

European Lung Foundation Safeguarding Policy

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1. Introduction and Policy Purpose

ELF is a patient-led organisation that works internationally to bring patients and the public together with healthcare professionals to improve lung health and advance diagnosis, treatment and care.

Founded in 2000, ELF works in partnership with the European Respiratory Society (ERS) to develop the union between lung health professionals and patients. Based in Sheffield (UK) and Brussels (Belgium) ELF has grown and developed a core team of specialists and a network of individual patients and patient organisations. ELF works with people from all over the world, including our volunteer patient network of more than 350 people and our patient organisation network with more than 200 respiratory organisations in Europe; working together with people living with more than 40 different lung conditions.

Our ethos is openness, inclusiveness and collaboration. We believe in working together to improve lung health.

The organisation seeks to achieve this in several ways, including directly advising people with lung conditions across a range of media, interacting with volunteers and working with the public and partners at events.

The purpose of this Safeguarding Policy is to ensure that in all of ELF's activities that:

- the safety and wellbeing of individuals and groups is considered and appropriately acted upon to protect those individuals or groups
- the trust and reputation of ELF and its employees is maintained and protected.

2. Aims and Scope

2.1 Safeguarding is a term used to denote measures to protect the health, well-being and human rights of individuals, which allow people — especially children, young people and vulnerable adults — to live free from abuse, harm and neglect. "Safeguarding people". *Care Quality Commission*. 18 June 2014. Retrieved 9 December 2014.

2.2 As a registered charity ELF has a position of trust for people living with lung conditions and the general public. It will therefore have interactions with many people including people affected by lung disease. This may include people who are vulnerable due to social, economic or health circumstances. Although the services provided by ELF may be individually tailored, it does not constitute the provision of a healthcare service and does not seek personal information to provide that advice. In this regard, ELF's resources and staff do not have a responsibility for medical care but do have a moral and ethical responsibility to help protect people from harm.

2.3 ELF will endeavour to provide a robust series of policies and procedures and a supportive, learning environment to create an effective safeguarding culture.

2.4 This policy sets out the foundations for effective Safeguarding practice within ELF and throughout all ELF activities. These areas include but are not limited to:

- contact with patients, volunteers and the general public
- events and public meetings
- fundraising
- social media and other online activity
- research and policy.

2.5 This policy is unable to cover every potential situation, but is intended to clearly outline the principles of good safeguarding practice within ELF so that every ELF employee, volunteer, representative or partner is confident and competent to contribute to a safe environment for the people it works with and interacts with and can take appropriate action when required.

3. Definitions

3.1 Safeguarding denotes measures to protect the health, well-being and human rights of individuals, which allow people — especially children, young people and vulnerable adults — to live free from abuse, harm and neglect. "Safeguarding people". *Care Quality Commission. 18 June 2014. Retrieved 9 December 2014.*

3.2 Safeguarding children and promoting their welfare includes:

- Protecting them from maltreatment or things that are bad for their health or development.
- Making sure they grow up in circumstances that allow safe and effective care.

3.3 Safeguarding adults and children includes:

- Protecting their rights to live in safety, free from abuse and neglect.
- People and organisations working together to prevent the risk of abuse or neglect, and to stop them from happening.
- Making sure people's wellbeing is promoted, taking their views, wishes, feelings and beliefs into account.

3.4 Vulnerable people (whether adult or child) can be neglected or abused. Abuse can take the form of:

- Physical abuse.
- Emotional abuse.
- Psychological abuse.
- Sexual abuse.

3.5 Vulnerable people might also be subject to the risk of trafficking, exploitation, female genital mutilation, and radicalisation.

3.6 Online vulnerability may be in the form of cyberbullying, grooming, losing control of personal data (including financial data, pictures, videos), overuse and addiction to digital devices, risk to personal reputation (e.g. by sharing opinions, views and feelings) and accessing inappropriate sites.

3.7 ELF and its employees need to consider all possible scenarios where vulnerable people might be identified:

- Employees are in face-to-face contact with someone they believe may be vulnerable
- Employees are in telephone contact with someone they believe who be vulnerable
- Employees are in digital contact (social media messaging, email) with someone they believe may be vulnerable
- Employees believe that a dependant of a contact (e.g. children of a caller) may be vulnerable
- Employees witness (either in person or online) someone being made vulnerable
- Employees believe that the actions of ELF, an employee or representative, or a partner or associate may put, or is putting an individual or group at risk of vulnerability.

Any individual or group may be considered as vulnerable or in need of safeguarding. This may include employees, volunteers, associates and partners

4. Core Safeguarding Principles

The following principles should form constant safeguarding themes through the culture, aims, policies and behaviours of all ELF activities.

4.1 Prevention

4.1.1 ELF will have policies and procedures in place to ensure that employees, volunteers, associates or partners have had the appropriate checks so that any prior history or behaviours that constitute a potential safeguarding risk can be identified and mitigated as appropriate.

4.1.2 All ELF employees, volunteers, associates or partners will be made aware of their safeguarding responsibilities as well as policies and procedures so that they may highlight areas of potential safeguarding risk to mitigate that risk.

4.1.3 ELF has an open and reflective culture that encourages continual learning and appreciation of safeguarding risks throughout the organisation. The protection of vulnerable people from harm is a team effort and of paramount importance.

4.1.4 Policies and procedures will encourage the accurate documentation of safeguarding assessments, concerns, incidents and actions. This will allow audit and learning for the organisation.

4.1.5 Data relating to individuals, including personal and sensitive data, will be securely stored and used in line with data protection legislation and guidance.

4.1.6 Safeguarding policies and procedures, including how to raise a safeguarding concern, will be easily accessible to all employees, volunteers, associates and partners. Internally they will be available on a shared drive and externally through the ELF website.

4.2 Training

4.2.1 ELF has a robust and auditable safeguarding training process. All staff will receive training thorough a workshop and for new staff joining ELF this will be incorporated into the induction

programme. Training is proportional to the safeguarding risks that an individual role may present. Opportunity for further training should be provided where appropriate.

4.3 Risk assessment

4.3.1 All ELF employees will consider the potential safeguarding impact of any role they are providing on behalf of ELF.

4.3.2 There are clear and documented escalation procedures within each team.

4.3.3 All ELF projects and plans will include clear and documented consideration of potential safeguarding issues. A more robust assessment should be undertaken where there is greater potential risk.

4.3.4 A risk assessment form will be completed for all ELF events.

4.4 Detection

4.4.1 Through training, all employees, volunteers, associates and partners are aware of potential safeguarding concerns to look for and consider.

4.4.2 All employees, volunteers, associates and partners are aware of the importance to escalate suspected safeguarding issues urgently and to the appropriate people externally and within ELF.

4.5 Escalation and reporting - internally

4.5.1 All employees, volunteers, associates and partners are aware of who they should inform of any potential safeguarding incident. This should also be done in writing so there is a clear audit trail.

4.6 Sharing and reporting - externally

4.6.1 All employees, volunteers, associates and partners can quickly identify the correct procedures for which authorities (for example police, local authority) should be informed of safeguarding concerns.

4.7 Action

4.7.1 All employees, volunteers, associates and partners are aware of their responsibilities where safeguarding concerns are identified. This includes sharing the concerns internally and externally as appropriate and accurate documentation.

4.8 Whistleblowing

4.8.1 All employees, volunteers, associates and partners should be able and feel comfortable to raise safeguarding concerns about ELF employees, volunteers, associates and partners. This should be done internally in the first instance but it may be appropriate to inform external agencies (e.g. police, local authorities) should the safeguarding concern be deemed serious or urgent enough.

4.8.2 All employees should report concerns to whom they feel comfortable to report to, in the first instance the line manager, or director.

4.8.3 ELF has a Grievance, Disciplinary and Whistleblowing Policy that sets out the process and approach to such issues.

4.9 Review

4.9.1 ELF will continue to review its safeguarding policies and procedures on a regular basis and considering specific incidents or perceived risks. New areas of work by ELF, including new types of relationships with individuals or organisations, should prompt a review of all relevant policies and procedures.

4.9.2 ELF will have processes in place to review all safeguarding incidents and concerns raised to see where additional action is required or where policies and procedures need updating.

4.9.3 ELF will seek external safeguarding advice where it is appropriate to do so following a specific incident or concern, or if there is a specific event or project which carries a significant or new safeguarding risk.

5. Responsibilities and Accountabilities

5.1 Safeguarding Lead

5.1.1 The Safeguarding Lead for ELF is the Director.

5.1.2 The Safeguarding Lead is responsible for maintaining and updating this policy considering feedback, events and new activities undertaken by ELF, and for reviewing the policy every two years to ensure it remains relevant for the organisation's activities and risks.

5.1.3 New safeguarding concerns or incidents should be shared with the Safeguarding Lead at the earliest opportunity. The Safeguarding Lead should maintain a log of all incidents.

5.2 Safeguarding Champions

5.2.1 Safeguarding Champions will be leads of projects where there is high potential for contact with vulnerable people.

5.2.2 The Safeguarding Lead is the main point of contact for Safeguarding Champions regarding safeguarding matters. The Champions will be responsible for implementing, maintaining and updating safeguarding procedure for their relevant project. They should work with team members to consider, identify and mitigate against potential safeguarding issues.

5.2.3 Any safeguarding incidents should be shared with the Safeguarding Lead at the earliest opportunity and communicated in writing as soon as practicable. Where this not possible (due to the Safeguarding Lead being absent) or not desired (due to the Safeguarding Lead being potentially implicated) then another member of the ERS leadership should be informed.

5.2.4 Safeguarding Champions should lead a culture that promotes the wellbeing and protection of all vulnerable adults and children. This culture will be supported through ensuring safeguarding risk assessments are carried out for all events and services and regular reviews are carried out to identify potential risks and learning from any incidents. Safeguarding Champions should consider the

potential for actual and spurious claims being made against individuals working for or on behalf of ELF.

5.2.5 The Safeguarding Lead should support Safeguarding Champions, teams and individuals to consider safeguarding risks in advance of events and new services. They should also encourage a culture of considering where potential safeguarding issues may have arisen and use these insights to inform the updating of Safeguarding policies and organisational learning.

5.3 ELF Council

5.3.1 The ELF Council is ultimately responsible for safeguarding within ELF and as such is responsible for approving the Safeguarding Policies.

5.3.2 The ELF Council are responsible for overseeing the performance of the Safeguarding Lead and Safeguarding Champions in their implementation of the policy.

5.3.3 The ELF Council may request written or verbal updates at any time should the need arise due to concerns around the implementation of the policy or an incident or to pre-empt a specific event or risk.

5.4 Employment

5.4.1 As part of standard employment checks, ELF only offers employment conditional on receipt of suitable references.

5.4.2 As part of core induction processes colleagues are provided with information relating to safeguarding principles and are required to read all policies relating to HR practices including this Safeguarding Policy. In addition, managers provide colleagues with orientation and training in relation to the safeguarding procedures that must be followed for their duties.

5.5 ELF Staff, Volunteers, Representatives

5.5.1 As set out above, as part of their induction all ELF staff will be made aware of the Safeguarding Policy. Staff have a responsibility to read and understand the policies as they apply to them and their role. If they are assisting another team or member of staff beyond their usual role, they should familiarise themselves with the relevant policies.

5.5.2 As part of the employment process, prospective employees will be asked to disclose any previous criminal convictions or pending investigations.

5.5.3 It is the responsibility of individual members of staff to complete appropriate safeguarding training and assessments as appropriate to their role and responsibilities.

5.5.4 To maintain a Safeguarding culture, each member of staff has a responsibility to consider potential safeguarding risks and implications relating to any aspect of their role. Any potential concerns must be discussed including if they do not feel competent or confident. It is recommended that any issues are documented (for example on email) to establish an audit trail. It may be appropriate to perform a more detailed safeguarding risk assessment as part of the planning process for an event or service.

5.5.5 Issues that prevent implementation of this policy and related policies must be highlighted to the Safeguarding Lead.

5.5.6 As standard management practice, employees will be given regular feedback on their performance including the identification of any learning and development needs. This feedback will highlight any areas that need addressing including in relation to safeguarding awareness. Employees will be supported to ensure that they can undertake their duties in line with our quality standards. Where employees fail to follow ELF procedures disciplinary action may result as set out in our Grievance and Disciplinary Policy.

5.5.7 Where ELF has volunteers, representatives or partners acting as agents of ELF or who may, by implication, be associated with ELF, it is essential that ELF standards and values are not compromised. In these circumstances the highest level of safeguarding culture and behaviour should be maintained. This may require due diligence processes and/or sharing of ELF safeguarding policies. ELF may choose to insist on the same levels of checks and training as it would normally expect of an employee.

5.5.8 ELF may require a request of partners to disclose their safeguarding policies and address any specific concerns re members of staff in the employ of that partner.

5.5.9 Documentation of any processes taken to maintain ELF safeguarding processes and inclusion within contracts is recommended.

5.6 ELF Partners and Associates

5.6.1 Where ELF has a contract, relationship or is providing support (including financial) to an individual or organisation a clear understanding of the organisation's safeguarding values and policies should be shared and where necessary included in a contract to protect the reputation of ELF. Organisations will be directed to the ELF Safeguarding Policy.

5.6.2 ELF should be informed of any potential or actual deviation from their safeguarding values or policies by any partner or associate at the earliest opportunity.

5.6.3 Any deviation from the safeguarding values or policies by any partner or associate from those of ELF may represent a force majeure in any contract or agreement.

5.6.4 Where ELF is working with a partner who is acting as agents of ELF or who may, by implication, be associated with ELF, it is essential that ELF standards and values are not compromised. In these circumstances the highest level of safeguarding culture and behaviour should be maintained. This may require due diligence processes and sharing of ELF safeguarding policies. ELF will choose to insist on the same levels of checks and training as it would normally expect of an employee.

5.6.5 ELF may require partners to disclose their safeguarding policies and address any specific concerns re members of staff in the employ of that partner.