



## SAFEGUARDING POLICY

Policy number	3	Version	
Drafted by	David Dickens	Approved by Council on	23 June 2020
Responsible person	David Dickens	Scheduled review date	1 May 2021

### COUNCIL OF MANAGEMENT SAFEGUARDING POLICY STATEMENT

The Charity Commission highlights to all charities the importance of providing a safe and trusted environment for anyone who comes into contact with them, including staff and volunteers; and that, if something goes wrong in a charity, trustees are accountable and responsible for putting things right. The Council of Management (Trustees) accept this responsibility and will ensure that the Fishermen's Mission safeguarding practices are robust.

The Royal National Mission to Deep Sea Fishermen (Fishermen's Mission) does not work directly with children and vulnerable adults as defined by safeguarding legislation. However, it is recognised that staff do encounter people in challenging situations who may be vulnerable or at risk. The Fishermen's Mission is committed to proactively safeguarding and promoting the welfare of its clients and staff and to taking reasonable steps to ensure those who come into contact with the Fishermen's Mission or the Fishermen's Mission promoted/associated programmes do not, as a result, come to any harm

This policy relates to The Fishermen's Mission's commitments to safeguarding (as defined by the Charity Commission) and protecting its clients. Where any suspected wrongdoing is in relation to staff, the procedure set out in The Fishermen's Mission's Whistleblowing or Complaints Policy should be followed, as appropriate. Over recent years there has been increasing recognition of the way in which vulnerable people can be at risk of harm from organisations and institutions that are supposed to help them, either as a result of abuse and exploitation by individuals in positions of trust, or via programme activities in general.

As a consequence, there has been a significant increase in the efforts made by agencies to ensure that no harm comes to clients or target communities from contact with their staff and associates or as a result of any of the organisation's activities.

This duty of care extends beyond statutory safeguarding requirements. The Fishermen's Mission does not engage in any activity with children or vulnerable adults that is regulated by domestic safeguarding legislation, but it does take seriously its obligations to operate in a way that ensures, so far as is possible, that its work does no harm to anyone with whom it engages.


Given these values and in light of widely recognised risks, the Fishermen's Mission has developed this policy to promote protection for all those people it comes into contact with, as well as staff and volunteers within the Fishermen's Mission itself and the partner organisations with which it has relationships.

Should it come into contact with vulnerable groups (including children), The Fishermen's Mission takes responsibility to ensure it does all it can to protect such groups from all forms of harm, including abuse, neglect and exploitation and to ensure appropriate action is taken if such harm occurs.

It is clear that vulnerable persons can be harmed, or put at risk of harm, by organisations and institutions, and that abuse of vulnerable groups (including children) can happen in all types of organisations. Such harm may result from unintentional acts or deliberate actions.

Unintentional acts may lead to harm due to a lack of 'due diligence' or competence or through organisational negligence, such as inadequate care and supervision, lack of policies, procedures and guidance to inform programming and practice, or lack of staff compliance with legal requirements. Also, deliberate actions may be taken by people with intent to abuse vulnerable people.

The Fishermen's Mission will maintain a risk register, which will be regularly reviewed, which identifies risks to the charity and how they will be managed and mitigated.

A handwritten signature in blue ink, appearing to read 'K M Vlasto.', is centered on a light blue rectangular background.

**K M VLASTO**  
**CHAIRMAN**  
**Date 23 June 2020**

# SAFEGUARDING PROCEDURES

Procedures number	3	Version	7
Drafted by	Hanna Taylor	Approved by CE	9 June 2020
Responsible person	David Dickens	Next Review date	01 MAY 2021

## **For the Fishermen's staff, contractors and volunteers**

Compliance with this policy is mandatory for all Fishermen's Mission staff. For the purposes of this policy staff is defined as anyone who works for, or is engaged by the Fishermen's Mission, either in a paid or unpaid, full time or part time capacity. This includes directly employed staff, contractors, agency staff, consultants, volunteers, interns and equivalents. Any reference to Port Staff includes Fishermen's Mission Port Officers and Fishermen's Mission Area Officers.

## **Council of Management Members**

Council members (Trustees) must act at all times in the best interests of the Fishermen's Mission and its ultimate clients. Trustees are also required to comply with this policy. This requirement is made clear to trustees through the Trustee induction training.

## **For partnership organisations**

This policy also applies to other organisations with whom the Fishermen's Mission works. The Fishermen's Mission expects that the principles and approaches already shared with partnership organisations mean that they will fully support the values and commitments set out in this policy. The Fishermen's Mission recognises that some will already have protection policies and associated measures in place. Where this is the case, they should have no difficulty in also complying with the standards set out in this policy.

The Fishermen's Mission will ensure that each partner has appointed a member of staff who will be responsible for promptly reporting to the Fishermen's Mission's Designated Safeguarding Officer (or, in the event that they are unavailable the Deputy Designated Safeguarding Officer or other appropriate person) any safeguarding concerns that arise in, or are relevant to the context of the partnership.

## **Statement of Commitments**

The Fishermen's Mission commits to taking all reasonable measures to ensure vulnerable groups (including children) impacted by projects and programmes delivered and/or supported by the Fishermen's Mission are protected as far as possible from harm, including exploitation, neglect and abuse of all kinds.

While the Council of Management recognises that The Fishermen's Mission does not work with people who fulfil the legal definition of vulnerable, we will often work with people who by the very nature of the situation they are in, are vulnerable. The Fishermen's Mission seeks to ensure that this is understood by all staff and volunteers

and the appropriate action is taken when working with these clients to ensure their care and safety at all times.

**The Fishermen's Mission commits to:**

- Developing a zero tolerance 'safety culture' within the Fishermen's Mission that creates and maintains protective environments.
- Placing safeguarding at the heart of recruitment practices by carrying out the highest level of DBS or other criminal record checks to which we are entitled, requesting two written references, considering gaps in work history, checking qualifications and certifications and, where appropriate, confirming a person's right to work in the UK.
- Basic DBS checks will be required every 3 years, for relevant staff during employment. Employees will be contacted prior to this anniversary, requesting that they complete the required paperwork so the re-check can be undertaken. If the paperwork is not received back in time and there is not a new certificate received before the 3-year anniversary is reached, any activities that are regulated under the scheme cannot be undertaken until the appropriate documentation is received.
- As recommended within Safer Recruitment guidelines, during the recruitment process all applicants are required to submit their application using the form provided and applications received in a different format will be rejected. This allows for ease of comparison and to ensure we obtain all the information we require.
- A member of Council and Head Office Staff will be provided with Safer Recruitment training. This training will be refreshed every 3 years.
- A copy of this policy and the Whistleblowing Policy will be included in all recruitment application packs.
- Ensuring the Fishermen's Mission staff and board members are fully cognisant of protection issues and adhere to The Fishermen's Mission's code of conduct.
- Increasing understanding and raising the awareness of staff and trustees of risks relating to safeguarding within the organisation and in connection with its activities.
- Taking appropriate and proportionate action if the policy is not complied with.
- Developing criteria so that staff understand what constitutes non-compliance.
- Maintaining adequate insurance in relation to the charity's activities and the people involved, to the extent that it is reasonably available.
- Carrying out appropriate due diligence on partners, which may include ensuring they have appropriate controls and safeguarding measures in place; meet any applicable international standards in carrying out their activities; and integrating

safeguarding and onward reporting requirements in The Fishermen's Mission's partnership or funding-related agreements, taking account of the Charity Commission's relevant guidance.

- Making sure people protection considerations are integrated into all aspects of the organisation.
- Including safeguarding as a standing agenda item at each meeting of Trustees and the senior leadership team.
- Ensuring all staff and trustees are aware of their responsibilities to report concerns and of steps to take/who to go to in order to report such concerns.
- Ensuring that safeguarding concerns are addressed promptly and through the appropriate channels.
- Reporting safeguarding incidents, allegations or concerns to external authorities and regulators, as appropriate, and in accordance with best practice. The Fishermen's Mission will fully risk assess such reporting to ensure that making a report is not likely to cause further harm to the individual(s) to whom harm has (actually, allegedly or potentially) already been caused.
- Ensure staff record incidents via the Safeguarding Record Form, which is returned to the designated safeguarding lead who in turn provides details of incidents and trends to the Council of Management.
- Ensuring that its General Data Protection policy remains suitably updated so that it is clear that, in keeping with the Fishermen's Mission's zero tolerance policy, it will report wrongdoing on the part of its trustees, staff and partners to appropriate authorities; will share such information as may be necessary to protect individuals from harm; and will provide fair and accurate references, which appropriately reflect the Fishermen's Mission's experience and interaction with trustees, staff and partners.

## **Embedding organisational commitment**

In order to make its policy commitments a practical reality, the Fishermen's Mission will instigate or strengthen a range of measures that focus on making sure this policy and associated procedures are in place, that people are supported to understand and work within the provisions of the policy, that it is fully and effectively integrated into all of our activities, and that it is subject to monitoring and review.

The Fishermen's Mission staff and trustees will receive regular training/briefing on their responsibilities and obligations under this policy and it will form part of the induction for new staff and trustees.

Staff (and trustees) will be expected to acknowledge and accept their responsibilities under this policy. Breaches of this policy by staff will be treated seriously and will be dealt with under disciplinary procedures, or termination of the relationship by other

means. Breaches by trustees may result in the termination of their Association Membership.

## **Reporting & responding to concerns**

Fishermen's Mission staff are required to report any concerns or suspicions of possible/actual harm to a client (or other person connected to the charity), including abuse, exploitation and neglect and policy non-compliance, or risk of such, resulting from action or inaction by anyone covered by this policy. This includes any suspected, alleged or actual historical abuse. In the first instance any concerns should be reported to the Designated Safeguarding Officer and a safeguarding record form should be completed.

The person making the report should otherwise keep the matter strictly confidential and not seek to investigate the incident or suspicion.

The Safeguarding Lead Trustee, who sits on the Fishermen's Mission Council of Management, will have oversight of safeguarding and welfare arrangements and will receive reports of any safeguarding and welfare incidents that arise. The Safeguarding Lead Trustee will report regularly to the board of trustees.

The names of the Designated Safeguarding Officer and Safeguarding Lead Trustee can be found in the 'Contact Information' section at the end of this policy.

The Fishermen's Mission is committed to reporting all relevant incidents to the Charity Commission for England and Wales via a serious incident report. We will also report incidents to other regulatory bodies and government departments or funding bodies, where appropriate. Where there is evidence that criminal activity may have taken place, or concerns have been raised in relation to a child or vulnerable adult, we will report to the relevant police and/or safeguarding authorities as appropriate (for example to the relevant Local Authority Designated Officer (LADO) or Adult Safeguarding Board, taking appropriate account of the Charity Commission's guidance in this respect.

Decisions to report to external authorities will be fully risk assessed and anonymisation/pseudonimisation considered when necessary. Reporting will not be avoided on the basis that it may harm the Fishermen's Mission's reputation or give rise to litigation and any concerns in relation to data protection will not act as a barrier to reporting, although they will be carefully considered to ensure that the disclosure is made within the legal framework for so doing.

The Fishermen's Mission will develop strategies and tools to ensure effective implementation of this policy and to enable the Designated Safeguarding Officer, Council of Management and others to monitor its performance.

Safeguarding concerns raised against any member of Fishermen's Mission staff will be investigated by an external agency to ensure the process is fair and transparent.

Existing systems for risk management, due diligence, monitoring and evaluation, audit and review, and other organisational performance mechanisms will be adapted to include indicators and processes by which implementation of the safeguarding policy

can be measured and these processes will be periodically reviewed to ensure that they remain effective and up-to-date in respect of best practice.

The Fishermen's Mission will implement and keep updated a Whistleblowing and a Complaints Policy aimed at encouraging a culture of openness and accountability wherein staff and members of the public are confident that they can raise any matter of genuine concern without fear of reprisal in the knowledge that they will be taken seriously and that matters will be investigated appropriately and managed on a need-to-know basis, with appropriate remedial action taken.

### **Policy Review**

We are committed to reviewing our policy and good practice regularly. This policy will be reviewed by the Council of Management at least annually, when there is a change in UK law and/or best practice, or when an incident occurs that highlights a need for change – whichever occurs first.

### **Contact Information**

The Fishermen's Mission Designated Safeguarding Officer is Hanna Taylor. The Deputy Designated Safeguarding Officer is Alison Godfrey.

The Fishermen's Mission Safeguarding Lead Trustee is Simon Golding.

These individuals have access to the email inbox for reporting concerns, which is [hannataylor@fishermensmission.org.uk](mailto:hannataylor@fishermensmission.org.uk).

If you are not comfortable with submitting your report via email to that address, please call 01489 566910 and ask to speak with the relevant person.

### **Policy Ownership**

The Fishermen's Mission Chief Executive is responsible for this policy and its implementation.

A handwritten signature in blue ink, appearing to be 'S. Golding', written over a horizontal line.

Chief Executive  
9 June 2020