



The Neurofibromatosis Association
t/a Nerve Tumours UK

Safeguarding Policy
January 2026

Charity Registration Number 1078790
Scottish Charity Registration number SC045051
Company Registration Number 3798407

1. INTRODUCTION

1.1 This safeguarding policy applies to the charity trustees of **THE NEUROFIBROMATOSIS ASSOCIATION (Charity)** and sets out guidelines and procedures for the safeguarding of children and vulnerable adults.

1.2 The Charity is committed to protecting children and vulnerable adults (each being as defined in the appendix to this policy) from harm and it also recognises its responsibilities to protect staff and volunteers against unfounded allegations of abuse. This policy aims to ensure children and vulnerable adults, and all those who work with them, are safe and supported within the Charity and during the course of its organised activities.

1.3 The Charity's activities will be reviewed in accordance with health and safety and risk management policies to assess whether or not they constitute regulated activity (as defined in the appendix to this policy) and safeguarding measures implemented as required. If a risk assessment concludes that regulated activity is to be carried out additional checks will be carried out, as relevant.

This policy applies to all staff, volunteers and contractors.

2. POLICY OVERVIEW

The Charity seeks to safeguard children and vulnerable adults in the following ways:

- (a) By prioritising the welfare and protection of children and vulnerable adults.
- (b) By appointing a member of staff, the Lead Specialist Advisor, as a designated safeguarding officer with specific responsibilities regarding safeguarding.
- (c) By providing staff with information, training and guidance about how to recognise potential abuse, how to respond appropriately, how to report it and by making staff aware that they have a responsibility to report any concerns they have regarding a safeguarding issue to the designated safeguarding officer.
- (d) By ensuring all suspicions and allegations of abuse are taken seriously, investigated and dealt with to quickly and appropriately.
- (e) By sharing information appropriately, working in partnership with relevant regulatory bodies, ensuring that all parties understand their responsibilities to each other and act upon them with regard to safeguarding considerations.

3. GOOD PRACTICE

- (a) Everyone who works at the Charity shares a responsibility for the safety and security of all its members.
- (b) Child protection over-rides confidentiality, internal hierarchy and other objectives. Staff should not keep concerns secret or act with others to withhold disclosure in relation to matters relating to the protection of children or vulnerable adults.
- (c) Any member of staff whose normal duties will include Regulated Activity will be required to be vetted by a DBS check before taking up the role, and will be obliged to notify the Charity of any subsequent criminal convictions that may impact upon their future employment or relationship with the Charity.
- (d) Intimate or sexual relationships between staff and children or individuals who are vulnerable adults are an abuse of trust, and may constitute a criminal offence.
- (e) One-to-one meetings with a child or vulnerable adult should only be carried out with due regard to the potential issues in relation to. Ideally meetings should be conducted in an open area.

- (f) Unnecessary physical contact with children or vulnerable adults should generally be avoided to prevent the possibility that any such actions may be misconstrued.
- (g) Due care should be exercised in the use of language and comments which could be misinterpreted as having a sexual or inappropriate connotation should be avoided.
- (h) The personal details including telephone number, personal email or home address of any staff member should not be given to children or vulnerable adults.
- (i) In the case of any child or vulnerable adult informing a member of staff that abuse has occurred or where there is cause for concern the member of staff should explain to the relevant individual that this information will have to be referred to the designated safeguarding officer. Staff should not attempt to resolve safeguarding issues alone and must report all allegations or suspected abuse as soon as possible.
- (j) If a member of staff feels that they or other members of the Charity may be at risk of unjustified accusations in connection with children or vulnerable adults they should alert the designated safeguarding officer.

4. RECOGNISING SAFEGUARDING ISSUES AND POTENTIAL ABUSE

There are a number of ways in which abuse of a child or vulnerable adult may become apparent:

- (a) A child or vulnerable adult discloses information that identifies abuse.
- (b) A third party discloses that a child or vulnerable adult has provided information to them that indicates abuse is or may be taking place.
- (c) A child or vulnerable adult shows signs of physical injury for which there appears to be no satisfactory explanation.
- (d) A child or vulnerable adult's behaviour leads to suspicion that he or she may be being, or previously has been, abused.
- (e) A member of staff's behaviour with regard to the way in which they interact or relates to a child or vulnerable adult causes concern as to potential abuse.

4. SAFEGUARDING PROCEDURES

If a child, young person or vulnerable adult discloses information or tells you about abuse or harm they are suffering or have suffered) all employees, workers, contractors and agency workers of the Charity will:

- listen carefully and so far as possible only ask questions for clarification;
- remain calm and caring and avoid interpreting or elaborating on the information being imparted;
- tell the child, young person or vulnerable adult that you will need to disclose this information with others but make it clear to them that you will only tell people who need to be informed and who will be able to help and do not promise to keep it a 'secret';
- report the incident immediately to the designated safeguarding officer;
- record a signed and dated account of what was said, using so far as possible the words of the child, young person or vulnerable adult as soon as practicable after the relevant disclosures were made.

5. DEFINITION OF ABUSE

Abuse is when someone causes harm or distress. It can take many forms, ranging from disrespect to causing someone physical or mental pain. It can occur in someone's home, a care home, hospital or a public place.

It also includes verbal abuse, cyberbullying and isolation or an unreasonable and unjustified withdrawal of services or support networks.

6. . OPERATIONAL DUTIES

- (a) The designated Safeguarding Officer, the Lead Specialist Advisor (employed by the charity), will be responsible for ensuring the Specialist Advisors (employed by relevant NHS trusts), attend annual safeguarding courses.
- (b) It must be noted the charity cannot influence in any way the safeguarding training undertaken by the NHS, but will ensure its team attend their relevant NHS Trust courses. Given NHS Trusts are public bodies, we accept that all safeguarding training meets statutory requirements
- (c) The Lead Specialist Advisor will liaise with the Charity Director to ensure all head office staff receive annual, and relevant safeguarding training.
- (d) Trustees and members of the Charity Head Office do not come into direct working contact with members of the public, but if any issues concerning safeguarding are seen online, it is to be reported immediately to the Lead Specialist Advisor & the Charity Director for on-ward action, as necessary.
- (e) All trustees and members of the head office team will be DBS checked.

6. POLICY REVIEW

The Board of Trustees will review this policy every 12 months or following any legislative changes, whichever comes first.

APPENDIX SAFEGUARDING DEFINITIONS

“**Child**” and “**Children**” means, in the context of this policy, anyone under the age of 18.

“**Vulnerable Adult**” means an adult aged 18 years or over who ‘may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation’, as defined in the Department of Health’s guidance to local partnerships.

“Regulated activity”

The full, legal definition of regulated activity can be found at Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended (in particular, by the Protection of Freedoms Act 2012).

An HM Government leaflet has provided guidance on this and a summary of the definition (<https://www.gov.uk/government/publications/disclosure-and-barring-information-leaflets>). This summary is reproduced below, for reference:

1. Regulated activity relating to children

The new definition of regulated activity relating to children comprises only:

(i) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;

(ii) Work for a limited range of establishments (‘specified places’), with opportunity for contact: for example, schools, children’s homes, childcare premises. Not work by supervised volunteers;

Work under (i) or (ii) is regulated activity only if done regularly. We are providing statutory guidance about supervision of activity which would be regulated activity if unsupervised.

(iii) Relevant personal care, for example washing or dressing; or health care by or supervised by a professional;

(iv) Registered childminding; and foster-carers.

2. Regulated activity relating to adults

The new definition of regulated activity relating to adults no longer labels adults as ‘vulnerable’. Instead, the definition identifies the activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time. This means that the focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities. There is also no longer a requirement for a person to do the activities a certain number of times before they are engaging in regulated activity.

There are six categories of people who will fall within the new definition of regulated activity (and so will anyone who provides day to day management or supervision of those people). A broad outline of these categories is set out below. For more information please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012.

(i) Providing health care

Any health care professional providing health care to an adult, or anyone who provides health care to an adult under the direction or supervision of a health care professional. Please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012, for further details about what is meant by health care and health care professionals.

(ii) Providing personal care

Anyone who:

- provides physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of an adult's age, illness or disability;
- prompts and then supervises an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin, hair or nails without that prompting or supervision; or
- trains, instructs or offers advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of their age, illness or disability.

(iii) Providing social work

The provision by a social care worker of social work which is required in connection with any health care or social services to an adult who is a client or potential client.

(iv) Assistance with cash, bills and/or shopping

The provision of assistance to an adult because of their age, illness or disability, if that includes managing the person's cash, paying their bills or shopping on their behalf.

(v) Assistance in the conduct of a person's own affairs

Anyone who provides various forms of assistance in the conduct of an adult's own affairs, for example by virtue of an enduring power of attorney. Please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012, for the further categories which are covered here.

(vi) Conveying

A person who transports an adult because of their age, illness or disability either to or from their place of residence and a place where they have received, or will be receiving, health care, personal care or social care; or between places where they have received or will be receiving health care, personal care or social care. This will not include family and friends or taxi drivers.