is a complex and often hidden issue. People who are exploited can find themselves in situations where they experience abuse and violence, and they may be forced to take part in criminal activities.
Adult Physical Abuse	Physical abuse includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It might also involve improper use of sanctions, particularly those that involve physical restraint. <i>(The Ann Craft Trust)</i>
Any authorised person representing the Sophie Lancaster Foundation	Those associated and acting on behalf of the Sophie Lancaster Foundation, but not directly employed by the Sophie Lancaster Foundation. This includes ambassadors, volunteers, and Trustees.
Child	Any person below the age of 18.
Child Exploitation	Child Exploitation is a type of abuse. When a child or young person is exploited they're groomed by being given things, like gifts, drugs, money, status, and affection. This is usually in exchange for carrying out a criminal activity, known as Child Criminal Exploitation or performing sexual activities, known as Child Sexual Exploitation.
Child Labour	Work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that: <ul style="list-style-type: none"><li>• Is mentally, physically, socially, or morally dangerous and harmful to children.</li><li>• Interferes with their schooling by depriving them of the opportunity to attend school obliging them to leave school prematurely.</li></ul> Requiring them to attempt to combine school attendance with excessively long and heavy work.
Child Physical Abuse	Physical abuse is when someone hurts or harms a child or young person on purpose. It also includes making up the symptoms of an illness or causing a child to become unwell. <i>(NSPCC)</i>
Child Sexual Abuse	Child sexual abuse is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused. <i>(NSPCC)</i>
Commercial Exploitation	Commercial sexual exploitation of children happens when a child is used sexually by an adult and the adult pays to do this with money, gifts, or favours. A gift could be food or clothes. A favour could be a promise of good grades, shelter, or protection. Commercial sexual exploitation is different from sexual abuse of a child because it involves some kind of payment. <i>(Save The Children)</i>

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Designated Safeguarding Officer	The designated safeguarding lead has overarching responsibilities regarding safeguarding in their organisation. They will have an in-depth knowledge of safeguarding guidance and related pieces of legislation that their workplace must follow. <i>(Highspeed Training)</i>
Disclosure	Disclosure is the process by which children and young people start to share their experiences of abuse with others. This can take place over a long period of time – it is a journey, not one act or action. Children may disclose directly or indirectly and sometimes they may start sharing details of abuse before they are ready to put their thoughts and feelings in order. Not all disclosures will lead to a formal report of abuse, or a case being made, or a case being taken to court, but all disclosures should be taken seriously. <i>(NSPCC)</i>
Emotional Abuse (Adult)	Emotional abuse includes non-physical behaviours that are meant to control, isolate, or frighten you. This may present in romantic relationships as threats, insults, constant monitoring, excessive jealousy, manipulation, humiliation, intimidation, and dismissiveness, among others. <i>(National Domestic Violence Hotline)</i>
Emotional Abuse (Child)	Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate, or ignore a child. <i>(NSPCC)</i>
Harm	The term harm covers all harmful behaviour, for example: <ul style="list-style-type: none"> <li>• physical harm</li> <li>• psychological harm causing fear, alarm, or distress</li> <li>• behaviour which adversely affects property, rights, or interests (for example, theft, fraud, embezzlement, or extortion)</li> <li>• self-harm</li> <li>• neglect. <i>(Citizens Advice)</i></li> </ul>
Neglect	Neglect is when someone is not being cared for properly, either by themselves or by the person or authority responsible for them. A neglected person may not have enough food to eat or be living somewhere that's cold, dirty, or damp, or they may not be fully dressed or appear to have washed. They may be being denied important medical and social care. It is important the everybody gets the professional help they need, especially if they take medication. <i>(AAH)</i>
PSEA	Protection from Sexual Exploitation and Abuse.
Psychological Abuse	Psychological abuse involves the regular and deliberate use of a range of words and non-physical actions used with the purpose to manipulate, hurt, weaken, or frighten a person mentally and emotionally, and/or distort, confuse, or influence a person's thoughts and actions within their everyday lives, changing their sense of self and harming their wellbeing. <i>(Safe Lives)</i>
Safeguarding	Safeguarding means protecting peoples' health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect.

Sexual Abuse	Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Any sexual activity with children (persons under the age of 18 years) constitutes sexual abuse. <i>(UNHCR)</i>
Sexual Exploitation	Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another. It includes but is not limited to exchanging money, employment, goods, or services for sex. This includes transactional sex regardless of the legal status of sex work in the country. It also includes any situation where sex is coerced or demanded by withholding or threatening to withhold goods or services or by blackmailing. <i>(UNHCR)</i>
Staff member	Any person employed by the Sophie Lancaster Foundation.
Survivor	The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience, and the capacity to survive, however it is the individual's choice how they wish to identify themselves
Trafficking	The Act of recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. <i>(UNODC)</i>
Unequal Power Dynamics	Also known as an imbalance of power, is having influence, authority, or control over people and/or resources. <i>(Save the Children)</i>
Vulnerable Adult	A vulnerable adult is a person over the age of 18 who may be in need of extra support. This is because they are elderly or have a learning disability, physical disability, sensory impairment, or mental health problems. They also may be unable to take care of themselves or protect themselves from harm. <i>(Age UK)</i>
Whistleblowing	Whistleblowing is the action someone takes to report wrongdoing at work that affects others. For example, it could affect the general public. <i>(ACAS)</i>





# The Sophie Lancaster Foundation Safeguarding Concern Form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons. If someone is in immediate danger, call the police on 999 and/or event security. All the information must be treated as confidential and reported to the staff or trustee designated safeguarding leads (Elloise Dickinson at [elloise@sophielancasterfoundation.com](mailto:elloise@sophielancasterfoundation.com) and/or Alison Wright at [alwright@sophielancasterfoundation.com](mailto:alwright@sophielancasterfoundation.com)) as soon as possible.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

## 1 Your details - The person completing this form

Name		Position	
Event name and address			
Telephone		Email	

## 2 Their details - Details of the person affected

Name		Age	
Telephone		Email	

Please cross this box if the person affected wishes to remain anonymous.

## 3 Details of the Incident - Please describe in detail using factual information only

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**4 Other present or potential witnesses – Any others who can provide details of the incident**

Name		Age	
Telephone		Email	

**5 Additional relevant information - please detail anything else that you believe to be important.**

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**6 I have fully completed this form and provided information that is factual.**

Print Name		Date	
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**7 For the Designated Safeguarding Lead only – Follow up**

Has this incident been recorded?		Date	
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What action was taken following the incident?			
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Are any external agencies involved?			
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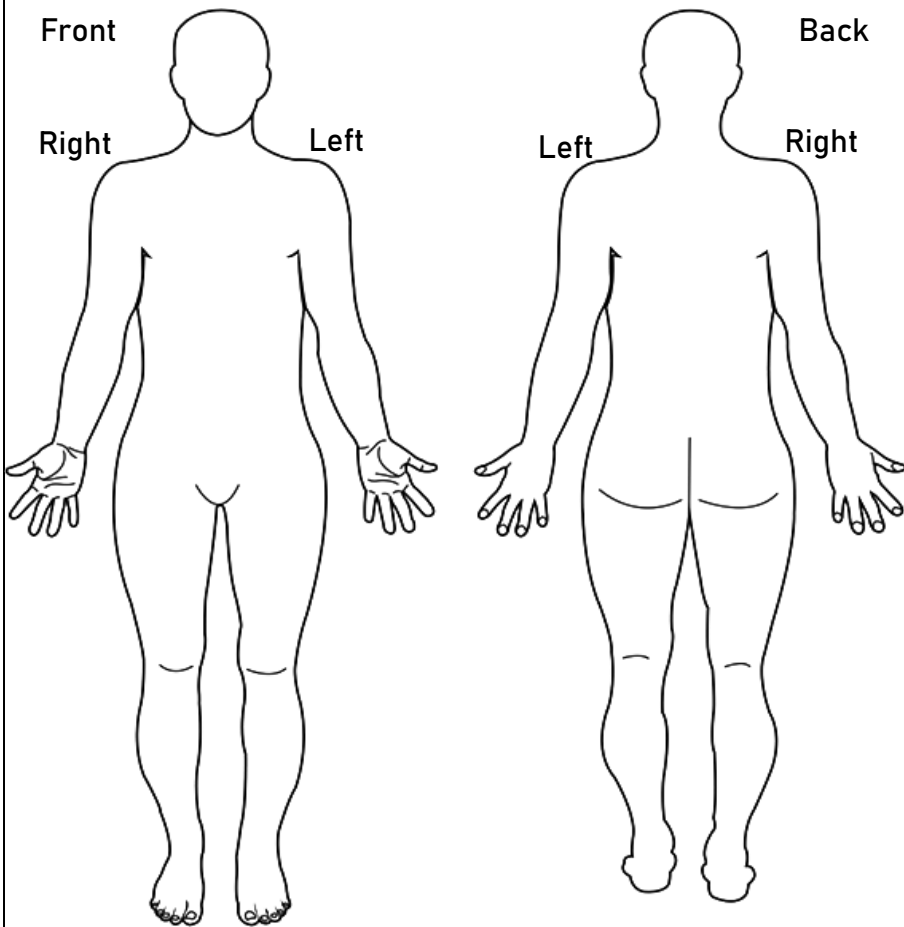
Any other follow up required by the DSL?			
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Print Name		Date	
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# The Sophie Lancaster Foundation Safeguarding Body Map

Body Maps should be used to document and illustrate visible signs of harm and physical injuries. Please use a BLACK PEN to record injuries. Please DO NOT take photos of injuries. This form should be given to welfare/medical/security staff to help identify the injuries sustained to inform medical support to be given.



Please record on the body maps the exact site of injury(s) on the body, e.g. upper outer arm/left cheek.

Size and shape of injury(s) - in appropriate centimetres or inches.

Has any alcohol, recreational drugs or medication consumed? If so, what?

Is the skin broken?

Yes	No
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Is there any swelling at the site of the injury?

Is there a scab/any blistering/any bleeding?

Yes	No
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Is mobility restricted as a result of the injury?

Yes	No
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