**Farnham Repair Café (FRC): Safeguarding Policy - Version 1.0 Issued**

Farnham Repair Cafe (FRC) is a charity (Registration number 117261) and managed by a of Board of Trustees – who are volunteers - and enlists other volunteers to repair items for members of the public (“service users”) and help run its events (“Repair Cafés”) at the Spire Church, Farnham, Surrey.

**Terminology**

* Volunteers – a registered volunteer with FRC, including Trustees
* Service users – members of the public who bring household objects to repair cafes
* Young people – aged 14 to 17 years old
* People at risk – this term is used to include children (aged up to 13), young people, vulnerable adults (with care or support needs) and other adults at risk
* Safeguarding – the process of protecting everyone from harm, whether the harm is caused by accidents, deliberate abuse, neglect, bullying, discrimination or prejudice or failure to help children take part in activities that are open to most of their peers.
* Abuse – abuse can be physical, emotional or sexual via behaviour, communication or inference
* Safeguards – measures put in place to help reduce the risk of any person being harmed.

**Overview**

1. **Commitment to safeguarding**

Farnham Repair Café (FRC) believes no person should ever experience abuse of any kind at FRC sessions. FRC recognise that it has a responsibility to promote the welfare of all people (including volunteers). FRC are committed to safeguarding the well-being of all people that we come into contact with and to protect them from harm.

1. **About this policy**

This policy applies to all volunteers, service users and anyone working on behalf of the FRC or attending FRC events. The purpose of this policy is to provide volunteers and service users with the overarching principles that guide our approach to the protection of all people. This policy aims to:

* Protect people who receive services or are volunteers at FRC.
* Ensure volunteers understand and accept responsibility for the safeguarding of all people they are interacting with.
1. **How FRC might work with people at risk**

FRC run regular repair events in an open, public and well supervised environment. Those aged 18 or over can volunteer at FRC. Young people can also volunteer at FRC if agreed in writing in advance with a parent/guardian and if accompanied by a parent/guardian. As such involvement with people at risk at FRC is regarded as “low level” and might include, but is not limited to:

* FRC volunteers who attend repair events
* Members of the public who attend repair cafes, either as service users or visiting
* Volunteers and service users who meet outside of a repair café to exchange repaired products
1. **Named FRC Safeguarding Officer**

A named Trustee has responsibility for safeguarding issues who has been Disclosure and Barring Service (DBS) checked to Basic level (current FRC Safeguarding Officer: Meryl Wingfield). All queries and concerns relating to safeguarding should be referred to the FRC Safeguarding Officer in the first instance. If the FRC Safeguarding Officer is unable to attend a deputy will be nominated.

1. **Policy review**

This policy will be reviewed and amended (if necessary) in November annually by the FRC Board of Trustees . It will also be reviewed in response to changes in relevant legislation, good practice, or in response to an identified failing in its effectiveness.

**Ground rules, ways of working and procedures**

**1. Ground rules and ways for working regarding safeguarding of people at risk**

FRC volunteers will be sent and required to acknowledge the reading of the FRC Safeguarding Policy by agreed date(s) each year. All volunteers at FRC are expected to treat everyone with dignity and respect and create an environment where people feel safe to voice any concerns. The FRC Safeguarding Policy will be discussed as part of the induction process for new volunteers. Volunteers are also expected to immediately report any safeguarding concerns to the FRC Safeguarding Officer or deputy. When FRC organises an activity or event where people may be at risk it will ensure that:

* Planning is carried out in line with this policy and procedures.
* There is a main contact for safeguarding on the day e.g. FRC Safeguarding Officer or deputy
* A copy of the FRC Safeguarding Policy is available at the registration desk and is downloadable from the website

**2. Working with parents/guardians/carers:**

* All communication with young person volunteers will be via their parent/guardian, including participation in FRC social media groups
* The permission of the parent/guardian will be sought before any images of a young people volunteer are used by FRC

**3. Volunteers and service users meeting outside of repair cafés**

If a FRC volunteer believes they are dealing with a person at risk who is a service user and they intend to complete a repair outside of the event, the product should be returned to the service user at a following repair café session, not privately outside of an event.

**4. Procedures for raising and dealing with safeguarding concerns**

* If any FRC volunteer or service user witnesses, suspects or is informed of any case of abuse they should immediately report it to the named FRC Safeguarding Officer or deputy, or FRC Chairperson (Martin Charter)
* Based on the seriousness of the concern, the FRC Safeguarding Officer or deputy, or FRC Chairperson will decide on the next steps to be taken, including dealing with any immediate situation, and whether to conduct an internal investigation or raise the matter with the police or local authority social care department
* Any internal investigations will be led by the FRC Safeguarding Officer and reported to the FRC Board of Trustees within one week. Any internal investigation should be concluded within a month of a concern being raised
* If abuse is found to have taken place, a decision on actions will be taken by the FRC Board of Trustees at a meeting. Any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and the best interests of the FRC. Incidents and decisions will be entered into a decision log. Volunteering with the FRC or attending the FRC as a service user may be terminated at the discretion of the Board of Trustees.

************Farnham Repair Café is a collaborative project between The Centre for Sustainable Design® at the University for the Creative Arts, Farnham Town Council and The Spire Church. Farnham Repair Café is a part of the global repair café movement led by Repair Café International Foundation. The data provided maybe used for research purposes or to comply with Government Covid-19 guidance or Law but any personal details will be anonymised. For more information on data use see Privacy Statement <https://frc.cfsd.org.uk/index.php/policy_statements/#policy_statements>.
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