

Footsteps BCF Safeguarding Policy

Footsteps organises events (in-person and online) that are open to the public, and as such we sometimes have contact with children or vulnerable adults. We also work in partnership with other organisations who work with children.

The purpose of this safeguarding policy is to protect children and vulnerable adults and provide stakeholders and the public with the principles that guide our approach.

Safeguarding Principles

This safeguarding policy applies to anyone working on Footsteps' behalf, including our charity trustees and other volunteers.

We believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploit others.
- We all have a responsibility to promote the welfare of all of our beneficiaries, staff and volunteers, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

We recognise that abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect, exploitation, and coercion.

We recognise that safeguarding applies both in-person and online.

Reporting Safeguarding Concerns

If a crime is in progress, or an individual is in immediate danger, call the police, as you would in any other circumstances.

If you are a participant at a Footsteps event, or member of the public, make your concerns known to a member of our team, who will alert the Safeguarding Lead.

For Footsteps members, make your concerns known to the Safeguarding Lead.

The Safeguarding Lead will follow the Charity Commission obligations in respect of [Serious Incident Reporting](#).

Everyone involved in Footsteps needs to be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately (see above).

BCF Trustee Safeguarding Responsibilities

Footsteps is a branch of Birmingham Council of Faiths (BCF), registered charity no. 1015006. Whilst everyone is responsible for safeguarding, BCF trustees have particular responsibilities, including:

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- Ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting contractors and volunteers.
- Listening to and engaging, beneficiaries, volunteers, contractors and others and involving them as appropriate.
- Responding to any concerns sensitively and acting quickly to address these.

Trustees are aware of and will comply with the Charity Commission guidance on [safeguarding and protecting people](#).

Partnership working

Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined in this policy, and include any additional legal or regulatory requirements specific to their work.

Partner organisations who are working directly with children, (for example to deliver Small Footsteps activities on our behalf) will be required to have far more extensive safeguarding procedures in place, appropriate to the nature of their work. A review of these procedures will form part of the agreement between Footsteps and that organisation.

Safeguarding and Fundraising

We will ensure that our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate. We will neither solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.

Approval and Review

Date approved: March 2025

Due for review: March 2028

Useful links:

Charity Commission

Serious Incident Reporting - <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity#what-to-report>

Guidance on safeguarding and protecting people - <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

10 actions trustee boards need to take - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/756636/10_safeguarding_actions_for_charity_trustees_infographic.pdf

NCVO

Safeguarding day-to-day - <https://www.ncvo.org.uk/help-and-guidance/safeguarding/steps-safer-organisation/safeguarding-day-to-day/>

Guidance on vulnerable people and fundraising - <https://www.ncvo.org.uk/help-and-guidance/safeguarding/specialist-guides/certain-roles/fundraising-managers/people/>

UK Safer Internet Centre

Help and advice for online safeguarding concerns - <https://saferinternet.org.uk/guide-and-resource/need-help>

NSPCC

Safeguarding in Faith Communities - <https://learning.nspcc.org.uk/safeguarding-child-protection/faith-communities>

Safeguarding example scenarios - <https://learning.nspcc.org.uk/safeguarding-child-protection/safeguarding-examples-scenarios-issues-concerns>

Anne Craft Trust

Six Principles of Adult Safeguarding - <https://www.anncrafttrust.org/resources/six-principles-adult-safeguarding/>