



**Forest Churches Emergency Night Shelter (FCENS)**

# **General Safeguarding Policy**

**Last review: October 2018**

This policy operates in conjunction with our  
Safeguarding Adults Policy

To be next reviewed in July 2019

FCENS, 8 Church End, Walthamstow E17 9RS  
Charity No. 1148362 Company Limited by Guarantee No: 7904107

## **Introduction and Values**

Forest Churches Emergency Night Shelter (FCENS) is a Christian organisation that is passionate about living out God's kingdom values of love, hope, justice and transformation. It's what inspires us and drives us. FCENS will therefore, reflect this Christian ethos through its staff, volunteer workers and in all of its developments.

FCENS takes seriously its responsibility to nurture, protect and safeguard the welfare of all staff, volunteers, guests and vulnerable people entrusted to its care. The aim of the FCENS Safeguarding Policy is to ensure we are striving to make our Shelter as safe as possible for all parties concerned and in particular protect vulnerable people in our care from abuse and to ensure that people who have been abused receive support and protection from further abuse.

The purpose of this policy is:

- to protect all young people and adults who volunteer or receive services from FCENS
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding

## **Scope of policy**

This policy applies to

- All staff employed by FCENS irrespective of funding agent.
- All volunteers of FCENS
- All campaigning and promotional functions of FCENS
- Members of FCENS.

This policy operates in conjunction with our Safeguarding Adults Policy which details more specific information and guidelines concerning adults at risk.

## **Ensuring our Night Shelter is safe**

The following guidelines are to be followed to ensure the safety of all people who work for FCENS and come into contact with our services.

### **Recruiting Staff safely**

- A written application form is to be completed for applicants to all paid posts. This includes full details of all convictions, cautions and bind-overs, including those regarded as spent under the ROA, and any pending prosecutions. The post requires that all applicants undergo Enhanced Disclosure.
- Face-to-face interviews are held with all applicants by two or more trustees and any appointed officers with a transparent scoring system.
- Applicants must provide two referees; proof of identification; and original copies of any necessary qualifications before appointment.
- All paid staff are required to have a DBS check.

### **Recruiting Volunteers safely**

- All venue co-ordinators require a DBS check.
- Any volunteers that meet guests alone require DBS checks

- Volunteers must undertake comprehensive training at the start of each season or before they volunteer for the shelter.
- Volunteers must sign and adhere to our Volunteer handbook which includes guidance on best practice and all relevant policies.

### **Safeguarding Staff and Volunteers**

- No staff or volunteer is required to meet alone with anyone.
- All staff and volunteers are given an induction to the security and fire safety of the venue(s) that they work in.
- All staff and volunteers are given contact details of who to contact in an emergency.
- All staff, volunteers and visitors must sign in/out at each venue.

### **Safeguarding Children**

- Children are not permitted in the shelter at times when guests are present. They may help with setting up before guests arrive.
- Children may not be accepted as guests, either alone or in families.

### **Safeguarding All Guests**

- When guests are referred, each guest is interviewed by the Caseworker and an assessment is carried out drawing on supporting information from the referring organisation. If necessary, the Board of Trustees or an external expert is consulted.
- Any female guests will be given separate accommodation from men, either in a separate room or a screened-off section.
- There will be at least one Over Night worker and one or two Night Awake staff on site at all times and an additional emergency contact who can be on the premises within 15 minutes.
- No member of staff, volunteer or visitor is allowed to meet alone with a guest without a DBS check.
- All visitors (e.g. press, politicians, clergy) must have clearance from the Venue co-ordinator before entering the venue.

### **Ensuring each venue is safe**

- A risk assessment is made at the beginning of each season to ensure each venue has adequate security, fire safety and that no equipment that can be deemed a risk (e.g. tools, sharp implements) are accessible to guests.
- Regular checks are made by the Caseworker and night awake worker to ensure that the venues remain a safe environment.
- All venues must have an up to date fire safety check and have the correct insurance policies.

## Recording and Storing information

- All information will be stored securely either on our webserver with password protection or hard copies will be stored in lockable storage. Access to that information will be restricted to paid staff and trustees.
- Guests will be made aware that information concerning them will be recorded and forms part of their agreement to use our services.
- No personal information is shared between guests
- Any concerns about a vulnerable adult will be recorded in writing and regularly updated.
- We will not store any information concerning a guest for more than five years after which it will be securely destroyed.

## Vulnerable Adults

*Please refer to the corresponding 'Safeguarding Adults Policy'*

## Contact

1. If you have a concern regarding the safety of a guest or a safeguarding concern about a venue, please contact:

Tunde Rotinwa (FCENS Caseworker)  
Tel: 07739 870 411  
E-mail: [caseworker@forestnightshelter.org.uk](mailto:caseworker@forestnightshelter.org.uk)

OR

David Britton (Chair of FCENS)  
Tel: 07732 135 178 / 020 8279 7738  
E-mail: [rev.britton@gmail.com](mailto:rev.britton@gmail.com)

2. If you have a safeguarding concern regarding a member of staff or volunteer or a more general concern about the safeguarding practices of the organisation, please contact:

David Britton (Chair of FCENS)  
Tel: 07732 135 178 / 020 8279 7738  
E-mail: [rev.britton@gmail.com](mailto:rev.britton@gmail.com)

OR

David Baker (Trustee)  
Tel: 07845 043 188  
E-mail: [davidmbaker@hotmail.com](mailto:davidmbaker@hotmail.com)

## Training

New and existing employees and volunteers will be made aware of the training opportunities available to them and are positively encouraged to take them up.

## Support

New and existing staff and volunteers have access to support. If a worker feels isolated, provision is made to support them from within the organisation or externally as appropriate, following discussion with the Trustees.

## Discipline & Grievance

It is made clear to all employees and volunteers that discrimination, abuse or harassment on the grounds of race, age, gender, disability or sexuality – if proven – is a dismissible offence (see Disciplinary procedure.)

**The effectiveness of this policy is subject to review, monitoring and revision every 12 months (or sooner if work activity or legislation changes.)**

Signed:

A handwritten signature in blue ink, appearing to be 'M. B. H.', is written on the page.

**Position:** Chair of Trustees  
**Date:** 10<sup>th</sup> October 2018