



Exeter Food Action Safeguarding Procedure for Staff and Volunteers

1. Purpose

The purpose of this safeguarding procedure is to ensure the safety and well-being of all staff and volunteers associated with Exeter Food Action (EFA). It outlines the steps to be taken in preventing, identifying, and responding to any safeguarding concerns in compliance with UK legislation and best practice.

2. Policy Statement

EFA is committed to creating a safe and inclusive environment for all individuals involved with the organization, including staff and volunteers. We will not tolerate any form of abuse, harassment, or exploitation. Everyone associated with the charity has a responsibility to report any safeguarding concerns promptly.

3. Definitions

Safeguarding: Safeguarding refers to the measures taken to protect the well-being and rights of individuals, preventing abuse or neglect.

Vulnerable Adult: Any person aged 18 or over who may be in need of community care services due to age, illness, or disability and unable to take care of themselves or protect themselves from harm.

Child: Any person under the age of 18.

4. Designated Safeguarding Officer

EFA will appoint a Designated Safeguarding Officer responsible for overseeing and implementing the safeguarding procedure. This person will receive appropriate training and stay updated on relevant legislation.

5. Reporting Procedures

All staff and volunteers are obligated to report any safeguarding concerns immediately to the Designated Safeguarding Officer. Concerns can be reported verbally or in writing and will be treated with the utmost confidentiality.

6. Responding to Concerns

The Designated Safeguarding Officer will conduct a thorough investigation into any reported concerns. The charity will cooperate with relevant authorities as required by law. Support will be offered to the victim, and appropriate action taken against the perpetrator if allegations are substantiated.

7. Training and Awareness

All staff and volunteers will receive training on safeguarding policies and procedures during their induction and refresher training regularly. Awareness campaigns and materials will be distributed to ensure everyone is informed and vigilant.

8. Review and Monitoring

This safeguarding procedure will be reviewed annually and updated as necessary to reflect changes in legislation or best practice. The effectiveness of the procedure will be monitored regularly.

9. Confidentiality

Confidentiality will be maintained throughout the process, except when disclosure is necessary to protect an individual from harm. All information will be handled in accordance with data protection laws.

Agreed by Trustees on: 28.02.26

Date for review: February 2027

Appendix

UK Safeguarding Legislation

Safeguarding legislation in the UK includes a range of laws and policies aimed at protecting vulnerable individuals from abuse and neglect and promoting their welfare. Some of the key legislation and policies include:

1. **[The Children Act 1989 and 2004](#)** [< link](#)
This sets out the legal framework for the protection and welfare of children in England and Wales, including the duties of local authorities and other agencies.
2. **[The Safeguarding Vulnerable Groups Act 2006](#)** [< link](#)
This sets out requirements for vetting and barring individuals from working with vulnerable groups and creates the Disclosure and Barring Service (DBS).
3. **[The Mental Capacity Act 2005](#)** [< link](#)
This sets out the legal framework for making decisions on behalf of individuals who lack capacity to make their own decisions and provides safeguards for their welfare.
4. **[The Care Act 2014](#)** [< link](#)
This sets out the duties of local authorities in relation to safeguarding adults at risk of abuse or neglect and provides a framework for their support and protection.
5. **[The Prevent Duty Guidance 2015](#)** [< link](#)
This requires public bodies to have regard to the need to prevent individuals from being drawn into terrorism, and to safeguard individuals who may be vulnerable to radicalisation.
6. **[The Human Rights Act 1998](#)** [< link](#)
This incorporates the European Convention on Human Rights into UK law and provides a legal framework for protecting the rights and freedoms

of individuals.

7. [The Working Together to Safeguard Children Guidance](#) < link

This sets out the framework for multi-agency working to safeguard children and provides guidance for professionals on their roles and responsibilities.

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