



# **Safeguarding Children and Adults at Risk**

## **Policy and Procedures**

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**Author:** Beth Willoughby

# Contents

<b>Section 1</b>	<a href="#"><u>Details of the organisation</u></a>	P. 3
<b>Section 2</b>	<a href="#"><u>Governance and leadership</u></a>	P. 5
<b>Section 3</b>	<a href="#"><u>Prevention</u></a>	P. 7
<b>Section 4</b>	<a href="#"><u>Partnership working</u></a>	P. 10
<b>Section 5</b>	<a href="#"><u>Responding to allegations</u></a>	P. 11
<b>Section 6</b>	<a href="#"><u>Wellbeing support and pastoral care</u></a>	P. 16
	<a href="#"><u>Adoption of the policy</u></a>	P. 17
<b>Appendix 1</b>	<a href="#"><u>Safeguarding statement</u></a>	P. 18
<b>Appendix 2</b>	<a href="#"><u>Definitions, signs and indicators of abuse</u></a>	P. 20
<b>Appendix 3</b>	<a href="#"><u>Code of conduct</u></a>	P. 25
<b>Appendix 4</b>	<a href="#"><u>Partnership agreement</u></a>	P. 29
<b>Appendix 5</b>	<a href="#"><u>General incident form</u></a>	P. 32
<b>Appendix 6</b>	<a href="#"><u>Whistleblowing policy</u></a>	P. 39

# Section 1

## Details of the organisation

**Name of Organisation:** The Gavins Foundation (referred to as TGF)

**Address:** Evolution Power Tools Ltd. Venture One, Longacre Close, Holbrook  
Industrial Estate, Sheffield, S20 3FR.

**Senior Leader Name:** Heather Chisem

**Senior Leader Email:** heather.chisem@evolutionpowertools.com

**Safeguarding Lead Name:** Beth Willoughby

**Safeguarding Lead Email:** beth.willoughby@evolutionpowertools.com

**Charity Number:** 1169665

**Insurance Company:** Chaucer insurance Company, DAC (P038469/04/25)

## Overview of work

Please note reference to TGF / TGF representatives covers all paid staff, Trustees and consultants.

TGF are a funding charity to resource and equip predominantly Christian projects in Sheffield and beyond. Our income comes from a percentage of the profits from Evolution Power Tools. We therefore support charitable organisations largely in places where the power tools company has offices (UK, USA, France, and China) but also in other areas of the world (mostly Malawi, Uganda, Thailand, Poland and Ukraine, please note this list is not exhaustive).

The charity does not directly offer services to children and adults at risk. However, we recognise our duty to ensure the projects we support or which take place in buildings we own are adhering to appropriate safeguarding measures.

In addition we recognise there are occasions when our role will or could bring us into contact with children and adults at risk as we interact with our projects. These are as follows:

- TGF visits:
  - TGF visits to projects for meetings / audits of work / gain an understanding of how the project operates.
  - TGF attendance at project events such as fundraisers / supporters events.
  - TGF Net visit to complete pre-agreed work with a project e.g. graphic design.
- Evolution staff trips
  - Evolution employee trips to visit projects outside of the UK facilitated and overseen by TGF.

- Evolution staff volunteering
  - Evolution staff are offered opportunities to volunteer with our projects undertaking activities such as packing hampers / food parcels, DIY tasks. These are also facilitated and overseen by TGF.

All interactions with children and adults at risk will come via our partnership organisations whom we are working alongside to ensure adequate safeguarding arrangements therefore we would largely expect that any concerns identified would be dealt with through their own mechanisms. It is not expected that TGF or Evolution staff would interact with a child or adult at risk without the presence of the partner project with whom the activity was taking place alongside.

However, to ensure we are taking our safeguarding responsibilities seriously we will outline our procedures in this policy for when we may need to act without going through one of our partners in the exceptional circumstance this is insufficient or not appropriate.

In addition, we recognise that any of our own TGF members or staff within Evolution Power tools where we are based may be or may become an adult at risk or make a disclosure that could raise concern about a child or adult with care or support needs.

## Section 2

# Governance and leadership

### Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse.

They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

[A model safeguarding statement can be found in APPENDIX 1.](#)

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight (Our Ten standards | Thirtyone:eight).

## Governance

The Gavins Foundation board of trustees is appointed to have independent authority and legal responsibility. This includes having a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (IICSA The Governance Institute, 2017).

The board of trustees will have overarching responsibility for safeguarding within the organisation, including referring to the relevant charity regulator.

England and Wales [Charity Commission] – Reporting Serious Incidents [RSI]

[How to report a serious incident in your charity - GOV.UK](#)

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for our activities and those we interact with but to also build an open culture where:

- Those who lead do so by example,
- Are committed to the safeguarding of all
- Those that work or volunteer are safely recruited and trained for their roles.
- There are accountability structures
- With codes of conduct
- The values of the organisation are embedded in its day-to-day actions and behaviours of its people
- And there is open communication

# Section 3

## Prevention

### Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults at risk may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

For the purposes of this policy, a child will be referred to as someone under 18 years old, An adult at risk of harm will be defined in this policy as the following:

Any person aged 18 years or older who:

- Has care and support needs
- Is experiencing, or is at risk of, abuse or neglect
- Is unable to protect themselves because of their care and support needs

To safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

**1.** States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation,

including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

**2.** Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5: No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

This policy is in line with the following legislation:

- The Children Act 1989, 2004
- Working Together to Safeguard Children 2023
- The Care Act 2014
- Safeguarding Vulnerable Group Act 2006
- Mental Capacity Act 2005

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. APPENDIX 2.

## Positions of Trust

All adults working with children, young people and adults at risk are in a position of trust, we believe this also relates to TGF and those attending activities organised by TGF, such as Evolution staff. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted. As of April 2022, it is illegal in England and Wales and Northern Ireland for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

## Safer recruitment

The Leadership will ensure all TGF representatives will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- The relevant Disclosure and Barring Service (DBS (England and Wales) check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information). This will usually be a Basic DBS check.

- Qualifications where relevant have been verified
- A suitable training programme and induction is provided for the successful applicant
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

The following will apply to all evolution staff who take part in volunteering opportunities:

- Confirmation of suitability to volunteer will be provided by their Evolution line manager.
- Completion of a signed code of conduct by all Evolution staff wishing to volunteer.
- Evolution staff will not be left alone during their volunteering opportunity – they will be supervised by either TGF representatives or representatives from the partner charity where the volunteering takes place.

The following will apply to all TGF trips outside of the UK:

- There is a written description of the trip including all the requirements of those attending the trip.
- All those wishing to attend complete an application form and sign up to a code of conduct.
- Confirmation of suitability to attend an overseas trip involving children and adults at risk will be provided by their Evolution line manager.
- A basic DBS check is undertaken per trip.
- All those wishing to attend the trip attend a briefing which includes safeguarding and principles of working outside the UK.
- Evolution staff will not be left alone with children or adults at risk during their volunteering opportunity – they will be supervised by either TGF representatives or representatives from the partner charity where the trip takes place.
- All partner organisations where TGF trips visit will be informed of the process of reporting any concerns they have about TGF or Evolution staff.

## **Safeguarding training**

The Leadership is committed to on-going safeguarding training and development opportunities for all TGF representatives, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will provide or facilitate all TGF representatives undertaking basic safeguarding training which will be renewed every three years. A training log will be held in the staff file to evidence this.

The Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every two years. Where possible, the Leadership will provide or facilitate additional training for the requirements of the role.

The Leadership will provide or facilitate specialist safeguarding training for the governance board/ board of trustees which will be renewed every three years.

## **Practice Guidelines**

As an organisation it is anticipated all TGF's potential contact with children, young people and adults at risk will be via our partner organisations. Any possible exceptions to this however will still be covered in the section responding to allegation of abuse or neglect.

TGF representative and Evolution staff will visit our partners and therefore it is expected that all representatives and staff align with our code of conduct while visiting our partners. See appendix 3.

# Section 4

## Partnership working

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults at risk. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines with regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement which includes safeguarding statements all partners are to agree to (please see appendix 4 for full partnership agreement). The safeguarding statements are as follows:

We are committed to ensuring excellent safeguarding practice in our work. This includes:

- Having clear safeguarding policies and procedures that cover children and adults at risk and are reviewed yearly
- Ensuring adequate checks on all staff and volunteers in line with safe recruitment principles
- Providing safeguarding training to all staff and volunteers
- Having clear lines of reporting safeguarding concerns
- Regular monitoring of safeguarding practices
- Having a named safeguarding lead

TGF will request evidence of the above as part of their ongoing work with their partners.

Where a potential partner or ongoing partner does not have the above in place but they are willing to work alongside TGF to develop these mechanisms TGF will consider how to proceed. This may include the provision of direct support being provided by TGF or funded externally to improve safeguarding and meet the required standard.

In cases of poor safeguarding practices and / or a failure to address and improve these practices TGF has the right to reject funding proposals or pause / end ongoing funding.

It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets our safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults at risk and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## Section 5

# Responding to allegations of abuse

As already detailed in this policy the work of TGF is predominantly through our partnership organisations. Therefore, in the first instance TGF will seek to ensure that our partners are following their safeguarding policies and procedures and are recording and following up all safeguarding concerns and disclosures.

However, should a TGF representative in the course of their work or Evolution staff member while on a TGF trip or volunteering opportunity come across a safeguarding concern they should complete the following regardless of the action of the partner agency:

Under no circumstances should a worker or volunteer carry out their own investigation into an allegation or suspicion of abuse.

Follow procedures as below:

- The person in receipt of disclosures, allegation or concern of abuse should report concerns as soon as possible to:

The Delegated TGF lead for the trip or volunteering opportunity where relevant:

**Michelle Loveley / Beth Willoughby**

**T:** 07305789644 / 07985054323

**E:** michelle.loveley@evolutionpowertools.com / beth.willoughby@evolutionpowertools.com

The delegated TGF lead will pass concerns as soon as reasonably possible to:

**Beth Willoughby** (“Safeguarding Lead”)

**T:** 07985054323

**E:** beth.willoughby@evolutionpowertools.com

The above is nominated by the Leadership to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Lead or delegated TGF lead, or if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

**Heather Chisem** (“Deputy Safeguarding Lead”)

**T:** 07849114804

**E:** heather.chisem@evolutionpowertools.com

If the concerns implicate both the Safeguarding Lead and the Deputy Safeguarding Lead, then the report should be made in the first instance to:

**Trevor Wormleighton** (“Safeguarding Trustee”)

**T:** 07429202789

**E:** trevor.wormleighton@evolutionpowertools.com

The worker or volunteer can also contact Thirtyone:eight to get further advice if required:  
**T:** 0303 003 1111. Option 2

The worker or volunteer should record the disclosure, allegation or concern onto the general incident form and share this with the Safeguarding Lead/Safeguarding Deputy or Safeguarding Trustee as soon as possible. Please see a copy of the general incident form in appendix 5. This should be emailed and marked urgent and confidential.

The safeguarding lead will then in the first instance follow up with the partner organisation what their actions were in response to the concern / disclosure. The response to this will be clearly recorded and documented in the TGF safeguarding folder. If the response is satisfactory no further action needs to be taken from TGF.

However, in the following circumstances further action (as detailed below) may be required:

- Partner agency response is not deemed satisfactory to adequately safeguard
- Reporting the concern / disclosure to the partner agency places the individual at risk
- The concern is in respect of a senior member of the partner agency
- The concern / disclosure comes outside of a partner agency working arrangement

The Safeguarding Lead may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then then contact the relevant statutory services.

- Sheffield Children's Services: 0114 273 4855
- Sheffield Adults Services: 0114 273 4908
- Police: 101 or 999 if a person is at risk of harm
- Sheffield Local Authority Designated Officer: 0114 273 4855
- Charity Commissioner for England and Wales: 0300 066 9197

For any visits outside of Sheffield the relevant authority for that area will be contacted.

The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern, such as:

- Chair of Trustees or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales, Charity Commission for Northern Ireland or Office of the Scottish Charity Regulator) to report a serious incident/raise a concern (Scotland).
- Local Authority Designated Officer – LADO (England and Wales), Child's Named Person (Scotland) or the Gateway Team (Northern Ireland) if the allegation concerns a worker or volunteer working with someone under 18.

Concerns must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services, the police, or taking advice from Thirtyone:eight. The Leadership will support the Safeguarding Lead/Deputy Safeguarding Lead in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

## Detailed procedures where there is a concern about a child:

### Allegations of physical injury, neglect or emotional abuse:

- If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:
  - If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.
  - Contact Children's Social Care or Thirtyone:eight for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
  - If the disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care.
  - For lower-level concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of harm.
  - Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Care direct for advice.
  - Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Care.

### Allegations of sexual abuse:

- In the event of allegations or concerns of sexual abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:
  - Contact the Children's Social Care team.
  - Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirtyone:eight.
  - Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Care /police. Thirtyone:eight will confirm its advice in writing for future reference.

### Detailed procedures where there is a concern about an adult at risk:

Concerns or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

- If there is concern about any of the above, Safeguarding Lead/Deputy Safeguarding Lead will:
  - If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
  - Contact Adult Social Care who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

### **Allegations of abuse against a person who works with children/young people:**

- If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead, will:
  - Make a referral to the Local Authority Designated Officer –LADO whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
  - Make a referral to the relevant Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer if they are involved.
  - Share information about the concern with the police.

### **If there is a concern regarding spiritual abuse, Safeguarding Lead will:**

- Identify support services for the Survivor i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

### **Allegations of abuse against a person who works with adults with care and support needs:**

- The safeguarding Lead will:
  - Liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
  - Make a referral to the relevant Disclosure and Barring Service DBS following the advice of Adult Social Services.
  - Share information about the concern with the police.

The legislation across all four UK nations (The Care Act 2014, Adult Support and Protection (Scotland) Act 2007, Adult Safeguarding: Prevention and Protection in Partnership key documents 2015 (Northern Ireland) and Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Care to decide not the organisation.

### **Allegations of non-recent sexual abuse from an adult:**

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

- If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:
  - Give the adult the option to report this to the Police. If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor, unless their professional registration requires this.
  - If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer -LADO whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
  - If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
  - If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

### **Whistleblowing**

TGF recognises that as part of their safeguarding responsibilities it is essential that all TGF representatives and partner organisations are able to raise concerns which may relate to safeguarding concerns or other harmful practices within the organisation, therefore TGF has a whistleblowing policy that can be followed as needed. See appendix 6.

## Section 6

# Wellbeing Support and Pastoral Care

The Leadership is committed to offering wellbeing support/pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation. Please see below the details for the individual responsible for wellbeing support/pastoral care:

**Heather Chisem**

**T:** 07849114804

**E:** [heather.chisem@evolutionpowertools.com](mailto:heather.chisem@evolutionpowertools.com)

Working with those who may pose a risk  
When someone attending the organisation is known to pose a potential risk to children, or adults with care and support needs; the Leadership will supervise the individual concerned and offer wellbeing support/pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate external parties.

This policy was agreed by the leadership and will be reviewed annually on:

Signed by: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Version</b>	<b>Date</b>	<b>Author/ Amendments made by</b>	<b>Reason for change</b>	<b>Date of next review</b>
Safeguarding children policy And Safeguarding vulnerable adults	17 April 2019	Heather Chisem	Implementation of policy	April 2020
Safeguarding children policy And Safeguarding vulnerable adults	April 2020	Heather Chisem	Review	
The Gavins Foundation Safeguarding Policy V.1	October 2025	Beth Willoughby	Implementation of new policy	October 2026