

# **Safeguarding Policy Summary**

## **Protection of Children & Vulnerable Adults**

### **1 Introduction**

The Muscle Help Foundation delivers Muscle Dreams for children and young adults, aged 8 to 28 years, with muscular dystrophy and allied neuro-muscular conditions. The charity is committed to creating and maintaining the safest possible environment for all children and vulnerable adults.

The Muscle Help Foundation actively promotes a safe culture by clearly identifying and communicating safeguarding roles and responsibilities. The charity has clear safeguarding procedures in place (see pg. 3), trains staff and volunteers in these procedures and applies a zero-tolerance approach to any form of abuse or harm.

It is everyone's responsibility to act promptly on any concerns by reporting any incident to the charity's Designated Safeguarding Lead (DSL) as well as completing the MHF Incident Reporting Form. It is not the responsibility of those individuals to decide that abuse is occurring.

### **2 Key Contacts**

The charity's Designated Safeguarding Lead is

**Michael McGrath, CEO**

[safeguarding@musclehelp.com](mailto:safeguarding@musclehelp.com)

07958 463434

The charity's Deputy DSL is:

**Sue McGrath, Charity Secretary**

[safeguarding@musclehelp.com](mailto:safeguarding@musclehelp.com)

The nominated Trustee for Safeguarding is:

**Hugh O'Keeffe, Charity Trustee**

[hughok657@musclehelp.com](mailto:hughok657@musclehelp.com)

### **3 Responsibilities**

The **Designated Safeguarding Lead** (DSL) is responsible for:

1. Ensuring Safeguarding policy and procedures are carried out at all times
2. Reviewing and updating the policy and procedures annually
3. Carrying out investigations relating to Safeguarding and Child Protection matters
4. Reporting to and advising the Board of Trustees on all Safeguarding and Child Protection matters.

**Trustees, staff, volunteers, external consultants, partners and suppliers** are responsible for:

1. Providing a safe environment in which children and young people can enjoy Muscle Dream Programmes, events and activities
2. Showing professional curiosity and identifying & acting on any potential concerns early
3. Knowing what to do if a child or young person tells them he/she is being abused (see pg. 3)
4. Following the referral process if they have a concern
5. Ensuring that communications with the beneficiary community and wider stakeholders, both in person and online, meet the requirements of the charity's safeguarding policies and procedures.

## 4 Types of Abuse

Abuse is any behaviour towards a person that deliberately or unknowingly causes harm, failing to act to prevent harm, endangers life or violates their rights. Abuse can be carried out both in person and online, and can be perpetrated by men, women and children.

The main categories of abuse are:

- Physical, sexual and emotional abuse; neglect and bullying
- Female Genital Mutilation
- Extremism and Radicalisation
- Modern Slavery

The charity's Safeguarding Manual includes definitions, possible indicators and signs of abuse.

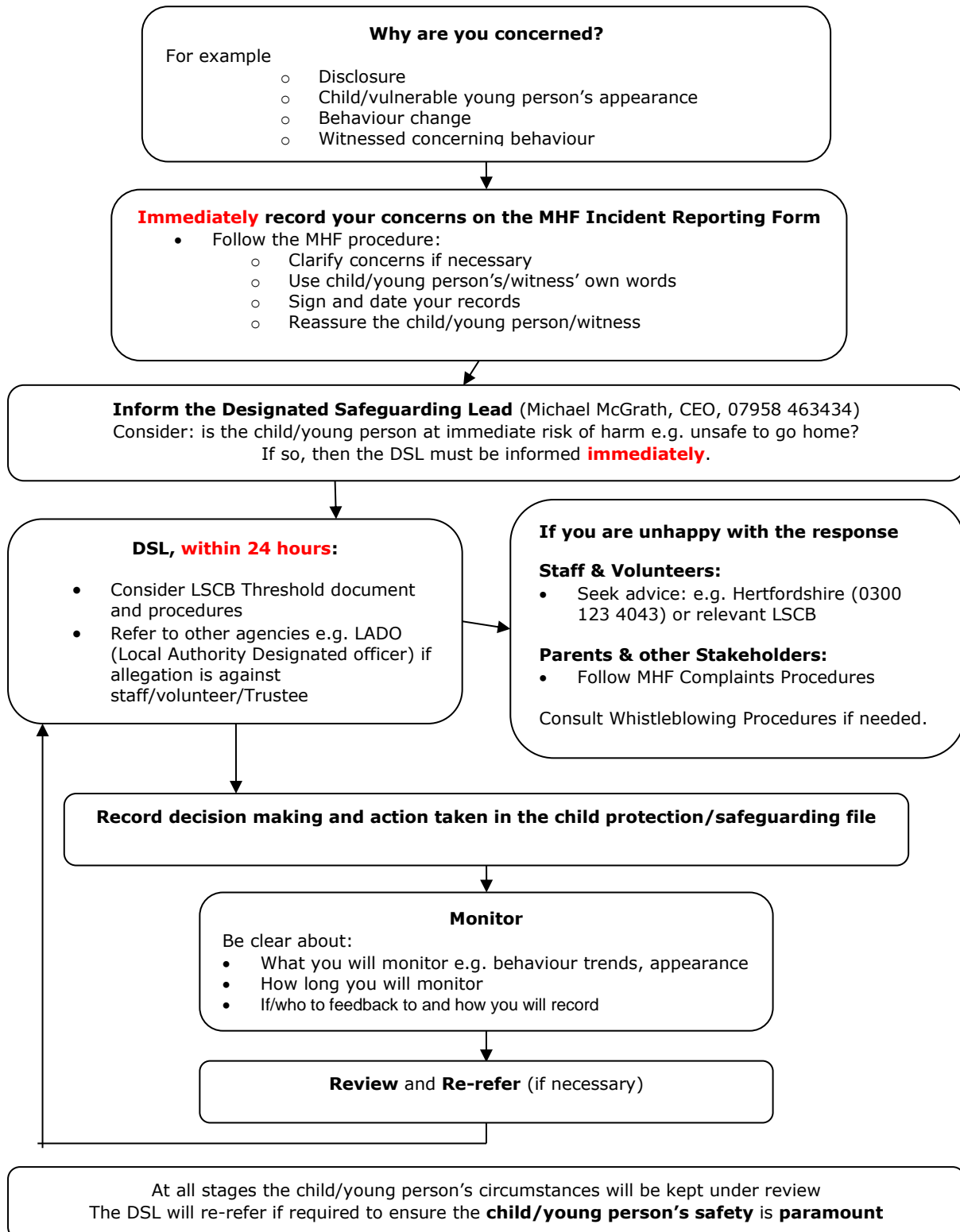
## 5 Raising Concerns

All staff, volunteers, Trustees, consultants, external partners and suppliers must be alert to possibilities of abuse and **must** contact the Designated Safeguarding Lead, or the Deputy DSL in their absence, **at the earliest opportunity** if they have any reason to believe that a child or vulnerable adult may be subject to abuse.

**Raising concerns, making disclosures or reporting safeguarding matters should be sent to [safeguarding@musclehelp.com](mailto:safeguarding@musclehelp.com) or by contacting the DSL on 07958 463 434.**

The procedure for raising a concern is outlined in the flowchart on page 3. The Incident Report Form and further guidance is available from the Designated Safeguarding Lead or the Deputy DSL.

## What to do if you have a safeguarding concern



## 6 Principles

This policy is based on the following principles:

- the welfare of the child and vulnerable adult is paramount
- all children, vulnerable adults and beneficiary families should be able to participate in Muscle Dreams and other programmes, events and activities in a safe environment
- all children, vulnerable adults and beneficiary families, without exception, have the right to protection from abuse regardless of age, gender, ethnicity, disability, sexuality or beliefs
- it is everyone's responsibility to report any concerns about abuse to the Designated Safeguarding Lead
- it is the responsibility of the Designated Safeguarding Lead to take seriously all concerns, and allegations of abuse, and to respond to them swiftly and appropriately
- referrals will be made by the Designated Safeguarding Lead, as required, to children's social care services, the independent Local Authority Designated Officer (LADO) (for allegations against staff, Trustees and other volunteers), and in emergencies, the police
- it is the responsibility of Social Services and the Police to conduct, where appropriate, a joint investigation
- all Muscle Help Foundation Trustees, staff and volunteers will be recruited with regard to their suitability for that responsibility and will be provided with relevant training and guidance on protecting children and vulnerable adults
- all Trustees, staff, volunteers, consultants and third-party suppliers have a responsibility to provide a safe environment for children and vulnerable adults
- personal data will be processed in accordance with the requirements of the General Data Protection Regulation and the Data Protection Act 2018.

The likelihood of abuse of children and vulnerable adults should be reduced if good practice is followed. The charity's Code of Practice aims to protect the welfare of children and vulnerable adults, MHF Trustees, staff and volunteers.

**This Safeguarding Summary and the Code of Practice is available to all staff, volunteers, beneficiaries, parents/carers, external consultants, third party suppliers and the public at:**

[www.musclehelp.com/about-us/safeguarding](http://www.musclehelp.com/about-us/safeguarding)