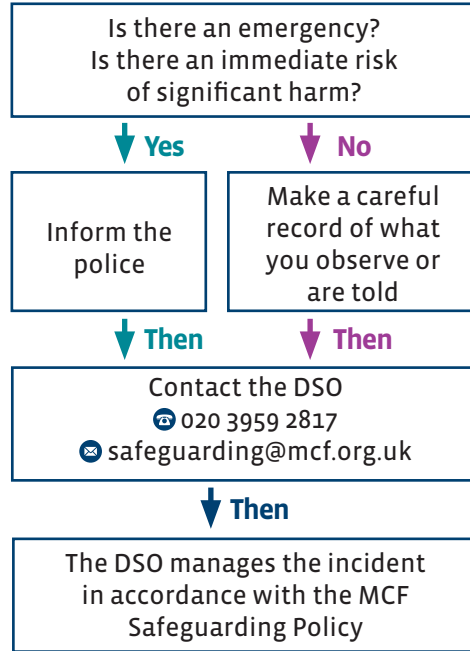


# Safeguarding

What to do if you have a concern about an MCF applicant, beneficiary, volunteer or staff member

Fold three

## Reporting a concern



Fold two

## Safeguarding Code of Conduct

At the Masonic Charitable Foundation (MCF), we believe that all staff and volunteers share responsibility for safeguarding and promoting the welfare of children, young people and adults who are at risk.

The code of conduct sets out essential information and reminds us all of our responsibilities. By following it, you will be able to check that you are doing the right thing and behaving in the right way.

- Do** remember that you are a representative of the MCF. Set a good example for others to follow.
- Do** be responsible and accountable in the way you perform your role.
- Do** make sure you follow MCF policies and procedures and re-read them from time to time.

**Do** report all allegations, suspicions and concerns immediately to the Designated Safeguarding Officer (DSO). Refer to the MCF's whistleblowing procedure if you feel an incident or concern cannot be reported to the DSO.

- Do** treat everyone with dignity and respect in line with the MCF values.
- Do** respect your position of trust and maintain appropriate boundaries and relationships with at-risk children, young people and adults, as well as volunteers and staff.
- Do** encourage an open and transparent culture where people can challenge inappropriate attitudes or behaviours.
- Do** comply with all applicable UK laws and guidance.
- Do not** rely on your reputation or position to protect you.

Fold one

## Allegations, concerns and disclosures

If a person entrusts you with personal information or if you have a concern about a person's physical, sexual or emotional well-being it is YOUR responsibility to seek advice and support from the DSO.

Any safeguarding concerns or allegations about an MCF staff member, trustee or volunteer must be immediately referred to the DSO.

## Handling a disclosure



- Remain calm, approachable and receptive
- Listen carefully, without interrupting
- Acknowledge you understand how difficult this may be
- Make it clear that you are taking what is said seriously
- Reassure them that they have done the right thing in telling you
- Let them know that you'll do everything you can to help them
- Make a written record of exactly what has been said



- Promise confidentiality
- Ask leading or probing questions
- Investigate
- Repeatedly question or ask the individual to repeat the disclosure
- Discuss the disclosure with people who do not need to know
- Delay in reporting the disclosure to the DSO

## Important contact details:

Designated Safeguarding Officer

☎ 020 3959 2817

✉ [safeguarding@mcf.org.uk](mailto:safeguarding@mcf.org.uk)