

## **Colleague, Volunteer and Foster Carer Safeguarding Reporting Frequently Asked Questions**

### **1. Why are we doing this?**

As a Charity committed to the very highest standards of Safeguarding for those we serve and also for those who work for us, on our behalf or with us. It is important that we know about, respond appropriately and learn from those situations where they are harmed in some way as a result of their association with the Charity. We also have responsibilities with regards of reporting the most serious matters to the Charity Commission and need a process to collate and consider such matters and make recommendations about reporting to the Executive and Trustees.

### **2. Who does it cover?**

Barnardo's and the Charity Commission are concerned that we protect all those who come into contact with Barnardo's. We have existing systems and processes to report harm to Service Users. This Policy covers all those who work for us, with us and on behalf of Barnardo's, including:

- The workforce – all those employed by Barnardo's
- Secondees – those employed by others but are working under the auspices of Barnardo's
- Volunteers – those who give their time freely to undertake activity for the Charity
- Foster Carers/Pre-Adopters/Supported Lodgings Providers – those who provide placements for children and young people
- Students – those on placements with Barnardo's

### **3. We already report Work Related Stress through sickness reporting, why are also reporting it through this process?**

There are indeed existing processes for reporting work-related stress. However it is also important that we consider whether any in this cohort have been so harmed or possibly harmed that we need to consider reporting to the Charity Commission. Therefore we are not looking for all work-related stress to be reported but only those instances when staff report work-related stress and confirm that they have been off for more than seven days self-certified absence AND have been prescribed medication and/or talking therapies.

**4. Why is there a threshold for reporting and then another threshold for reporting to the Charity Commission?**

The Charity Commission only requires reporting where the matters are particularly serious. However, it is important that we consider those Colleague, Volunteer and Foster Carer Safeguarding matters short of that threshold in terms of identifying patterns, learning and preventative factors to ensure we do not just report the right matters externally but that are genuinely promoting good Colleague, Volunteer and Foster Carer Safeguarding.

**5. A form has been completed about me – who will get to see it?**

The very highest standards of Confidentiality will apply to the operation of this Policy and Procedures and access to the forms completed will be limited to a small number of people. Routinely all forms will be copied to: Head of Corporate Safeguarding, Head of People (Operations), Corporate Director with responsibility for Safeguarding, Departmental Safeguarding Lead, Line Manager and Region/Nation/Department Director. Only those relating to Volunteers will be copied to the Head of Volunteering and only those relating to Family Placement will be copied to the Head of Family Placement. In subsequent reporting eg Weekly Safeguarding Report to the Chief Executive, initials will be used. When matters are reported to Trustees, information will be limited to statistics.

**6. How are decisions made as to whether something is reported to the Charity Commission?**

At the time the Safeguarding Team receive a report, the receiving person makes a decision and indicates in their reply whether this is a matter that needs to be considered for reporting to the Charity Commission. All flagged reports are then taken to a Quarterly Meeting between the Head of Safeguarding, the Corporate Director for Safeguarding and the Company Secretary/Legal Counsel for consideration of those matters we wish to recommend to the Trustees are reported to the Commission.

**7. Are you sure you have the Criteria and Threshold right?**

As this is a new Policy and new Procedures with an initial Criteria and Threshold, it would be naïve to assume that we have got it exactly right first time. These will be reviewed after 6 months as to

whether the level and type of reporting feels right and whether refinement is needed.

## **8. Where will the Policy, Procedures and Form be held?**

As with all Safeguarding Policies, Procedures and Forms these will be held within the Safeguarding area of Inside Barnardo's. It is vital that a form is downloaded from this part of Inside Barnardo's rather than downloading and storing the form locally, as if there are changes and amendments you may find yourself completing an older version of the form.