



TRIP of Philosophy (TRIP) is fully committed to safeguarding the welfare of adults and children by taking all reasonable steps to protect them from neglect, physical, sexual or emotional harm. All staff, volunteers and contractors, will at all times show respect and understanding for the rights, safety and welfare of children and adults met in the course of their work with TRIP and conduct themselves in a way that reflects our principles.

Every person should be able to participate in an enjoyable and safe environment and be protected from harm. We recognise that abuse can be an emotive subject. It is important to understand the feelings involved and not to allow that to interfere with judgment about any action that needs to be taken. We also recognise our responsibility to safeguard and promote the welfare of all by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Safeguarding duties extend to whole organisation policies, values and ethos and include all staff, volunteers and contractors and this policy ensures all the right things are in place to protect and safeguard adults and children. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## **Safeguarding those at Risk**

The purpose of this policy is to outline the duty and responsibility of staff, contractors and volunteers working on behalf of the organisation in relation to safeguarding adults or children at risk.

All have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.

Abuse may consist of a single act or repeated acts. It may occur as a result of a failure to undertake action or appropriate care tasks. It may be an act of neglect or an omission to act, or it may occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not, or cannot, consent.

Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the individual. Concerns about abuse may be raised and reported to the regulatory body as a result of a single incident or repeated incidents of abuse.

## **Regulated Activity**

If your work either becomes a regulated activity or where you are asked to perform work that is a regulated activity, we will require you to provide a satisfactory check to confirm your suitability to carry out this work.

If you refuse to undertake this check, or if you appear on the barred list, we will investigate whether you can continue to be employed in activities that are not regulated activities before contemplating your dismissal.

**If you are added to a barred list during the course of your employment**, we will be legally obliged not to allow you to continue to engage in regulated activity. this may mean that we cannot continue to employ you.

**If we receive notification that you have been barred**, we will investigate whether you can continue to be employed in activities that are not regulated activities, but in these circumstances we reserve the right to dismiss you without notice

## **Staff responsibilities**

All staff and volunteers working on behalf of the organisation have a duty to promote the welfare and safety of all. Staff and volunteers may receive disclosures of abuse and observe those who are at risk. This policy will enable staff/volunteers to make informed and confident responses to specific protection issues.

It is important that anyone at risk is protected from abuse. All complaints, allegations or suspicions must be taken seriously. This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that anyone at risk has been abused.

Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the individual.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information. This must include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the person who it is alleged has been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

Any suspicion, allegation or incident of abuse must be reported to the Senior Manager on that working day where possible.

## **Enabling reports**

TRIP will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected.

TRIP will also accept complaints from external sources such as members of the public, partners and official bodies.

## How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their TRIP line manager.

If the staff member does not feel comfortable reporting to their line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to the Managing Director or Chair of Trustees or any other appropriate staff member within TRIP or within the organisational structure within which they are working, for example, this could be a school or a prison. The Managing Director or Chair of Trustees of TRIP can be contacted by email at [m.nightingale@royalinstitutephilosophy.org](mailto:m.nightingale@royalinstitutephilosophy.org) or [l.obrien@royalinstitutephilosophy.org](mailto:l.obrien@royalinstitutephilosophy.org) or the Managing Director's mobile phone 07770 515583.

## Response

TRIP will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

TRIP will apply appropriate disciplinary measures to staff, contractors or volunteers found in breach of policy.

## Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

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