

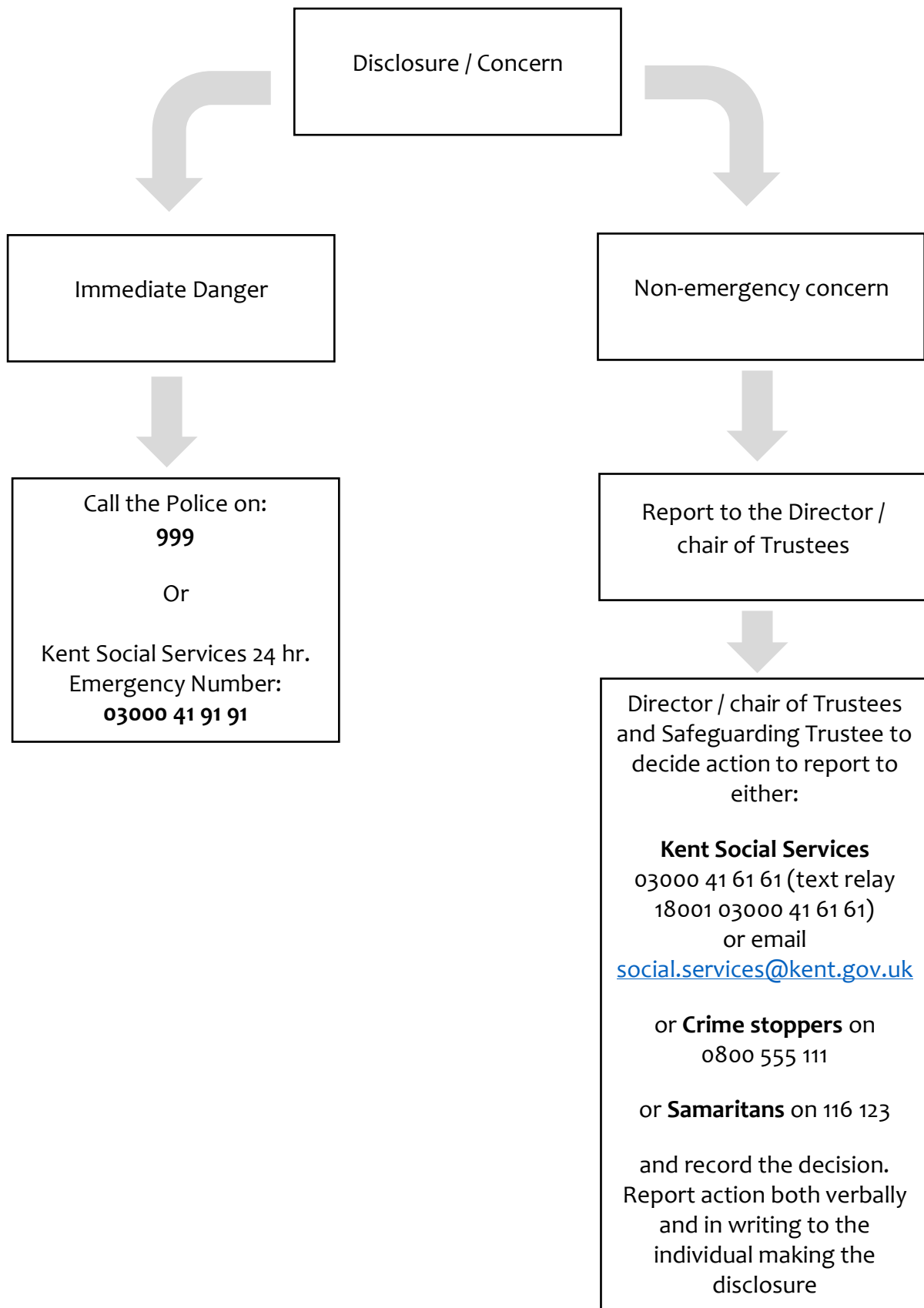
Safeguarding is everybody's responsibility.

Anyone who accesses TMG's services or materials or those who provide them, the Board of Trustees and any employees are potentially vulnerable to abuse* whether that be domestic, financial, and sexual or any other forms.

TMG will strive to prevent abuse and protect all individuals by being aware of the potential risks and being alert to signs of abuse*.

1. TMG is committed to confidentiality at all times and information disclosed will only ever be divulged to those who need to know. Anybody raising a Safeguarding issue must, however be made aware that where actual harm or criminal activity has been disclosed, these will be reported to the relevant authorities.
2. Should anybody either accessing TMG's services or providing them become aware of a Safeguarding issue, they should immediately raise the matter with the Director. If the concern is with the Director, the issue should be raised with the Chair of Trustees.
3. The Chair of Trustees will, together with the designated Trustee for Safeguarding, record the disclosure and the action taken. The person who reported the issue will receive a verbal response as soon as possible and a written response within 7 working days outlining the actions taken.
4. TMG, in line with the rules of the Charities Commission will report any Safeguarding matters to them in a timely manner.
5. It is the responsibility of TMG to ensure all those who provide services have read the Safeguarding Policy as part of their induction.
6. TMG will do all that is reasonable to ensure that those who access the charity's services are aware of the Policy through access on the website and in the information documentation received prior to any courses or training programmes.
7. The Safeguarding Policy will be reviewed annually.

Flow Chart



Access to the TMG courses/retreats:

1. On the Application Form there should be a requirement to disclose any current mental health problem. It must be clear that information will only be shared with the teacher of the course.
2. It is a condition of joining a class/retreat that confidentiality is respected and that service users will not discuss anything disclosed in the course outside the group. This will be discussed and agreed with the whole group at the start of the course or retreat.
3. TMG reserve the right to remove a participant should there be a breach of confidentiality or any behaviour deemed to be of an antisocial nature.
4. Additional reference resources linked to the website: MIND, SAMARITANS etc.

**TMG believe that every individual who accesses the Charity's services and materials as well as those who provide their services, the Board of Trustees and any employees have the right to a life free from fear, to be treated with dignity and respect and never be forced to do anything against their will. To this end TMG will strive to protect individuals from harm and be alert to signs of abuse. All people regardless of age, culture, disability, gender, race, language or religion are potentially vulnerable.*

Factors which increase an individual's vulnerability include:

- A sensory or physical impairment or disability
- A Learning disability physical illness
- A mental illness or dementia
- An addiction to drugs, alcohol or gambling
- Being an unpaid carer
- Being unemployed
- Being homeless
- Being an immigrant or an asylum seeker
- Being a victim of domestic abuse
- A major life event such as bereavement or trauma

Forms of abuse include:

- Physical abuse
- Psychological abuse
- Sexual abuse
- Financial abuse
- Neglect
- Domestic abuse/violence
- Digital abuse