

# NFWI SAFEGUARDING INFORMATION SUMMARY



## **Policy Purpose:**

The purpose of the Safeguarding Policy is to set out The NFWI safeguarding commitments to keeping our members, trustees and staff safe.

The policy is relating particularly to the management of risk in relation to young people and adults at risk. All members, trustees and staff have a responsibility at all levels of the organisation to be aware of the safeguarding procedures, how to raise a concern and be able to differentiate between safeguarding, mental health support and behaviour relating to the code of conduct.

This policy stipulates the NFWI's organisational and legal position on safeguarding. Failure to adhere to this policy is a serious matter and would not only compromise the safety of members, trustees and staff but may ultimately affect the ability of WIs and federations and/or individuals to operate as part of the NFWI.

## **Federation Safeguarding Role:**

Each federation has a 'Federation Safeguarding Officer (FSO)' who manages safeguarding compliance, queries, and reports within the federation, working with the NFWI and assisting WIs where necessary. Please contact your local federation for the safeguarding officer contact details.

## **National Safeguarding Role:**

The 'NFWI Safeguarding Officer (NSO)', working with the NFWI CEO, manages safeguarding compliance, queries, and reports within the NFWI, assisting federations and WIs where necessary. You can contact the NSO on [safeguarding@nfwl.org.uk](mailto:safeguarding@nfwl.org.uk)

## **General guidance for WIs:**

- Ensure all members are aware of who their Federation Safeguarding Officer is and their contact details.
- Inform and promote local and national services and charities in your area, for mental health, domestic violence support, financial, housing and careers advice. Your FSO will be able to assist you with any information you may require.
- Have at least one paper copy of the Safeguarding Policy in your WI venue, which is accessible to all members.
- If a member is unsure and needs clarification on the policy or their responsibilities, they can seek advice from the FSO.
- The safeguarding reporting form can be found on My WI under 'Policy and Guidance'. Your FSO is available for advice on completing the form.

## National supportive services and charities:

**NHS Mental Health urgent help:**  
Mental Health Helpline for Urgent Help -  
NHS ([www.nhs.uk](http://www.nhs.uk))

**Mind Charity:** [www.mind.org.uk](http://www.mind.org.uk)

**Women's Aid:** [www.womensaid.org.uk](http://www.womensaid.org.uk)

**Refuge:** [www.refuge.org.uk](http://www.refuge.org.uk)  
Telephone number: 0808 2000 247

**Shelter England:**  
[www.england.shelter.org.uk](http://www.england.shelter.org.uk)

**Citizens Advice:** [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

## Raising a safeguarding concern:

A safeguarding concern is raised/disclosed to a fellow member. The member disclosing the information must consent to support/advice. If the member does not consent, you must still inform the FSO, but it can't be taken any further by the FSO, in terms of external services support. E.g. adult social care.

It is best practise to consult you FSO in any case and they will be happy to advise.



The member who was informed of the safeguarding concern must complete the safeguarding reporting form in the first instance ideally within 1 working day.  
This must be emailed to the FSO.

Once the FSO has confirmed receipt of the safeguarding reporting form, the member must delete the document from their device.



The FSO will decide if further support, signposting or referrals need to be made.  
The FSO will inform the NSO.



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