

Safeguarding

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



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 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 treat everyone with dignity and respect in line with the MCF values.

Do be responsible and accountable in the way you perform your role.

Do encourage an open and transparent culture where people can challenge inappropriate attitudes or behaviours.

Do make sure you follow MCF policies and procedures and re-read them on a regular basis.

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

Do comply with all applicable UK laws and guidance.

Do not rely on your reputation or position to protect you.

Do not make assumptions, based on the reputation, position, or your own personal knowledge of someone that will delay or prevent you from sharing concerns.

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 DSL.

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

Important contact details

Claire Smith

Designated Safeguarding Lead (DSL)

Telephone: 0800 035 60 90 *option 1*

Email: safeguarding@mcf.org.uk

Reporting a concern

Is there an emergency? Is there an immediate risk of significant harm?

↓ **Yes**

Inform the emergency services on 999

↓ **Then**

↓ **No**

Make a careful record of what you observe or are told

↓ **Then**

Contact the DSL
0800 035 60 90
safeguarding@mcf.org.uk

↓ **Then**

The DSL manages the information shared in accordance with the MCF Safeguarding Policy

Do's and Don'ts for handling a disclosure



Do

- 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
- Act immediately and share your concerns with the DSL
- Refer to the MCF policies for safeguarding, available on the website at www.mcf.org.uk



Do Not

- Promise confidentiality
- Delay in reporting the disclosure to the DSL
- 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