



## **Introduction**

Sheffield Food Chain (SFC) is a charity run for the following purpose:

- The prevention or relief of poverty and the improvement of the conditions of life in Sheffield by the preparation and delivery of healthy frozen meals to individuals in need and/or charities, or other organisations, working to prevent or relieve poverty.
- Promoting sustainable development for the benefit of the public by using food that would otherwise go to waste and collecting and delivering food by bicycle.

The Charity is based at:

Cemetery Road Baptist Church  
11 Napier St,  
Sheffield  
S11 8HA

SFC has adopted this safeguarding policy and expects every adult working or helping at SFC to support it and comply with it. This policy applies to all trustees, volunteers, future employees, or anyone working on behalf or in conjunction with the organisation. We take a zero-tolerance stance against any form of exploitation and abuse of people who we work with, our trustees, volunteers and representatives. Everyone, regardless of age, disability, gender, race, religious belief, sexual orientation, gender expression or identity and relationship status has the right to equal protection from all types of abuse under this policy.

## **Purpose of the Policy**

The purpose of this policy and associated procedures is to ensure the safety and protection of children (anyone under the age of 18), young individuals and vulnerable adults who may be exposed to or at risk of abuse or harm. SFC acknowledges its duty to safeguard children, young individuals, and vulnerable adults and is committed to actively identifying and addressing safeguarding concerns at an early stage.

The Charity works to prevent all forms of abuse, exploitation, and harassment. This policy provides guidance and overarching principles to those who represent us as volunteers or staff, outlining our approach to safeguarding children and vulnerable adults with whom we work. Breaching this policy may result in disciplinary action.

## **Safeguarding Principles**

Safeguarding means protecting children, young people, and vulnerable adults from harm or abuse to ensure their safety, as much as possible when involved in our work. Our approach involves identifying those who might be at risk of harm or abuse and working with them and

other organisations to keep them safe, recognising our statutory responsibility to report to relevant agencies as required.

At SFC, we have a collective responsibility for creating a culture in which our people not only feel safe, but are able to speak up, if they have any concerns. This requires effective collaboration among our volunteers, different agencies and professionals with clear skills and roles. SFC recognises that effective safeguarding is underpinned by up-to-date policies and procedures, robust risk assessment processes and clear reporting and communication systems. This is strengthened by the organisation's ability to respond appropriately and manage concerns when they are reported.

### **Responding to Safeguarding Concerns**

If a crime is in progress, or an individual in immediate danger, the police must be called, as in any other circumstances by calling 999.

Recipients or members of the public should make their concerns known to a member of our team, who will firstly alert the DSL of the charity or if absent the DSL deputy. Our safeguarding lead and deputy contact details are given below.

Members of the charity should inform our safeguarding lead. If this is difficult or if the concern is regarding our safeguarding lead, members should speak to the DSL deputy or seek advice from Sheffield City Council Safeguarding Adults Team on 0114 273 4908.

This includes concerns related to incidents of abuse or exploitation that might have occurred in the past, however long ago or concerns where the identity of those involved is unknown.

SFC will immediately notify Sheffield Safeguarding Hub if concerns are raised for a child's safety by either calling 0114 273 4855 (24 hours) or emailing [sheffieldsafeguardinghub@sheffield.gov.uk](mailto:sheffieldsafeguardinghub@sheffield.gov.uk). SFC will support the Hub to respond to concerns raised as necessary. In addition If concerns are raised of a person referred to us by an agency we work with the DSL will raise the concern internally with their DSL.

### **Confidentiality**

All concerns or incidents of abuse and harm will be treated with the utmost confidence, and information will only be shared on a 'need to know' basis. Where a crime has been committed SFC recognises its responsibility to report it to the relevant authority. This could delay SFC conducting its own investigation in order to not interfere with a criminal investigation. Where appropriate, SFC will report all safeguarding concerns that meet the serious incident threshold to the Charity Commission and will meet its obligations to report such incidents to donors as necessary. The trustees are mindful of their reporting obligations to the Charity Commission in respect of [Serious Incident Reporting](#) and, if applicable, other agencies. Trustees are aware of and trained in the Government [guidance on handling safeguarding allegations](#).

## **Trustee Safeguarding Responsibilities**

This safeguarding policy will be reviewed and approved by the Trustees Board annually.

Trustees are aware of and will comply with the Charity Commission guidance on [safeguarding and protecting people](#) and also the [10 actions trustee boards need to take](#) to ensure good safeguarding governance.

Our safeguarding lead will be given primary responsibility for the oversight of all aspects of safety. This will include:

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- Ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police and other statutory authorities is carried out.
- Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
- Ensuring that safeguarding requirements and responsibilities are reflected in job descriptions as appropriate.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations.
- Making Trustees, volunteers and others aware on induction of our safeguarding procedures and their specific safeguarding responsibilities, the signs of potential abuse and how to report these, with regular updates and reminders, as necessary.
- Recording concerns securely and confidentiality, In line with safeguarding and data protection guidance, monitoring for any patterns or repeated issues. Where necessary, escalating and contacting the appropriate/relevant authorities.

## **Safer Recruitment and selection**

SFC works to ensure all staff and volunteers uphold the values of the organisation and are appropriate to work for the Charity. This includes a robust recruitment and selection process for all staff and volunteers, including our Trustees.

SFC welcomes a diversity of volunteers who ensure the Charity can continue to provide the vital service. To ensure the Charity complies with current Safeguarding guidance, all volunteer roles have been risk assessed to ensure we can address the needs of families and individuals receiving our services.

Currently no volunteer or staff roles can be defined to be participating in Regulated Activity. However, Sheffield Food Chain takes safer recruitment practices seriously in order to ensure we minimise the risk of appointing someone unsuitable to carry out our vital work. All volunteers will be over the age of 18.

Clear job and role descriptions are provided which will contain reference to the roles' responsibilities for safeguarding, as well as person specifications.

A completed cooks/cyclist volunteer application form is required from all candidates, enabling the opportunity to tell us confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record. Should anything

be identified a specific risk assessment will be carried out that addresses the risks, and individual needs, of working with SFC prior to appointing the person to the role.

Where deemed necessary for specific volunteer roles, two references will be requested from the applicant, using a standard proforma.

No formal offer will be made until suitability of the individual has been fully assessed.

### **Safeguarding training**

SFC prioritises training and raising awareness of safeguarding with its staff and volunteers, including its Trustees. The assigned Designated safeguarding lead has carried out an online DSL training course from NCVO. All staff members and volunteers will receive safeguarding training relevant to the level of responsibility held by their role.

SFC recognises:

- Safeguarding training is not a one off activity but something that is continually developed, expanding knowledge and skills for all volunteers: training of all volunteers should occur every three years.
- Opportunities for learning and practice improvement are important to ensure continued awareness: this has been built into volunteer management and appraisal.

### **Volunteer management**

The organisation has clear lines of accountability with appropriate supervision and support for all volunteers. Cyclists work in pairs to ensure the safety of both the recipients delivered to and themselves while cycling on the road. All volunteer cooks are led by a head cook for each session following kitchen opening and closing procedures and other health and safety procedures. Committed and long-serving volunteers may be granted added responsibilities, as determined and communicated by the trustees based on their judgement.

### **Working with other organisations**

Sheffield Food Chain selects partners, individuals, groups, or organisations that align with similar principles aimed at preventing harm and abuse as outlined in their own policies. These principles should encompass clear responsibilities, mandating their staff and representatives to be qualified to collaborate with SFC. It is expected that they demonstrate a commitment to upholding safeguarding standards and respond effectively when any breaches are reported.

In cases where organisations lack their own written policies or fail to meet SFC's standards, they must formally agree to adopt and adhere to the standards outlined in SFC's policy. A formal due diligence process should be maintained, at the very least, where partnering organisations exchange their safeguarding policies with ours.

## **Selection of recipients**

We do not identify and select potential recipients ourselves. We work with a number of local organisations who support people who are living in poverty or are unable to care for themselves or have an immediate need for support. The criteria we set out on our [standard referral form](#) are:

- Struggling financially to get nutritious food and/or
- Finding it difficult to shop or access food support due to e.g. illness, disability, caring responsibilities.

We currently accept nominations from the following organisations:

- Sheffield Shelter, the local branch of Shelter, the National Charity for Homeless People ([https://england.shelter.org.uk/get\\_help/local\\_services/sheffield](https://england.shelter.org.uk/get_help/local_services/sheffield))
- Sheffield Mind, the local branch of Mind, the national charity which works with/ provides support for individuals with mental health. [www.sheffieldmind.co.uk](http://www.sheffieldmind.co.uk))
- St Mary's Community Centre, a local charity which, among many other activities, runs a community meals and social supermarket service (<https://www.stmarys-church.co.uk/communit>)
- SAYIT, a local charity that supports young people in the LGBTQ+ community in the local area.<https://www.sayit.org.uk/>
- Together Women, a local charity that provides support to women and girls in Sheffield with a focus on breaking cycles of trauma, abuse, and re-offending. <https://togetherwomen.org/sheffield/>
- Family Voice Sheffield, a local charitable organisation which works with in the area which we cover (<https://www.facebook.com/familyvoicesheffield/>)
- Porterbrook medical centre, a local surgery that supports a diverse range of communities in our area. <https://www.porterbrookmedicalcentre.co.uk/>

## **Designated Safeguarding Lead**

Any question, report or concern in relation to the safeguarding of children/adults should be shared with our Safeguarding Lead both verbally and if possible by written email. In the event that the Safeguarding Lead is absent or the concern raised is regarding the Safeguarding Lead, one must contact our Safeguarding deputy.

DSL - William Cole  
[safeguarding.sheffieldfoodchain@gmail.com](mailto:safeguarding.sheffieldfoodchain@gmail.com)

DSL Deputy - Mike Pollard  
[safeguarddeputy.shefffoodchain@gmail.com](mailto:safeguarddeputy.shefffoodchain@gmail.com)

## **Supporting Documents**

- [Code of Conduct](#)
- [SFC Data Protection Plan](#)
- [Safeguarding FAQs](#)

## **Legal Framework**

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Charity in the jurisdictions it operates in.

## **Underpinning Legislation and Guidance**

- The Children Act 1989
- The Children Act 2004
- Working Together to Safeguard Children - HM Government 2018
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 1998 and GDPR 2018
- Sharing Information 2018

This Policy is approved and robustly endorsed by Sheffield Food Chain and is due for review annually by all trustees.

**Signed:** \_\_\_\_\_

WILLIAM COLE

(Designated Safeguarding Lead)

14 November 2025

**Signed:** \_\_\_\_\_

MIKE POLLARD

(Safeguarding Lead deputy)

14 November 2025

Publication date	November 2025
Next Review date	November 2026

**Definitions for this document:**

**Safeguarding**

SFC adopts the Charity Commission definition of safeguarding, recognising that safeguarding includes the procedures, measures and practices implemented by SFC, working to ensure we all uphold our commitment to prevent abuse and harm and responding to and protecting individuals from harm committed by our trustees, volunteers, employees or anyone working on behalf or in conjunction with the organisation.

**Vulnerable adult**

Anyone over the age of 18 who, may be or is unable to protect or care for themselves by reason of a disability (of any kind), illness or age, those suffering from trauma, addiction, or their immigration status. Vulnerability may be temporary.

**Types of abuse:**

- Emotional abuse is any kind of abuse that is emotional rather than physical in nature. It can include anything from verbal abuse and constant criticism to more subtle tactics, such as intimidation, manipulation, and refusal to ever be pleased.
- Financial abuse is the misuse of a person's money, property or assets through theft or fraud.
- Neglect is the ongoing failure to meet a person's basic needs, including basic physical and/or psychological needs.
- Physical abuse is an act of another party involving contact intended to cause feelings of physical pain, injury, or other physical suffering or bodily harm.
- Sexual abuse is forcing undesired sexual behaviour by one person onto another.
- Sexual exploitation any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including profiting monetarily, socially or politically from the sexual exploitation of another.
- Sexual harassment unwelcome sexual advances (without touching). It includes requests for sexual favours, or other verbal or physical behaviour of a sexual nature, which may create a hostile or offensive environment.

## **Child Protection**

The terms child protection and child safeguarding are used interchangeably by some agencies. SFC differentiates between child protection and child safeguarding by defining:

- Child protection as relating to actions taken by countries, communities and organisations to prevent, mitigate and respond to child abuse generally.
- Child safeguarding as relating to measures taken by an organisation to prevent, mitigate and respond to child abuse caused by an organisation's staff and/or associates, operations and programmes.