

SAFEGUARDING POLICY

Reviewed: 11th June 2026

1. Preliminary

- 1.1. The Charity Commission has stated that safeguarding should be a key governance priority for all charities, regardless of size, type, or income, not just those charities working with children or vulnerable adults. It has also stated that it is essential for charity trustees to have and implement safeguarding policies and procedures and that they have to be adequate and appropriate for the charity's particular circumstances.
- 1.2. Activities of the Friends of the Parish Church of St. Mary's Old Basing (the Charity) involve arranging fund raising events for Supporters. It employs no staff and relies on volunteers to manage the events. The Charity from time to time organises a pantomime where the cast includes children. Child safeguarding for these activities is covered in Section 8. At all other events children must be accompanied by an adult.
- 1.3. This Policy applies to all volunteers of the Charity. In this Policy, "Volunteer" means and includes Members of the Executive Committee (Trustees) and all other volunteers.

2. Commitment to Safeguarding

- 2.1. Those who participate in the activities provided by the Charity are beneficiaries of the Charity and are referred to in this Policy as its "Supporters".
- 2.2. Supporters and Volunteers may be at risk due to age, illness or disability. The Charity is committed to working in their interests, to promote their welfare, and to put in place safeguards and measures to protect them. In providing services, activities and benefits for Supporters and Volunteers, the Charity will endeavour at all times to minimise risk to them and to ensure that they are as safe as the Charity can make them.
- 2.3. The Charity aims to protect all of its Supporters and Volunteers from any act or behaviour of any Volunteer which, whether deliberately or unknowingly on the part of that Volunteer, gives rise to harm or ill treatment.
- 2.4. Such harm or ill treatment includes abuse (physical, psychological, sexual, emotional, discriminatory, institutional or organisational, financial or material), neglect, or impairment of the health or development of the Charity's Supporters and Volunteers.
- 2.5. The Charity also aims to ensure the provision to them of safe and effective care and to promote the well-being and welfare of its Supporters and Volunteers.

2.6. The Charity recognises that it has a duty to act on reports or suspicions of abuse or neglect. It adopts a "zero-tolerance" policy of abuse within the Charity.

2.7. The Charity carries out a risk assessment which includes an assessment of the risks of a breach of this Policy for each activity it organises.

3. Safeguarding Officer

3.1. The Charity's appointed Safeguarding Officer as from 21.05.25 is Kate O'Neill. They will have access to appropriate training to support them in this role.

3.2. They will be available to all, Supporters and Volunteers to speak to should they have any concerns, issues, or complaints regarding the safety, well-being or conduct of Supporters or Volunteers.

3.3. They can be contacted by post c/o FOSMC St Marys Church, The Street, Old Basing, RG24 7DJ or by e-mail at katelon23@icloud.com. Their telephone number is 07765986185.

3.4. The Safeguarding Officer will maintain records, keep confidentiality, adhere to and promote this Policy within the Charity, and support or provide access to support for individuals suffering harm or abuse.

4. Awareness of Harm and Abuse within the Charity

4.1. All incidents of harm to any Supporter or Volunteer will require an appropriate response to reduce risks and improve the Charity's services and activities.

4.2. Harm is caused by accidents, deliberate abuse (physical, psychological, sexual, emotional, discriminatory, institutional or organisational, financial or material), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes, or a failure to enable a person to participate in activities that are open to most of their peers. It can also include abuse via use of ICT facilities (e.g. grooming, bullying via the internet).

4.3. Deliberate acts of harm (physical, psychological, sexual, emotional, discriminatory, institutional or organisational, financial or material) and neglect are abuses against the person. Those acts will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies, and the DBS if the act is by someone in Regulated Activity. If a criminal offence is thought to have been committed by any Volunteer, the police will be informed.

5. Confidentiality

All reports and logs (including personnel records) will be kept securely and confidentially until or unless it is necessary to disclose this material to external bodies

to comply with any legal requirement. Information will be shared by the Charity on a "need-to-know" basis only.

6. Reports of Possible or Actual Harm

- 6.1. The Charity supports and encourages all Supporters and Volunteers promptly to speak up and contact the Safeguarding Officer where there is a concern (i.e. a worry, issue or doubt about practice or about treatment of a Supporter or Volunteer, or their circumstances), or a disclosure (i.e. information about a person at risk of or suffering from Significant Harm) or an allegation of an incident or a possibility that a Volunteer member has caused harm or could cause harm to a person in their care.
- 6.2. Volunteers can report, and have a responsibility to report, something that they become aware of if they suspect or discover that it is not right or is illegal or if it appears to them that someone is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing. They may become aware of any of these things from what they see or hear or from something another person has disclosed to them.
- 6.3. In the first instance the Volunteer making a report should speak to the Safeguarding Officer. However, if the report implicates the Safeguarding Officer the report should instead be made to the Treasurer of the Charity, Elizabeth Fourie (grem.fourie@gmail.com 07800517592).
- 6.4. This does not prevent them from making a report or referral, in their own right as a private individual, to statutory agencies such as social services or the police.
- 6.5. The Charity cannot promise confidentiality to those making an internal report where it is has to be shared with any statutory agencies.
- 6.6. The Charity also supports its Volunteers to raise concerns or to disclose information, which they believe shows malpractice - whistle-blowing (disclosure in the public interest).

7. Safeguarding Officer's Action

Where there is risk of Significant Harm to any Supporter or Volunteer, the Safeguarding Officer has the power to act as necessary and, in particular, as follows:

- Log all conversations regarding the issue
- Sign and request signatures on reports and statements
- Confidentially seek advice from expert sources
- Share concerns (with consent where required and appropriate) internally with the Honorary Officers
- Share concerns and make referrals to external agencies such as social services or the police, as appropriate to the circumstances

8. Safeguarding for Children involved in Pantomimes and other Performances

As well as abiding by this Policy, additional safeguarding precautions to protect children taking part in Pantomimes and other performances organised by the Charity will be adhered to, as required by the '*Children (Performances and Activities) (England) Regulations 2014*'. Such as (but not limited to) ensuring that:

- Children must be supervised at all times during rehearsals and performances by either a designated chaperone or their parent.
- All chaperones must have an enhanced DBS check.
- A register is taken to record when each child arrives and leaves every rehearsal and performance.
- A performance licence, issued by the local authority, is obtained for all children who have performed 3 or more days in the last 6 months before the first performance, and for children who will have performed 4 or more days in the last 6 months after the end of the last performance.
- The licensing requirements do not apply to children after the last Friday in June of the academic year they turn 16, but the Charity will utilise chaperones for all cast members under 18.
- The licensing requirements do not apply to rehearsals that take place before the first day of performance.
- Chaperones for licenced children must be approved by the local authority that has granted the relevant licences, unless the licenced child is under the direct supervision of their own parent.

The Charity will also ensure that:

- An ethos is established where children feel welcome and familiar with their environment and are informed of personal (toilets, dressing rooms etc.) and emergency arrangements (fire exits, meeting points etc.).
- Children, their chaperones and volunteers always work in an open environment e.g. avoiding private or unobserved situations and unnecessary physical contact with children
- All children are treated with respect and dignity, as individuals, and are offered equal opportunities
- Children's individual needs are recognised (e.g. recognising when a child may be tired and may need a break).

The Charity's Safeguarding officer is responsible for ensuring that the child safeguarding policy and regulations are met.

9. Safeguarding for Adults at Risk

- 9.1. The Charity recognises that some Supporters and Volunteers may be adults at risk — that is, adults whose age, disability, mental health, or other circumstances may make them unable to protect themselves from harm or abuse. The Charity is committed to treating all such individuals with dignity and respect.

9.2. The types of harm or abuse relevant to adults at risk are the same as those set out in section 4.2 of this Policy. Any Volunteer with a concern about the welfare of an adult at risk should report it to the Safeguarding Officer in accordance with section 6. Where significant harm is suspected, the Safeguarding Officer may refer the matter to Hampshire Adult Services (Tel:03005551386) or, in cases of immediate risk, to the police.

10. Communication by the Charity about Safeguarding and this Policy

- 10.1. The Trustees are responsible for ensuring all Volunteers are made fully aware of their responsibilities under this Policy
- 10.2. The Charity will communicate this Policy to all Volunteers and the public by placing it on the Charity's website, www.fosmc.org

11. Implementation of this Policy

The Trustees are responsible for ensuring compliance with this Policy, which must be followed by all Volunteers and promoted by its Executive Committee.

12. Review of the Safeguarding Policy

This Policy will be reviewed by the Executive Committee annually or when there is a change in circumstances in work practices or the introduction of new legislation. Any amendments must be approved by the Executive Committee and communicated to relevant stakeholders.

This Policy has been approved and authorised by the Executive Committee on 4th August 2021 and again when it was reviewed and updated on 11th June 2026.

Name: Matthew Jarrett
Position: Chair of the Executive Committee

Date: 11th June 2026

Signature:

A handwritten signature in black ink, appearing to read 'M Jarrett', written over a light blue horizontal line.