



Sustainable Food Trust - Safeguarding Policy

Policy prepared by:	Morwenna Lewis
Policy approved by CEO:	Patrick Holden
Signed by CEO:	
Became operational:	1 January 2020
Due for review:	September 2020 in line with the new Keeping Children Safe In Education guidance, followed by annual review in January 2021
Reviewed by and on:	
Reviewed by and on:	
Signed by CEO:	

The Sustainable Food Trust is committed to safeguarding all those who work for the organisation and those we interact with when carrying out our work, particularly when planning and delivering our educational activities with young people.

1. The Sustainable Food Trust recognises its responsibility to safeguard the welfare of:
 - a. all current staff enrolled on PAYE
 - b. freelance staff and other paid collaborators
 - c. external organisations/individuals with whom we engage, including:
 - Members of the public at our events
 - Staff and students at schools and universities

Where the Sustainable Food Trust has a duty of care, all individuals, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or gender identity, have the right to equal protection from all types of harm or abuse.

To achieve this duty of care, the Sustainable Food Trust will work in partnership with the appropriate individuals and agencies in promoting safeguarding and ensure the correct procedures and guidelines are in place and clearly understood.

2. In implementing its safeguarding duties, the Sustainable Food Trust will:
 - (a) address legal requirements
 - (b) take account of relevant guidance and good practice relating to the charity sector
 - (c) provide for the protection for the children, young adults and adults with vulnerabilities who come into contact with the Sustainable Food Trust



- (d) provide, staff, students and volunteers with guidance on procedures that must be adopted
 - (e) set out what is expected in the event an individual may be experiencing, or be at risk of, harm
3. In implementing this Policy, the Sustainable Food Trust will:
- a. value the needs, views and best interests of those considered to be at risk
 - b. devise safeguarding procedures and guidelines for all members of staff
 - c. recruit staff and volunteers safely by ensuring all appropriate checks, including criminal record checks and calling for references.
 - d. share information about safeguarding good practice with staff and volunteers
 - e. provide effective management for staff and volunteers through supervision, support and training
 - f. share personal information about concerns with internal and external individuals appropriately and within the information sharing protocols
4. When following this Safeguarding Policy, members of staff also need to consider other relevant Sustainable Food Trust policies relating to health and safety, data protection and equality and diversity.
5. The Finance and Operations Manager is the designated senior member of staff with overall responsibility for this policy and for its regular review. The role of the Finance and Operations Manager is to
- a. provide guidance and support relating to safeguarding
 - b. develop, review, update and disseminate over-arching policy and procedures
 - c. delegate responsibilities to individual services as appropriate
 - d. advise on specific procedures for individual services
 - e. advise the charity on changes in legislation, regulation and guidance from appropriate external agencies
 - f. liaise with external agencies where individual cases require this
 - g. ensure the highest level of confidentiality, while ensuring that information is shared as necessary to safeguard individuals, and
 - h. ensure the charity's compliance with legislation, regulation, relevant guidance and the protection of the charity's reputation



6. Information sharing within the Sustainable Food Trust concerning an individual will be limited to the minimum required, and will take place
 - a. Where professional requirements relating to Fitness to Practice or Professional Suitability become an issue
 - b. Where a safeguarding issue is, or becomes relevant, in relation to events, workshops, employment, volunteering or other activity directly affecting the work of the Sustainable Food Trust

7. There will be sharing of relevant information concerning safeguarding of individuals with external agencies where lawful, and through the processes authorised by the Finance and Operations Manager.