

Safeguarding and Disciplinary Policy

Food for All (Cornwall) CIC

Safeguarding Policy

1. Purpose of the Policy

To protect all participants, volunteers, and staff from harm, abuse, or neglect, and to promote a safe, inclusive environment.

2. Who This Policy Applies To

- All volunteers and staff
- Participants and clients
- Visitors and guests

3. Key Principles

- Everyone has the right to feel safe and respected.
- We listen to concerns and act promptly.
- We promote inclusion, dignity, and equality.
- We work in partnership with families, carers, and professionals.

4. Types of Abuse

We are alert to signs of:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse

- Financial abuse
- Neglect or self-neglect
- Discriminatory abuse
- Institutional abuse

5. Recognising and Reporting Concerns

- All concerns must be taken seriously.
- Volunteers should report concerns to the Safeguarding Lead: Petra Rakoczi.
- In emergencies, contact Adult Social Care or Police directly.

6. Safeguarding Lead Responsibilities

- Receive and record concerns
- Take appropriate action
- Liaise with external agencies
- Ensure volunteers are aware of safeguarding procedures

7. Safer Volunteering Practices

- Volunteers must follow behaviour guidelines.
- Volunteers should avoid working alone with vulnerable adults.
- Volunteers must respect boundaries and confidentiality.
- DBS checks may be required for certain roles.

8. Training and Awareness

- All volunteers receive basic safeguarding guidance.
- Safeguarding is discussed regularly in team meetings.
- Posters and leaflets are available at events.

9. Responding to Allegations

- Allegations against volunteers or staff are investigated fairly.
- Suspension may occur during investigation.
- We follow disciplinary procedures if needed.

10. Policy Review

- This policy is reviewed annually or after any safeguarding incident.

Disciplinary Process

This process is used for issues such as lateness, not following instructions, or low-level disruption.

Our aim is always to support improvement, not to dismiss.

Step-by-Step Process:

1. Informal Warning

- A friendly conversation to raise concerns.
- Opportunity to understand the issue and offer support.
- No formal record unless repeated.

2. First Written Warning

- Given if the issue continues or is more serious.
- Includes: what the concern is, what improvement is expected, and a timeframe for review (e.g. 4-6 weeks).
- Support may include mentoring or adjustments.

3. Final Written Warning

- If there's no improvement or repeated issues.

- Clearly states that further problems may lead to dismissal.
- A final opportunity to improve.

4. Disciplinary Meeting

- A formal meeting to discuss the situation.
- The person can bring a supporter or advocate.
- All sides are heard before any decision is made.

5. Dismissal (Only if Necessary)

- Only used if all other steps fail or in rare cases of serious harm.
- Decision is documented and explained.
- The person is treated with dignity and offered support.

Gross Misconduct

Gross misconduct refers to serious behaviour that may result in immediate dismissal or removal from volunteering. These actions go against our values of safety, respect, and inclusion.

Examples of Gross Misconduct:

- Theft or Fraud: Stealing money, property, or falsifying records.
- Violence or Threatening Behaviour: Physical assault or aggressive conduct towards anyone.
- Alcohol or Drug Misuse at Work: Being under the influence while volunteering or working.
- Sexual Harassment: Unwanted sexual comments, gestures, or behaviour.
- Racial or Discriminatory Harassment: Offensive behaviour based on race, gender, disability, religion, or other protected characteristics.
- Bullying or Intimidation: Repeated harmful behaviour towards others.
- Gross Negligence: Serious carelessness that puts others at risk.
- Deliberate Damage to Property: Intentionally breaking or vandalising equipment or premises.

- Serious Breach of Health & Safety Rules: Ignoring safety procedures or creating dangerous situations.
- Bringing the CIC into Disrepute: Behaviour that seriously harms the reputation of Food for All (Cornwall) CIC.

Procedure:

1. Immediate suspension (if needed) to protect others or investigate safely.
2. Fair and confidential investigation.
3. Disciplinary meeting to hear all sides.
4. If misconduct is confirmed, dismissal may follow immediately.