

THE SHIPWRECKED MARINERS' SOCIETY

SAFEGUARDING POLICY STATEMENT

1. This policy details how Shipwrecked Mariners Society protects its service users from abuse or harm in line with its legal requirements and best safeguarding practice guidance. The Society acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

The term 'abuse' can be subject to wide interpretation. For the purpose of this Policy, abuse is defined as a violation of an individual's human and civil rights by any other person (or persons) which results in significant harm. Abuse is about the misuse of power and control that one person has over another. Where there is dependency, there is a possibility of abuse or neglect unless adequate safeguards are put in place.

2. The Society exists to provide financial support to fishermen, merchant mariners and their families who are in need. The Society's grant making activity is administered by a small team of Head Office staff, supported by a wide network of caseworkers. Some of these caseworkers are volunteers for the Society and some work for partner organisations. The Society takes direct responsibility for ensuring its own staff and volunteers understand and fulfil their safeguarding responsibilities, but also ensures suitable arrangements are in place in partner organisations to uphold safeguarding standards.

3. It is important to have the policy and procedures in place so that staff, volunteers, beneficiaries, and trustees can work to prevent abuse and know what to do in the event of abuse.

4. This policy should be read in conjunction with the following policies:

- Recruitment Policy
- Equal Opportunities and Diversity Policy
- Whistleblowing Policy

5. This Policy Statement and the associated procedures have been drawn up in order to;

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- to ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- and to stop that abuse occurring.

6. The Policy and Procedures relate to the safeguarding of adults at risk. Adults at risk are defined as an adult who has:

- Has needs for care and support by reason of mental or other disability, age or illness. (whether or not the local authority is meeting any of those needs)
- Is experiencing, or at risk of abuse and neglect
- As a result of those care and support needs is unable to protect themselves from either the risk of or experience of abuse or neglect

7. The policy applies to all staff, including senior managers, trustees, paid staff, volunteers and anyone working on behalf of The Shipwrecked Mariners Society.

8. The Shipwrecked mariners Society

- will ensure that all trustees, staff, and those accessing our services are familiar with this policy and procedures
- will gain necessary permission from service users before sharing information about them with another agency
- will endeavour to keep up to date with national developments relating to preventing abuse and welfare of adults
- will ensure that the Designated Named Person understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies

The Trustee lead for Safeguarding within the Shipwrecked Mariners Society is:

Mrs Elizabeth Price

The Designated Safeguarding Lead for the Shipwrecked Mariners Society is:

Capt Justin Osmond RN
1 North Pallant
Chichester
PO19 1TL

(01243) 789329

Capt Justin Osmond RN should be contacted whenever there is a safeguarding concern and for support and advice on implementing this policy and procedures.

The Deputy Designated Safeguarding Lead (to be referred to if Capt Osmond is not contactable) is:

Ms Samantha Raeburn

Safeguarding Procedure

1. These procedures have been designed to ensure the welfare and protection of any adult who accesses services provided by the Shipwrecked Mariners Society. The procedures recognise that adult abuse can be a difficult subject for workers to deal with. However, the protection of vulnerable adults from harm and abuse is an essential function which relies on everybody assuming personal responsibility for such protection; the aim of these procedures is to ensure that all managers, trustees of the organisation, staff and volunteers act appropriately in response to any concern around adult abuse.

2. Whilst the highest priority must always be given to ensuring the welfare and protection of vulnerable adults, it is important that the Chair of Trustees receive immediate notification of any safeguarding issue which has the potential to affect the reputation of the Society, or to raise media interest. The Chairman will then decide the urgency with which other Trustees should be informed of such issues.

Preventing Abuse

3. The Society is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and ensuring that all those involved with Society will be treated with respect. The Society utilises safer recruitment policies and practices for paid staff, trustees and volunteers, ensuring references are taken up and adequate training on Safeguarding Adults is provided for all personnel. Of note, having reviewed the activity undertaken by the Society, and having consulted with the relevant DBS authority, it is clear that Society does not engage in 'working with adults' as defined in the Disclosure and Barring Service guidance. As such the Society is not legally entitled to request standard or enhanced DBS checks on its personnel. Whilst a basic DBS check could be requested, given the limited information which this provides, and the time limited nature of the check, Trustees have decided that such checks are not appropriate. The Society does however focus on declarations made by applicants and ensures that references are satisfactorily checked before allowing an individual to undertake work on behalf of the Society. The organisation will work within the current legal framework for reporting staff or volunteers that are abusers.

Recognising the signs and symptoms of abuse

4. The Society will ensure that all its personnel, including the Designated Named Person, other members of staff, trustees and volunteers are provided with appropriate training. The designated named person and the named trustee will attend regular safeguarding training at least every three years to ensure they are up to date with all current legislation. All staff and volunteers who have direct contact with beneficiaries will complete appropriate safeguarding training during their induction to the Society and at least every three years going forward.

The Mental Capacity Act and Care Act provides a clear legal framework for how organisations work in partnership with other public services to protect adults at risk, placing Adult Safeguarding on the same statutory footing as children. Safeguarding adults means protecting a person's right to live in safety, free from abuse and neglect. As an organisation we must demonstrate the aims of adult Safeguarding:

- To prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- To safeguard individuals in a way that supports them in making choices and having control in how they choose to live their lives.
- To promote an outcomes approach in Safeguarding that works for people resulting in the best experience possible.
- To raise public awareness so that employees, volunteers and communities as a whole play their part in preventing, identifying and responding to abuse and neglect.

If an individual (employee or volunteer) has reasonable cause to suspect an adult in their area is suffering or is at risk of abuse and neglect and has needs which leave them unable to protect themselves, then they must ensure enquiries are made in order to decide what action (if any) should be taken, and by whom (the “duty to enquire”).

Signs of abuse of an adult can often be difficult to detect. Below is a list of possible types of adult abuse.

- Physical
- Domestic Violence
- Sexual
- Psychological
- Financial/material
- Modern Slavery
- Discriminatory
- Organisational
- Neglect – omissions
- Self-Neglect

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

5. People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

What to do if someone is experiencing abuse

6. The Society recognises that it has a duty to act on reports, or suspicions of abuse or neglect. If you suspect/witness abuse, or are made aware of an allegation of abuse, it is essential that your concerns are acted upon promptly. Depending on the severity of the circumstances it may be necessary to:

- Seek medical assistance (e.g. call an ambulance)
- Call the police if a crime has been committed
- Preserve evidence
- Ensure staff, volunteers, beneficiaries and yourself remain safe

Such incidents likely to require you to:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible using only factual information not opinion
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously

In all cases you should refrain from:

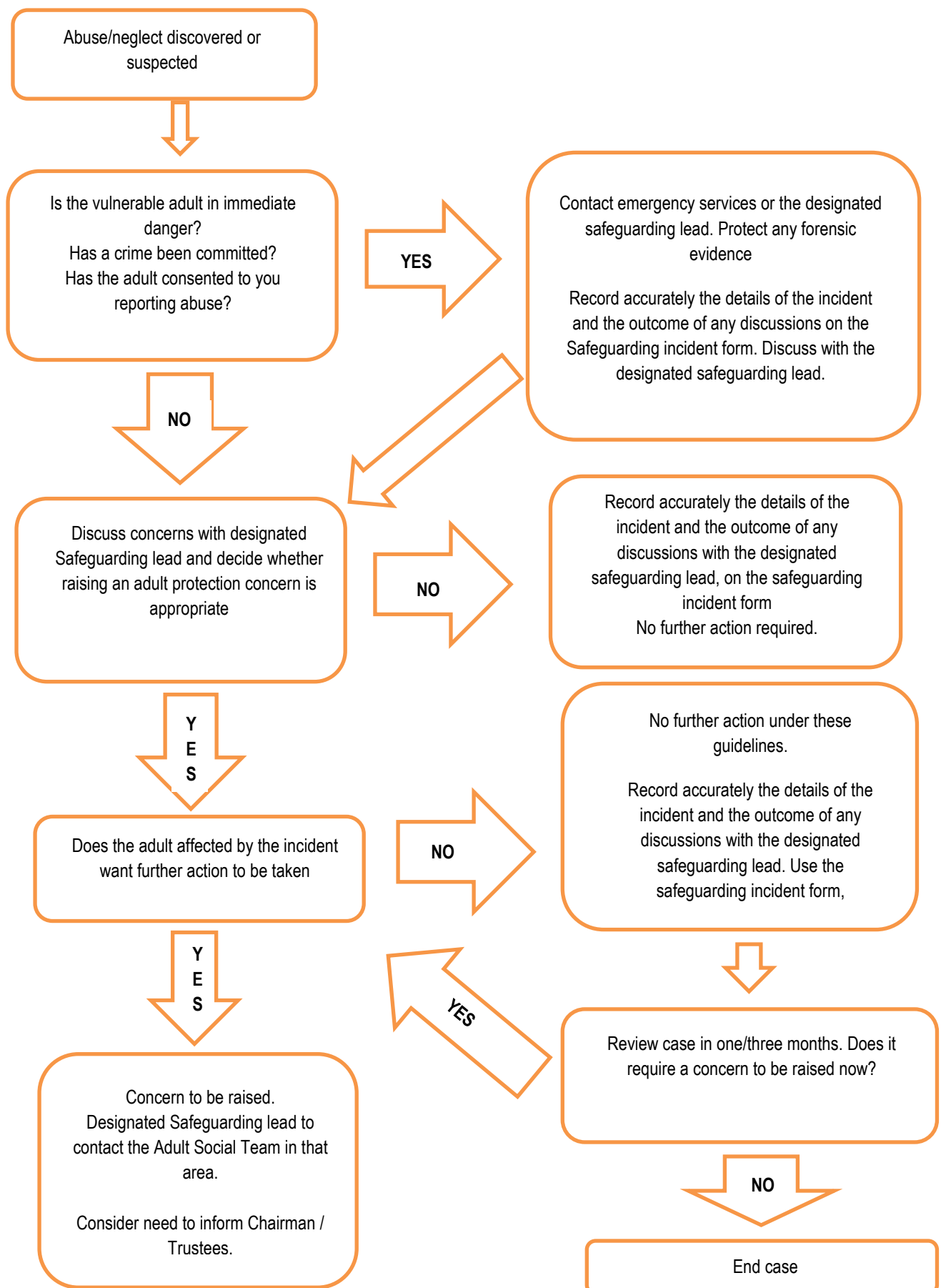
- Investigating or asking detailed or probing questions
- Promising to keep it a secret

An essential action for all such issues is to:

- Inform the Nominated Safeguarding Lead for the organisation.

7. The flowchart below details the initial and follow-on actions to be taken by the Society in the event of safeguarding concerns being raised:

Flowchart for reporting Safeguarding Concerns



What to do if a member of staff or a volunteer is suspected of abuse

8. Any employee or volunteer suspected of abuse will be suspended on full pay pending a full investigation of the complaints. It should be noted that this suspension is not an indication of the employee's guilt, but rather a necessity given the circumstances. The Shipwrecked Mariners Society appreciates the impact prolonged suspension can have on an employee's reputation, even when allegations are later found to be incorrect, and does not take the decision to suspend lightly.

9. The organisation may also consider it necessary to inform the police of allegations under investigation.

Maintaining records

10. The Society will ensure that all details associated with allegation of abuse are recorded clearly, accurately, and securely, using the Safeguarding Incident Form (Annex A). All information will be stored securely by the Chief Executive.

Disciplinary action

11. If an investigation reveals that abuse is being, or has been perpetrated by an employee or volunteer, the Society will set up a disciplinary hearing for the employee or volunteer. Abuse of individuals is regarded as an act of gross misconduct and the allegation could result in summary dismissal, in line with the disciplinary procedure.

12. Employees will have the chance to appeal any disciplinary action that is taken against them.

POLICY REVIEWS

Last Review	Jun 2026
Next Review	Jun 2027

Annex A

Safeguarding Incident Form

NB This form should only be filled in with information **already** known by the concerned person and the Lead or Deputy who has managed the referral. Be careful not to ask leading question and be clear about what is fact and what is opinion in your recording.

Name of child or adult at risk (including any names known)	
Date of Birth	
Address	
Name of parent or carer and contact details	
Any special needs known; including medical, disability, language etc	
Nature of concern:	
Name and details of any other children or adults at risk in the family	
Name and details of any other significant adults in family	
Action taken	Detail here agency contacted, who was spoken to and any timescales/actions given

Lead or Deputy only Record the action taken and the reason for taking it OR Why no action has been taken at this time	Time & Date
Name, job role & signature of the concerned person	Time & Date
Name & signature of Lead, Deputy or Alternate Senior Lead	
Name of organisation, address and phone numbers/e-mails for the contacts above:	