



January 2026

Cornwall Faith Forum

Safeguarding Policy

1. Policy Statement

Abuse occurs in all areas of society, across class, race, gender, and culture. Safeguarding is the process of protecting vulnerable people with care and support needs from abuse and neglect.

Living a life that is free from harm and abuse is a fundamental right of every person in society. All of us need to sign up to this principle and to follow it in our everyday lives, as good neighbours and citizens.

The Cornwall Faith Forum, (CFF), is committed to promoting wellbeing for people attending our activities and preventing abuse and harm.

We aim to promote a culture that encourages candour, openness and honesty.

The CFF uses this Safeguarding policy for both adults (people aged 18 and over) and children. This policy applies to all Trustees and representatives, staff and volunteers

2. Legal and Policy Framework

CFF operates within the statutory safeguarding framework of the United Kingdom, including the Children Act 1989 and 2004, Working Together to Safeguard Children 2018, the Care Act 2014, the Mental Capacity Act 2005, the Domestic Abuse Act 2021, the Safeguarding Vulnerable Groups Act 2006, the Equality Act 2010, the Human Rights Act 1998, and the Data Protection Act 2018 and UK GDPR. This policy aligns with national guidance and local safeguarding procedures to ensure lawful, ethical, and effective safeguarding practice.

3. Definitions

Safeguarding refers to the actions taken to promote the welfare of individuals and protect them from harm, while protection refers to the specific processes for responding to concerns about abuse or neglect. Abuse may be physical, emotional,

sexual, financial, discriminatory, organisational, or neglectful, and may occur in person, online, or through exploitation. An adult at risk is someone aged eighteen or over who has care and support needs and is unable to protect themselves from harm, while a child is anyone under eighteen. These definitions guide CFF's understanding and response to safeguarding concerns.

4. Roles and Responsibilities

Safeguarding is the responsibility of every person connected to CFF with Trustees holding ultimate accountability for ensuring effective safeguarding governance and compliance. The Designated Safeguarding Lead (DSL) is responsible for receiving concerns, making referrals, maintaining secure records, and ensuring training and oversight, supported by a Deputy DSL to ensure continuity. Trustees, Staff and volunteers, and representatives must remain vigilant, report concerns immediately, follow organisational procedures, and maintain professional boundaries at all times. The Trustees will report serious safeguarding incidents to the Charity Commission in line with regulatory requirements, and are responsible for ensuring that serious incident reporting is timely, accurate, and transparent. The Trustees will also ensure that any financial interactions with individuals are transparent, recorded, and safe, recognising that financial abuse is a safeguarding risk.

5. Safer Recruitment

CFF is committed to safer recruitment practices that reduce the risk of harm by ensuring that all individuals working with or representing the organisation are suitable and safe. Recruitment processes include clear role descriptions, values-based interviews, reference checks, identity verification, and Disclosure and Barring Service checks where required. All new staff and volunteers receive safeguarding training and must agree to follow CFF's safeguarding policy and code of conduct.

6. Code of Conduct

All representatives, staff and volunteers of CFF must behave in a manner that upholds safety, dignity, and respect, maintaining appropriate boundaries and avoiding behaviour that could be misinterpreted or harmful. Communication must be professional, transparent, and appropriate, and individuals must never promise confidentiality when receiving a disclosure. Representatives, staff and volunteers must avoid one-to-one situations that increase risk, must not engage in any form of abusive behaviour, and must report any concerns about conduct immediately.

7. Recognising and Responding to Concerns

Safeguarding concerns may arise through direct disclosure, observation, third-party information, or online interactions, and all concerns must be taken seriously. When someone shares a concern or disclosure, representatives must listen without judgement, avoid leading questions, reassure appropriately, and report the concern to the DSL on the same day. The DSL will assess the information, consult with statutory services where necessary, and ensure that all actions are recorded accurately and securely.

8. Allegations Against Trustees and Representatives Staff or Volunteers

Any allegation that a staff member, volunteer, Trustee or representative has harmed or may pose a risk to a child or adult must be reported immediately to the DSL and the Chair of Trustees. CFF will follow statutory procedures, including contacting the Local Authority Designated Officer for allegations involving children, and may suspend individuals where necessary to protect all parties. Investigations will be handled fairly, confidentially, and in partnership with statutory agencies.

9. Safeguarding in Online and Digital Spaces

CFF recognises that digital environments present unique safeguarding risks, including grooming, exploitation, misinformation, and inappropriate communication.

CFF will monitor digital risks, ensure safe communication practices, and respond promptly to online safeguarding concerns.

10. Information Sharing and Confidentiality

CFF is committed to lawful, proportionate, and necessary information sharing in line with safeguarding legislation and data protection requirements. Information may be shared without consent when an individual is at risk of harm, when a crime has been committed, or when required by statutory agencies. All safeguarding records must be accurate, factual, securely stored, and accessible only to authorised personnel.

11. Training

All staff, volunteers, and The Trustees will have safeguarding training and information appropriate to their role. The Safeguarding Lead will ensure that appropriate training is provided to Trustees, staff and volunteers.

12. Partnership and Multi-Agency Working

CFF works collaboratively with statutory agencies, voluntary organisations, and community partners to promote safety and respond effectively to safeguarding concerns. The organisation will share information appropriately and participate in multi-agency meetings when required.

13. Whistleblowing

CFF encourages a culture where concerns about unsafe practice, misconduct, or safeguarding failures can be raised without fear of reprisal. Individuals may report concerns to the DSL, the Chair of Trustees, or external bodies such as local safeguarding authorities or the Charity Commission. All whistleblowing concerns will be taken seriously, investigated appropriately, and handled confidentially.

14. Policy Review

This safeguarding policy will be reviewed three yearly by the Board of Trustees or sooner if required by legislative changes, learning from incidents, or organisational developments. The review will ensure that the policy remains current, effective, and aligned with best practice, and any updates will be communicated to all Executive members staff, and volunteers.

15. Related Policies

This safeguarding policy should be read alongside CFF's other governance and operational policies. Together, these policies form a comprehensive framework for safe and ethical practice.

16. Safe Use of Photography, Audio, and Media

CFF will obtain informed consent before capturing or using photographs, audio, or video of individuals, ensuring that images are stored securely and used appropriately. Children's images will only be used with written parental consent, and vulnerable adults will not be identified publicly without explicit agreement. Individuals may withdraw consent at any time.

17. Managing Complaints Related to Safeguarding

Safeguarding-related complaints will be prioritised, investigated promptly, and reviewed by the DSL and Chair of Trustees. Where complaints indicate potential harm or risk, referrals will be made to statutory agencies. All complaints and outcomes will be recorded accurately and used to improve practice.

18. Escalation Procedure

If a representative believes that a safeguarding concern has not been addressed appropriately, they must escalate the matter to the DSL, the Chair of Trustees, and, if necessary, local safeguarding authorities or the Charity Commission. Escalation ensures accountability and protects individuals from harm.

19. Record Keeping Standards

Safeguarding records must be factual, dated, signed, and stored securely for a minimum of seven years. Records must be clear, accurate, and accessible only to authorised personnel, and any transfer of records must be conducted securely and lawfully.

20. Prevent Duty

CFF is aware of the risk of radicalisation and extremist influence and will respond to concerns through safeguarding pathways, recognising that vulnerability to radicalisation is a safeguarding issue. Concerns will be reported to the DSL, who will consult with Prevent or local safeguarding authorities where appropriate.

21. Safeguarding and Equality, Diversity and Inclusion

CFF is committed to safeguarding practice that is inclusive, anti-discriminatory, and culturally competent, recognising that discrimination and inequality increase vulnerability. The organisation will challenge discriminatory behaviour, ensure equitable access to support, and respond sensitively to diverse needs.

22 Managing Conflict of Interest in Safeguarding

Where safeguarding concerns involve individuals with decision-making authority or close relationships within CFF, conflicts of interest must be declared and managed. Those with conflicts will not participate in safeguarding decisions, and external advice may be sought to ensure impartiality and integrity.

23. Safe Event Management

CFF will ensure that safeguarding is embedded in the planning and delivery of events, including risk assessments, clear roles, safe supervision, and appropriate facilities. Representatives must remain vigilant during events and respond promptly to any concerns or incidents.

Signed


Trustee
ANDREW YATES
Date 20/2/26


Trustee PR GREEN
Date 20/2/26

Safeguarding Lead Eve Salthouse

Chair of Trustees Andrew Yates

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Signed


Trustee
Andrew Yates

Date 26/2/26


Trustee
Peter Green

Date 20/2/26

Safeguarding Lead Eve Salthouse

Chair of Trustees Andrew Yates