

NFWI Safeguarding Policy

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1. Introduction

1.1 This policy sets out the WI's approach to preventing and reducing harm to those who benefit from our charities' work (Beneficiaries) and those who represent our charities (Representatives), including young people and adults at risk. This policy replaces the previous NFWI Admission of Girls to Membership Policy which covered safeguarding. This policy is compulsory and applies to all members, WIs, federations and the NFWI.

1.2 Founded in 1915 on our core values and ideals of fellowship, truth, tolerance, and justice, we are a national network of charities within a three-tiered federated structure. This structure consists of the NFWI, federations, and WIs. Whilst not all these charities are formally registered with the Charity Commission, all individual federations and WIs operate as charities and are managed in accordance with our governing documents.

1.3 As the UK's largest women's membership organisation, we are a trusted place for all women. Our members shape our organisation and their safety and wellbeing is at the heart of what we do. We therefore must ensure our Beneficiaries and Representatives feel safe, respected, and protected within our organisational structure, and are able to report concerns.

1.4 Our Trustees recognise and acknowledge their role in proactively safeguarding and promoting the welfare of our charities' Beneficiaries and Representatives. They will seek to ensure that reasonable steps are taken so that, as a result of engaging with the WI, they do not come to harm. Our Trustees will promote a fair, open and positive culture to ensure concerns are reported, heard, and addressed.

1.5 We understand that safeguarding can be a sensitive and complicated issue, and we will provide support in accordance with the terms of this policy.

1.6 Appendix one contains a summary of the commitments of WIs, federations and the NFWI.

1.7 Appendix two contains a template safeguarding incident reporting form.

2. Definitions

2.1 **‘Adults at risk’** includes ‘vulnerable adults’ and is defined as any person over 18 who has needs for care and support, is experiencing (or is at risk of) abuse or neglect, and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. This could be due to, but not limited to, any of the following circumstances:

- a learning or other disability
- a physical or mental illness, including addiction to alcohol or drugs
- age
- being detained in custody or under the supervision of the probation services
- being otherwise unable to protect himself/herself against abuse or neglect
- living in sheltered accommodation or residential accommodation e.g. a care home
- receiving any form of health care
- receiving domiciliary care in their own home

Safeguarding adults at risk means protecting their right to live in safety, free from abuse and neglect. This requires people and organisations to work together to prevent and mitigate both the risks and experience of abuse or neglect. We also need to ensure the adult’s wellbeing is promoted by, where appropriate, having regard to their views, wishes, feelings and beliefs when making decisions.

2.2 **‘Beneficiaries’** means all those who benefit from, engage with, or come into contact with, the WI (excluding staff if acting solely in that capacity). This includes members who are also Representatives (definition below).

2.3 **‘Federation Safeguarding Officer (FSO)’** manages safeguarding compliance, queries, and reports within the federation, working with the NFWI and assisting WIs where necessary. Please see section 13 for the reporting procedures at federation level.

2.4 **‘Harm’** includes:

- abuse, including:
 - discriminatory (including racism, sexism, ageism, harassment, slurs)
 - domestic (this may be psychological, physical, sexual, financial, or emotional abuse, and also covers so-called ‘honour’ based violence)
 - financial or material (stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits)
 - online
 - organisational or institutional (including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment)
 - peer-on-peer
 - physical (hitting, slapping, punching, burning, misuse of medication, inappropriate restraint)

- psychological and emotional (belittling, name calling, threats of harm, intimidation, isolation)
- sexual (rape, indecent assault, inappropriate touching, exposure to pornographic material, abuse of a position of trust)
- bullying including harassment and online bullying known as cyber bullying
- child trafficking
- commercial exploitation
- criminal exploitation
- female genital mutilation (FGM)
- forced marriage
- health and safety
- human trafficking
- modern slavery (including domestic slavery)
- neglect and acts of omission (including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs)
- radicalisation and extremism
- self-neglect (covering a wide range of behaviour which shows that someone is not caring for their own personal hygiene, health, or surroundings. It includes behaviour such as hoarding)
- sexual harassment and exploitation
- suicide and self-harm

2.5 **'NFWI Safeguarding Officer (NSO)'** working with the NFWI CEO , manages safeguarding compliance, queries, and reports within the NFWI, assisting federations and WIs where necessary. This will be a set of additional responsibilities added to an existing staff role. Please see section 14 for the reporting procedures at NFWI level.

2.6 **'Representatives'** means all those who represent the WI including trustees (as defined below), NFWI and federation staff, members, volunteers, contractors, agency staff, consultants and equivalents.

2.7 **'Safeguarding'** is making sure someone is safe and can live their life in the way they want to, without causing harm to others. No person should worry about something of harm happening to them, others taking advantage of them, or others putting them in a position that they are unhappy with or which causes them distress. Young people and adults at risk are at particular risk of harm.

2.8 **'Trustee'** means both the NFWI Board of Trustees as well as Federation trustees and WI committee members.

2.9 **'The WI'** means the WI organisation as a whole and includes the NFWI, federations and WIs.

2.10 **'Volunteer'** means someone who undertakes a task without being paid. WI members are therefore regarded as volunteers for the purposes of this policy.

2.11 **'Young people'** are those under 18. Safeguarding young people means protecting them from abuse and maltreatment, preventing impairment of their health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and acting to enable them to have the best outcomes. The welfare of the young person is paramount, which means no other considerations should be allowed to override the duty to protect young people from harm.

3. Policy purpose

3.1 The purpose of this policy is to keep our Trustees, Beneficiaries and Representatives safe, and sets out our safeguarding commitments.

3.2 This policy relates particularly to the management of risk in relation to young people and adults at risk. Our expectations and procedures in relation to risks to those who are not young people or adults at risk are covered by other policies and procedures (see section 19 on our associated policies). Of these policies, in particular we expect our Representatives to act in accordance with the NFWI Code of Conduct at all times.

3.3 We recognise our legal and ethical responsibility to protect young people and adults at risk with who the organisation and our Representatives come into contact. This includes helping to protect them from the possibility of abuse and taking appropriate action when they become aware of cases of suspected abuse.

4. Policy statement

4.1 The WI believes everyone has the right to live free from abuse or neglect regardless of their age, ability or disability, gender, marriage status, pregnancy, race, religion, belief, sex and sexual orientation.

4.2 The WI is committed to creating and maintaining a safe and positive environment and an open, listening culture across all WIs, federations and the NFWI, where people feel able to share concerns without fear of retribution.

4.3 The WI recognises that there is a legal framework within which charities need to work to safeguard young people, adults at risk and their Representatives, and will act in accordance with the relevant safeguarding legislation. We are committed to ensuring that all WI activities (delivered directly or in partnership with other organisations) operate within this framework.

4.4 The WI acknowledges that safeguarding is everybody's responsibility and is committed to preventing abuse and neglect through safeguarding the welfare of all young people, adults at risk, and Representatives of the WI.

4.5 The WI recognises that health, wellbeing, ability, and the need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

5. Scope

5.1 This policy applies to all Representatives and covers:

- What safeguarding is.
- The legislation, policy and procedures for safeguarding.
- Roles and responsibilities for safeguarding.
- How to report concerns.
- Looking after yourself as well as others.

5.2 This policy stipulates the NFWI's organisational and legal position on safeguarding. Failure to adhere to this policy will be treated as a serious matter and would not only compromise the safety of Trustees, Representatives and Beneficiaries, but may ultimately affect the ability of WIs and federations and/or individuals to operate as part of the NFWI.

5.3 In the case of staff, failure to adhere to this policy may result in disciplinary action, or, in the case of contractors, in termination of the contract.

5.4 If you are not working under a contract (for example, you are a Trustee), a breach of the policy (including falling below the expected standards) may mean that we ask you to cease your relationship/working with us.

5.5 Any breach of this policy must be reported in accordance with sections 13 – 16.

5.6 We expect all Representatives to learn about safeguarding issues in accordance with the relevant statutory and other guidance, and within the context of their own roles and responsibilities. To this end all members will be provided with this policy

via My WI (our member-only website), the main WI website, welcome packs, and the NFWI mailings. Safeguarding training will be provided for FSOs and the NSO.

5.7 When working with external organisations, such as for hiring meeting premises or attending events, both parties must share their safeguarding policies. In some instances policies may be adopted, and in others an agreement to work within a mutual safeguarding framework may be agreed.

6. Our commitments and responsibilities

6.1 To deliver our safeguarding commitments, the NFWI, working with WIs and federations, will take all reasonable steps to:

- 6.1.1 Require all Representatives to adhere to this policy.
- 6.1.2 Create awareness of safeguarding and the related procedures amongst our Representatives, including how to recognise and report a concern.
- 6.1.3 Develop an organisational culture that creates and maintains protective environments for young people and adults at risk.
- 6.1.4 Promote and prioritise the safety and wellbeing of young people and adults at risk across all three levels of the organisation.
- 6.1.5 Provide mandatory training for FSOs and the NSO.
- 6.1.6 Maintain a risk register, including how risks are managed, that is regularly reviewed.
- 6.1.7 Provide risk register templates.
- 6.1.8 Place safeguarding at the heart of federations' and the NFWI's recruitment practices by:
 - 6.1.8.1 obtaining adequate references
 - 6.1.8.2 carrying out appropriate Disclosure and Barring Service (DBS) or other criminal record checks
 - 6.1.8.3 preventing the employment of individuals who work with young people and/or adults at risk where they have been barred by the DBS or are deemed to pose a risk to vulnerable groups
 - 6.1.8.4 where appropriate request updates from appropriate individuals in relation to confirming any changes to their record checks
- 6.1.9 Where appropriate, report safeguarding incidents, allegations or concerns to external authorities and regulators, having first assessed the risk of harm to those involved where such reporting may have unintended consequences.

- 6.1.10 Ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to young people or adults at risk in line with this policy.
- 6.1.11 Ensure that our complaints and whistleblowing procedures are effective so that those working with us are able to raise concerns in a culture of openness and accountability.
- 6.1.12 Continually review and monitor this policy to ensure it is fit for purpose. This includes looking at key performance indicators. Federations and WIs must communicate any feedback on this to the NFWI, whose Board of Trustees have responsibility for this policy.
- 6.1.13 Follow up and take appropriate and proportionate action where this policy is not complied with.
- 6.1.14 Ensure that a safe physical environment is provided by applying health and safety measures in accordance with the law and regulatory guidance.
- 6.1.15 Ensure adequate insurance in relation to WI activities and the people involved (federations usually manage insurance for their WIs).
- 6.1.16 Record and store information relating to safeguarding securely in line with privacy policies and share such information as necessary to protect individuals from harm.

7. Safeguarding young people at the WI

7.1 Membership of the WI is open to those women who have reached the age of majority (the age at which you can vote). For most parts of our organisation, this means that membership is currently only open to adults (those over 18) but it should be noted that this is not the case in all jurisdictions. The WI may therefore come into contact with young people in the following (non-exhaustive) situations:

- 7.1.1 In the Isle of Man the voting age is 16, and in Wales 16 and 17 year olds can vote in certain elections. Therefore WIs in these places may have young people as members. These members are entitled to engage in WI activities open to all members, including national events and inter-federation activities, e.g. The NFWI Annual Meeting.
- 7.1.2 WIs can decide whether they wish to allow members to bring young people to meetings, trips and events.
- 7.1.3 In-person WIs may meet in community centres or schools where young people are also present. The young people may not be in the same room as the WI, but they may share communal spaces such as ways of access and facilities.
- 7.1.4 WIs and federations may have stands at events where young people are present.

7.2 Where a young person is a WI member, the WI is responsible for them.

7.3 Where young people attend WI meetings or events with a member, such as a child attending with their mother, the young person's parent or carer is responsible for them and this must be made clear to the parent or carer.

7.4 Whether at a WI meeting place or an event, if young people are present the WI is responsible for clarifying safeguarding practices and ensuring all those attending are aware of these practices.

8. Safeguarding adults at risk at the WI

8.1 WI membership includes women from all walks of life with difference experiences and this is what makes our organisation special and unique. Our membership will therefore include members who are at risk and may be experiencing harm.

8.2 Actions taken by the WI will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate, and that it includes and respects the voice of the adult concerned. We will work with other services as required and be accountable and transparent when delivering safeguarding.

9. Protecting volunteers and staff

9.1 All organisations have a duty to keep their volunteers, and staff safe. For the WI this means paying attention to the particular types of harm that can develop within the WI and affect volunteers and staff. At the WI this could include bullying, the culture of the charity (which may allow poor behaviour and poor accountability), health and safety, and people abusing positions of trust they hold within the charity.

9.2 In addition to safeguarding legislation, both staff and volunteers may raise their concerns under a whistleblowing policy. This is a disclosure of wrongdoing that is in the public interest to report. Whistleblowing legislation protects the person making the disclosure who has the right not to be subjected to any detriment or victimisation because they have made a disclosure. This protection is extended for staff to include the right not to be dismissed.

9.3 If volunteers and/or staff members have a safeguarding concern, they should contact the FSO or NSO to report their concern.

9.4 If the concern relates to staff and their individual circumstances, such as their treatment or terms and conditions, they should contact the person responsible for HR matters in their federation or the NFWI HR Team. This is because their concern may be covered by employment policies.

9.5 If you are worried the person concerned is at risk, use this policy to report the concern to avoid delay in reporting.

9.6 Please see section 15 for further information on reporting.

10. Changing circumstances

10.1 It is important to remember that whether someone is at risk is not fixed and can change over time. This means the level of care and support someone requires can also change. For example, a member who is not initially at risk may have a change in their circumstances meaning they become at risk and need extra support as a result.

10.2 Therefore, all Representatives of the WI must keep this in mind, be adaptable and foster a culture where wellbeing is paramount, monitored and help offered where necessary. It is vital that anyone who is involved in the WI knows who to speak to about their concerns; this may be about themselves or about someone else.

11. Recognising harm or abuse

11.1 Recognising the occurrence or risk of harm is not easy and it is not our responsibility to decide whether harm has occurred. However, it is the responsibility of our Representatives to look out for signs of abuse and act if there are any concerns.

11.2 Abuse may be carried out deliberately or unknowingly. Abuse can be a one-off incident or repeated, on-going ill treatment. People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, teachers, advocates, those working with us, 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. It may not always be easy to identify signs of abuse but the following are some significant signs to be aware of:

- unexplained bruising or injuries
- sexually explicit language or behaviour, inappropriate to age or development
- sudden changes in behaviour e.g. becoming withdrawn or aggressive
- comments or disclosure by a young person or adult at risk
- a noticeable change over a period of time such as weight loss, poor hygiene or unkempt appearance
- signs of bullying or intimidation

12. Disclosures

- 12.1 If you are concerned that someone is at immediate risk, assess the risk and use common sense to ensure the person is not in immediate danger. It may be appropriate to contact the emergency services (police, ambulance, or both).
- 12.2 It is important that you respond appropriately if a person tells you they are experiencing harm. Follow these guidance points:
 - 12.2.1 Let the person tell you what they want to and don't push them for more information or ask leading questions.
 - 12.2.2 Accept what the person says and try not to show if you are shocked or disbelieving; it is not your place to judge or decide whether they are telling the truth.
 - 12.2.3 Reassure the person they have done the right thing in sharing this information and they are not to blame.
 - 12.2.4 Remain honest and do not make promises. For example, do not promise to keep the information confidential as you will probably need to tell someone although information should only be shared on a need to know basis.
 - 12.2.5 Do not begin talking to the person about your own experiences or try to investigate the matter further. By doing so you may compromise any subsequent investigation and risk further harm to the individual.
 - 12.2.6 Report the concern in accordance with section 15.
- 12.3 You do not have to wait until a person discloses something to you to report a concern. If you are in doubt, report it in accordance with section 15.
- 12.4 Receiving information about someone else's abuse and reporting this can be distressing. If you need support contact your FSO, the NSO or any of the organisations listed at the end of this policy.

13. Reporting procedures at federation level

- 13.1 Federations are required to appoint a FSO from within their existing federation board and ensure that there is a named person holding this role at all times.
- 13.2 All Federation Trustees will hold equal responsibility for the implementation of this policy and ongoing management of safeguarding. The FSO will be the lead and first point of contact, as well as being the liaison person between the federation, the WIs within the federation and the NFWI.

- 13.3 All members in the federation must be made aware of who their FSO is and their contact details.
- 13.4 FSOs, with help from the federation, need to ensure there is appropriate cover for them if they are unwell/on holiday/not contactable.
- 13.5 Reports received by the FSO must be reported to the NSO so this can be logged, and advice provided if needed.
- 13.6 The FSO must submit a safeguarding report to every Board meeting, identifying new issues emerging (without specific details, names etc.) and updates on any ongoing issues.
- 13.7 The FSO should identify common themes and work with the federation board to address any areas of risk.
- 13.8 The FSO, in consultation with the NSO, will determine whether any external stakeholders need to be informed. This could include, but is not limited to, the Police, the Local Authority Designated Officer, and the relevant Charity Commission.

14. Reporting procedures at NFWI level

- 14.1 Reports that are handled at NFWI level must be reported by the NSO to the NFWI CEO. Reports concerning the NSO and/or the NFWI CEO should instead be reported to the NFWI Board of Trustees.
- 14.2 Where cases expose NFWI to risk or common themes are identified that require action from NFWI, these will be reported by the NFWI CEO to the Officers in the first instance and then the NFWI Board of Trustees.
- 14.3 The NSO will determine whether any external stakeholders need to be informed. This could include, but is not limited to, the Police, the Local Authority Designated Officer, and the Charity Commission.

15. How to report a concern

- 15.1 The following reporting process applies (please see section 9 for more information about staff):

WI level	If a WI member, Representative, or Beneficiary has a safeguarding concern, they should report it to their FSO in the first instance.
	If a WI member, Representative, or Beneficiary is unable to contact the FSO, or the person covering for them, or the concern raised relates to the FSO, they should contact the NSO.
Federation	If a federation trustee, Representative, Beneficiary, or member of staff has a safeguarding concern, they should report it to their FSO in the first instance.
	If a federation trustee, Representative, Beneficiary, or member of staff is unable to contact the FSO, or the person covering for them, or the concern raised relates to the FSO, they should contact the NSO.
NFWI	If an NFWI Trustee, Representative, Beneficiary, or member of staff has a safeguarding concern about a WI member, they should report it to the NSO.
	If an NFWI Trustee, Representative, Beneficiary, or member of staff is unable to contact the NSO, or the concern raised relates to the NSO, they should contact the NFWI CEO.
	If the concern raised relates to the NFWI CEO, they should contact the NFWI Board of Trustees.

15.2 There is an obligation to report a concern or pass on information if:

15.2.1 someone is at risk of significant harm, or of harming others; or

15.2.2 a crime has been or may have been committed.

15.3 This reporting does not breach confidentiality or data protection legislation.

15.4 If you have a concern, please complete the template safeguarding incident reporting form at appendix 2 of this policy.

15.5 Seek consent from the person concerned. If you feel that they do not have capacity to consent, you can act without consent, but you must document your decision.

15.6 Tell the person involved what are you are going to do about the concern and record any views they may have regarding how they wish the matter to be dealt with.

15.7 Tell only the people who need to know about the concern.

15.8 In case of an emergency, call 999 and ask for the police, ambulance, or both.

- 15.9 Remember as someone who has reported a concern, it is not your responsibility to ascertain whether there is a safeguarding issue. Your responsibility is only to report your concern.

16. Serious Incident Reporting

- 16.1 We are committed to reporting all serious incidents to the Charity Commission, or other relevant regulatory body, via a Serious Incident Report (SIR) or specific regulator process.
- 16.2 Any SIRs must be submitted in line with the NFWI policy and the guidance of the appropriate charity regulator.
- 16.3 The following safeguarding incidents are defined as reportable serious incidents:
- 16.3.1 Beneficiaries have been, or are alleged to have been, abused or mistreated resulting in or risking serious harm while under the care of the WI/ federation or NFWI, or by someone connected with the WI, for example a Representative or volunteer.
 - 16.3.2 There has been an incident where someone who came into contact with the WI through its work has been abused or mistreated (alleged or actual) resulting in or risking serious harm and this is connected with the activities of the charity.
 - 16.3.3 There has been a breach of procedures or policies at the WI which has put people who come into contact with it at significant risk of harm, including a failure to carry out checks which would have identified that a person is disqualified under safeguarding legislation from working with young people or adults at risk.
- 16.4 This list is non-exhaustive and only covers possible areas relating to safeguarding that may require a formal report. Your regulator's up-to-date guidance on reporting serious incidents should be consulted each time.

17. Protecting yourself and understanding boundaries

- 17.1 Those involved in the WI must aim to protect themselves as well as others and this means understanding boundaries. We must be aware of how we interact with others, especially those who are vulnerable, when we are acting under the auspices of the WI. It is therefore important members understand when they are acting under the auspices of the WI and when they are not.
- 17.2 Acting under the auspices of the WI includes:

17.2.1 WI related activities that are arranged and carried out by the WI such as monthly meetings, trips and events.

17.2.2 WI Committee and sub-committee meetings.

17.2.3 Federation Board meetings.

17.2.4 Duties that are carried out in the course of employment or the management of staff.

17.3 When acting under the auspices of the WI, members and other Representatives must always act in accordance with WI policy and our organisational values.

17.4 As the WI is a place where friendships are formed, members may become friends and connect with each other outside of the WI. These activities are not carried out under the auspices of the WI but as individuals as part of their personal lives. It is therefore important that individuals are aware of this distinction.

18. Accessibility

18.1 This policy has been created with accessibility requirements in mind. If you need any help with accessibility, please let us know using the contact information below.

19. Updating this policy

19.1 We are committed to reviewing our policies and good practice regularly. This policy, and others that relate to the protection from harm, will be regularly monitored as part of the governance of the charity.

19.2 This policy will be reviewed by the NFWI Board of Trustees at least annually, when there is a change in UK law or policy, a change in best practice or when a serious incident occurs that highlights a need for change – whichever occurs first.

19.3 The NFWI Board of Trustees will approve any changes to the NFWI policy on safeguarding. The NFWI CEO will approve any updates to the associated procedures as necessary.

19.4 We will use safeguarding incident data to learn lessons from past incidents/concerns and implement any learning points that arise, whether relating to how the incident was handled or to how to prevent similar incidents occurring in the first place. In some cases, it may be appropriate to commission an independent review of how an incident was managed.

19.5 Any updates will be communicated to federations, who must cascade this information on to WIs.

20. Resources

20.1 The following NFWI policies can offer further support and information:

- NFWI Access of Carers Policy
- NFWI Charter
- NFWI Code of Conduct
- NFWI Complaints Policy
- NFWI Equality, Diversity and Inclusion Policy
- NFWI Serious Incident Reporting: Guidance for federations and WIs

20.2 The NFWI HR Team has a range of policies that cover employment. If you would like further information about these, please email hr@nfwl.org.uk

20.3 The below organisations and statutes can offer further support and information:

- Age UK
- Ann Craft Trust
- NCVO
- The NSPCC
- The Samaritans
- Victim Support
- Violence Against Women (VAW)
- Wales Council for Voluntary Action (WCVA)
- Women's Aid (England)
- Women's Aid (Wales)

20.4 The below legislation is relevant to this policy:

- The Care Act 2004 and 2014
- Children Act 1989 and 2004
- The Mental Capacity Act 2005
- The Social Services and Well Being Act 2014 (Wales)

21. Contact information

21.1 For more information, please contact the NSO safeguardingofficer@nfwl.org.uk, call 0207 371 9300 or write to us at NFWI, Membership and Engagement Team, 104 New Kings Road, London, SW6 4LY.

22. Updating this policy

This policy will be updated as required. The September 2022 NFWI Safeguarding policy was updated in January 2023. The following updates were made:

- Section 2.5 the title NFWI General Secretary was changed to NFWI CEO
- Section 14.1 As above
- Section 14.2 As above
- Section 15.1 As above
- Section 19.3 As above

23. Publication of this policy

23.1 We will ensure that this policy is always publicly accessible on our main website and on My WI.

Version	Date created	Last review date	Next review date	Document author
1	November 2017	November 2017	September 2022	Central Secretariat
2		September 2022	As required	Membership and Engagement Team
3		January 2023	As required	Membership and Engagement Team

Appendix 1 – Summary of commitments of WIs, federations and the NFWI

Commitment	WI	Federation	NFWI
Everyone involved in the WI is aware of this safeguarding policy and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of a young person or adult at risk.	✓	✓	✓
Any concern raised is taken seriously, responded to promptly and followed up and all members know how to raise concerns confidentially.	✓	✓	✓
As an employer, members of staff understand their rights and obligations under whistleblowing legislation, and staff feel able to report any concerns.	X	✓	✓
The wellbeing of those at risk of harm is put first.	✓	✓	✓
With adults at risk, they are actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes are respected and supported unless there are overriding reasons not to.	✓	✓	✓
Any action taken respects the rights and dignity of those involved and is proportionate to the risk of harm.	✓	✓	✓
FSOs are appointed within all federations, and training and support is provided by the NFWI.	X	✓	✓
Confidential, detailed and accurate records of all safeguarding concerns are maintained securely in line with data protection legislation.	✓	✓	✓
The police and relevant local authorities are cooperated with as needed.	✓	✓	✓
Any information about anyone found to be a risk to young people and/ or adults at risk is shared with the appropriate bodies. For example, the Disclosure and Barring Service, the Police, the Local Authority/Social Services.	✓	✓	✓

Appendix 2– Template safeguarding incident reporting form

If you have a concern in relation to safeguarding or have received a concern from someone else, please follow the procedures set out in the NFWI Safeguarding Policy and submit a report using this form. This should be done via email in the interests of time.

Emails or written reports must be kept in accordance with data protection practices. Reports will contain personal information (names and contact information) and possibly special category information (sensitive information such as that relating to health conditions).

Once a matter has been reported and received, copies of the report must be deleted or destroyed. This includes deleting emails from the sent folder and the deleted folder.

For more information about data protection, see the NFWI Privacy Policy: <https://www.thewi.org.uk/privacy-policy> or email dataprotection@nfwl.org.uk

Please note that you should keep this matter strictly confidential and not seek to investigate the incident or suspicion, as you may cause further harm. You should not discuss the matter with anyone else and should ensure that all information, including this form, is stored securely and in accordance with data protection law.

To be completed by the person reporting the concern/incident:	
About you	
Name:	
Contact details (email address and phone number):	
Your role or relationship with the WI (e.g. employee, member, visitor). If you are a member, please provide your WI and federation:	
The relationship of the person concerned with the WI (e.g. employee, member, visitor):	
Are any other organisations involved? If so please provide details.	
About the person concerned	
Name:	
Age:	
Gender:	
Other details to be aware of (e.g. a disability):	

In your view, is the person a young person or adult at risk (see section 2 on definitions in the NFWI Safeguarding Policy)?	
Contact details (or where relevant, contact details of parent, carer or other responsible adult):	
Who does the person live with?	
Is the person aware that you are reporting this concern to the FSO? Or, is the person's parent, carer or other responsible adult aware? Please explain.	
Is/was the person at risk of immediate harm?	
Is the person safe? Please explain any steps you have taken to ensure the safety of the person, if any.	
The safeguarding concern/incident	
How were you made aware of this concern/incident (e.g. witness to it, disclosure by the person affected, disclosure by a third party)?	
Who is the person suspected of carrying out acts of harm or abuse (if applicable) (e.g. staff, beneficiary)? Please provide details.	
About the concern and/or incident – please explain in as much detail as possible what the concern or incident relates to. Please include the following: What is alleged to have happened, where and when (please be as specific as possible)? Who is alleged to be involved? Exactly what the person disclosing information (if relevant) said. Any other observations (e.g. injuries, emotional state). Please try to keep this information factual and avoid expressing an opinion (other than on your observations e.g. about the person's emotional state).	
Please explain any steps taken so far in relation to this concern/incident (e.g. contact with emergency services where person was at immediate risk).	

If you have reported the concern/incident to the police or other agency, please provide details.	
To be completed by the FSO or the NSO	
Date of receipt of completed report:	
Date of acknowledgment to reporter:	
Further information obtained from contacting the reporter (if any):	
Investigation and steps taken. Please include the following: Who was involved in the investigation. A description of actions taken to investigate the matter (if the matter required a detailed investigation this may involve referring to other documentation). Key dates of the investigation. Any contact with the alleged victim. Any contact with the alleged perpetrator (if applicable).	
Has the matter been reported to any external authorities or agencies? If so, please explain and include details of any action taken in response.	
Findings and conclusion:	
Lessons learned – please set out any matters arising from this concern/incident that may feed into future safeguarding policy and procedure reviews.	
Has the matter been reported to the Federation and/or NFWI Board of Trustees? If so, please explain and include details of any action taken in response.	
Date concern closed:	
Signature of [FSO/NSO]:	

Version	Date created	Last review date	Next review date	Document author
1	September 2022	September 2022	As required	Membership and Engagement Team