

4.1 Safeguarding Policy

Charity Name: FOUNTAIN COMMUNITY PROJECT (FCP)

Charity Number: 1206682

Legal Structure: Charitable Incorporated Organisation (CIO)

Registered Address: Clody House, 1st Floor, Suite A, 90–100 Collingdon Street, Luton, LU1 1RX

Date Created: 23 January 2023

Last Updated: 01 May 2026

1. POLICY STATEMENT

Fountain Community Project is committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults who engage with our services. We recognise that safeguarding is everyone's responsibility. We aim to create a safe, supportive, and inclusive environment across all programmes, including:

- Education support and tutoring
- Food distribution services
- Youth mentoring and community cohesion work

2. SCOPE OF THIS POLICY

This policy applies to:

- All trustees
- All staff (paid or unpaid)
- All volunteers
- Contractors and partner organisations working on behalf of the charity

It covers all activities delivered by the charity, including outreach, events, and partner-led services.

3. SAFEGUARDING PRINCIPLES

We follow these core principles:

- The welfare of the child or vulnerable adult is paramount
- All individuals have the right to be safe from harm
- Safeguarding concerns must always be taken seriously
- Early intervention is better than late response
- Information is shared appropriately and securely
- We work in partnership with statutory agencies

4. TYPES OF ABUSE

We recognise safeguarding concerns may include:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse or exploitation
- Neglect
- Financial abuse (vulnerable adults)
- Online or digital abuse

- Grooming or radicalisation risks
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5. DESIGNATED SAFEGUARDING LEAD (DSL)

The charity will appoint a Designated Safeguarding Lead responsible for:

- Receiving safeguarding concerns
- Acting as first point of contact
- Liaising with external safeguarding authorities
- Ensuring records are maintained securely
- Supporting staff and volunteers on safeguarding matters

DSL Name: Zain Yasin

Deputy DSL: Mohammed Shafqat

6. REPORTING A SAFEGUARDING CONCERN

Any trustee, staff member, or volunteer who has a concern must:

1. Act immediately if someone is at risk of harm
2. Report to the Designated Safeguarding Lead
3. Record the concern factually and securely
4. Not investigate the matter themselves
5. Escalate to external authorities if required

External agencies may include:

- Local Authority Safeguarding Teams
 - Police (Bedfordshire Police where applicable)
 - Health professionals
 - Schools or education providers
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7. SAFE RECRUITMENT

The charity will ensure:

- Enhanced DBS checks are carried out where appropriate
 - References are obtained for staff and volunteers
 - Safeguarding responsibilities are included in role descriptions
 - No unsupervised access to vulnerable groups without clearance
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8. TRAINING AND AWARENESS

All trustees, staff, and volunteers must:

- Complete safeguarding training appropriate to their role
 - Receive refresher training at least every 2 years
 - Be aware of how to identify and report concerns
 - Understand escalation procedures
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9. SAFER WORKING PRACTICES

To reduce safeguarding risks, the charity will:

- Ensure appropriate adult-to-child supervision ratios
 - Avoid one-to-one unsupervised contact where possible
 - Use safe environments for all activities
 - Follow clear codes of conduct
 - Maintain professional boundaries at all times
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10. ONLINE SAFEGUARDING

Where digital services are used (e.g. online schooling):

- Platforms must be safe and monitored
 - Inappropriate communication is not permitted
 - Recording and data storage must comply with UK GDPR
 - Concerns arising online must be reported immediately
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11. FOOD PROVISION SAFEGUARDING

When delivering food services:

- Volunteers must not exploit or pressure service users
 - Respect and dignity must always be maintained
 - Vulnerable individuals must not be singled out or targeted
 - Safeguarding concerns observed during outreach must be reported
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12. RECORD KEEPING

All safeguarding concerns must be:

- Recorded factually (no opinions or assumptions)
 - Stored securely and confidentially
 - Retained in line with legal requirements
 - Shared only with authorised personnel
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13. WHISTLEBLOWING

All individuals have the right to report concerns about:

- Unsafe practice
- Poor safeguarding behaviour
- Misconduct by staff or trustees

Concerns can be raised:

- To the DSL
 - To the Chair of Trustees
 - Directly to external safeguarding authorities
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14. POLICY BREACHES

Failure to follow this policy may result in:

- Removal from role
 - Suspension pending investigation
 - Referral to safeguarding authorities if required
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15. REVIEW OF POLICY

- This policy will be reviewed annually
 - Updated following changes in law or safeguarding guidance
 - Approved by the Board of Trustees
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