

The Phoenix Fellowship Safeguarding Policy

Version 1.0

Purpose and Scope

The Phoenix Fellowship is committed to ensuring the safety and welfare of every individual we engage with. Although we do not work directly with children, we may support vulnerable adults. This policy sets out our approach to safeguarding, including prevention, reporting, and response. It applies to all Trustees, staff, volunteers, and any partners acting on our behalf.

Statement of Commitment

We believe that everyone, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, has the right to equal protection from harm. We have zero tolerance for any form of abuse or neglect. Safeguarding is a shared responsibility, and we expect anyone involved with the Phoenix Fellowship to uphold this principle at all times.

Definitions

Safeguarding refers to protecting individuals' right to live in safety, free from abuse and neglect. Vulnerable adult means a person aged 18 or over who may be unable to protect themselves from harm due to age, disability, illness, or social circumstances. Abuse may include physical, emotional, sexual, or financial abuse, as well as neglect and exploitation.

Preventive Measures

- All Trustees and staff receive safeguarding guidance appropriate to their role
- Where appropriate, background checks will be carried out for individuals in positions of trust
- All applicants and referees are informed about our safeguarding commitments
- We maintain a safeguarding risk register and review it annually

Reporting Concerns

If a safeguarding concern arises, it must be reported immediately to the Designated Safeguarding Lead (DSL), who is:

Name: Dr. Richard Skinner

Role: Chair of Trustees

Email: richard@phoenixfellow.org

If the concern involves a Trustee or member of staff, it should be escalated to the Chair of Trustees or, where appropriate, reported to the Charity Commission or relevant authority.

Responding to Concerns

- We will take every concern seriously and respond promptly

- Where necessary, we will involve external safeguarding bodies or the police
- All reports will be handled in line with data protection legislation and kept confidential except where information sharing is essential to protect someone at risk
- A written record of the concern and actions taken will be maintained securely

Whistleblowing

Anyone connected to the Phoenix Fellowship is encouraged to report concerns about malpractice or wrongdoing, including safeguarding failures. Whistleblowers will be protected and treated fairly.

Contact

If you have any questions about this policy, please contact the Policy Lead using the policy@phoenixfellow.org email address.

Review

This policy is reviewed at least once a year and sooner if legal requirements or our operations change. The version number and effective date will be updated on publication.

Effective date

Effective from. 1st October 2025

Document owner. Policy Lead.

Next planned review. September 2026