



Safeguarding Procedure

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J Holmes

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Board of Trustees

Safeguarding Procedure

1. Purpose

This procedure explains what to do if a safeguarding concern arises in connection with Both Sides Foundation's activities. It is designed to ensure concerns are recognised, reported and responded to promptly, proportionately and appropriately.

Both Sides Foundation works with young people aged 15–21, and safeguarding is everyone's responsibility.

2. Who This Procedure Applies To

This procedure applies to all individuals working with or on behalf of Both Sides Foundation, including trustees, staff, volunteers, practitioners, facilitators, contractors and delivery partners.

It applies across all activities, including retreats, workshops, outreach, events and online engagement.

3. What Is a Safeguarding Concern?

A safeguarding concern may arise where there is reason to believe that a person:

- Is being harmed or abused
- Is at risk of harm or exploitation
- Is unable to protect themselves due to vulnerability
- Is behaving in a way that places themselves or others at serious risk

Concerns may relate to children and young people, or to adults at risk.

You do not need proof to raise a concern. If something does not feel right, it should be shared.

4. Immediate Danger or Emergency

If you believe someone is in immediate danger or requires urgent medical or mental health support:

- Call 999 straight away
- Take reasonable steps to ensure immediate safety
- Inform the Designated Safeguarding Lead as soon as possible afterwards
- If no DSL is listed – notify the current Chair of Trustees

Emergency action always takes priority.

5. How to Report a Safeguarding Concern

If a safeguarding concern arises, you must report it as soon as possible.

Concerns should be reported to:

- The Designated Safeguarding Lead (DSL), or
- The Deputy Safeguarding Lead if the DSL is unavailable

If neither is available and the concern cannot wait, seek advice from appropriate safeguarding services, Chair of Trustees or emergency services where necessary.

6. What Information to Record

When reporting a concern, provide as much factual information as possible, including:

- Who is involved
- What you observed or were told
- When and where the concern arose
- Any immediate actions taken

Do not investigate the concern yourself or promise confidentiality.

7. Responding to a Disclosure

If someone tells you something concerning:

- Stay calm and listen carefully
- Take the concern seriously
- Reassure them that they have done the right thing by speaking up
- Do not ask leading questions or press for details
- Explain that you may need to share the information to help keep people safe

8. Next Steps and Escalation

The Designated Safeguarding Lead will:

- Assess the concern
- Decide on appropriate next steps
- Seek advice or make referrals to statutory services where required

Children and Young People

Concerns about children and young people (under 18) may be referred to Children's Social Care or other relevant safeguarding bodies.

Adults at Risk

Concerns about adults at risk may be referred to Adult Social Care, safeguarding teams or other appropriate agencies.

The response will always be proportionate and focused on safety.

9. Recording and Confidentiality

All safeguarding concerns will be:

- Recorded securely
- Managed confidentially
- Shared only on a need-to-know basis

Safeguarding information may be shared without consent where necessary to protect someone from harm or to meet legal obligations.

10. If the Concern Involves Someone Working With the Foundation

If a safeguarding concern involves a trustee, staff member, volunteer or practitioner, it must still be reported immediately to the Designated Safeguarding Lead.

The Foundation will manage such concerns sensitively and fairly, and external safeguarding advice will be sought where appropriate.

11. Support

Raising safeguarding concerns can be distressing. Support will be offered to individuals involved, where appropriate.

12. Review

This procedure is reviewed regularly to ensure it remains effective and aligned with the Foundation's Safeguarding Policy and current safeguarding guidance.