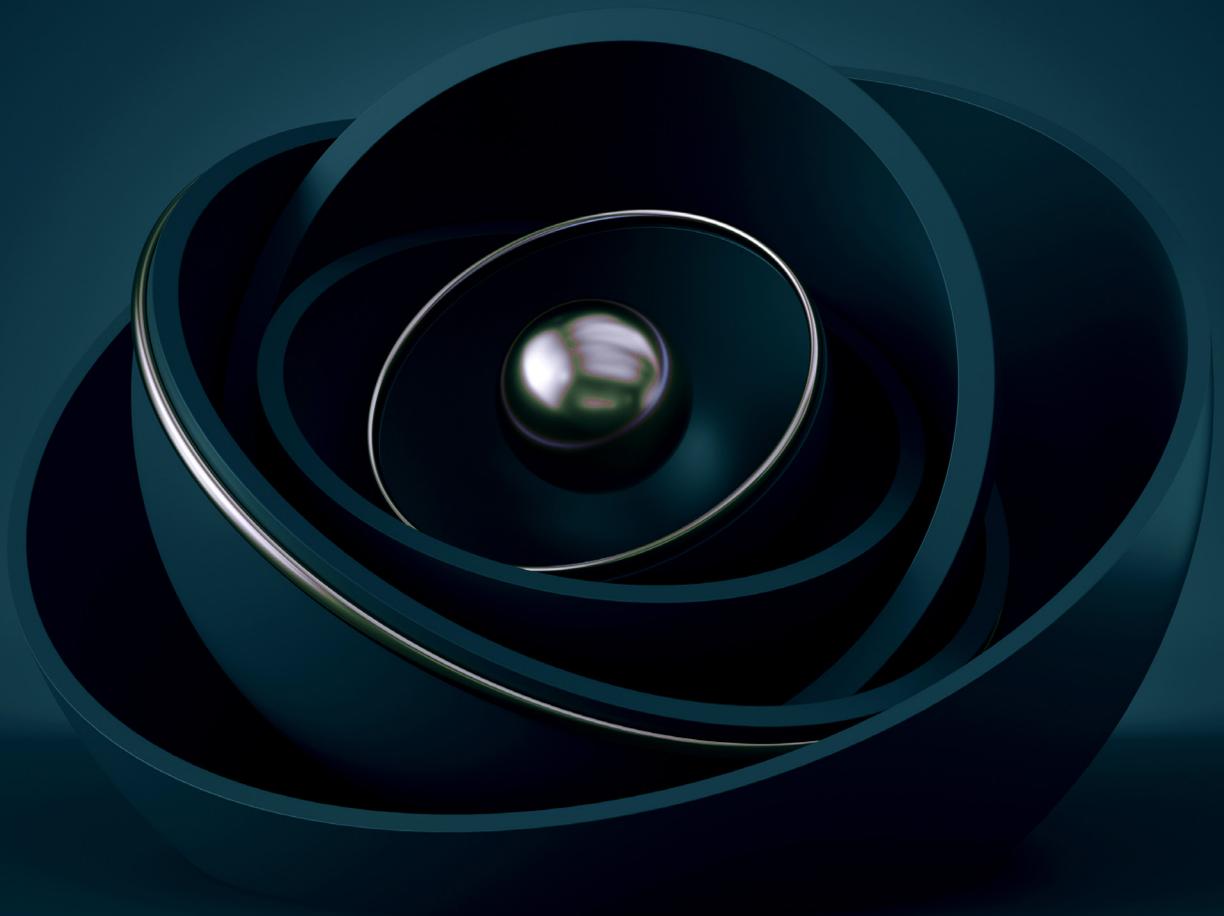




Safeguarding Policy



1 Introduction

- 1.1 The Charity is committed to ensuring that it provides a safe and trusted environment which safeguards and promotes the welfare and wellbeing of anyone who comes into contact with the Charity, including its beneficiaries, any staff or volunteers.
- 1.2 The Trustees recognise that they are ultimately responsible for ensuring that those benefiting from, or working with, the Charity, are not harmed through contact with it and are treated in a safe, respectful and appropriate manner. This responsibility relates in particular to young people (i.e. those under 18 years of age) and vulnerable persons including older people and adults at risk.

2 Scope

- 2.1 This safeguarding policy (the Policy) applies to the Trustees as well as any staff, contractors, volunteers, or any other person associated with the Charity, wherever located (together referred to as 'staff' in this Policy).
- 2.2 This Policy aims to deter, minimise and remove opportunities for the abuse of those who come into contact with the Charity and its work, in particular children, young people and adults at risk; and provide staff with the overarching principles that guide the Charity's approach to safeguarding.

3 Other policies

This Policy should be read in conjunction with any other applicable operational policies [e.g., the Charity's Risk Management Policy / risk register and], which may be adopted by the Charity from time to time.

4 Summary of Key Safeguarding Responsibilities

- 4.1 The Charity acknowledges the importance of the Charity Commission's guidance on safeguarding and the following safeguarding requirements:
 - 4.1.1 providing a safe and trusted environment which safeguards anyone who comes into contact with it including beneficiaries, staff and volunteers;
 - 4.1.2 setting an organisational culture that prioritises safeguarding, so that it is safe for those affected to come forward and report incidents and concerns with the assurance they will be handled sensitively and properly;
 - 4.1.3 having adequate safeguarding policies, procedures and measures to protect people; and
 - 4.1.4 providing clarity as to how incidents and allegations will be handled should they arise, including reporting to the relevant authorities, such as the Charity Commission.
- 4.2 The Trustees recognise that it is their responsibility to set the overarching principles and governance strategies that guide the Charity's approach to safeguarding.

5 Policy Statement

- 5.1 Safeguarding and promoting well-being and welfare means protecting the rights of persons to live in safety, free from abuse and neglect.
- 5.2 The Charity believes that all persons, without exception, have the right to protection from bullying, harassment (including sexual harassment), physical or emotional abuse and exploitation and takes a zero-tolerance approach to these behaviours. Discrimination, prejudice or oppressive behaviour or language in relation to any of the following are not acceptable: race, sex, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- 5.3 The Charity acknowledges that safeguarding does not encompass only the prevention of physical abuse but also the protection of people from harm generally, including neglect, emotional abuse, exploitation and the consequences of the misuse of personal data.

6 Partner Organisations

- 6.1 As part of its due diligence in relation to potential partner organisations with which the Charity may fund or partner, the Charity will seek assurances that such organisations have in place adequate safeguarding arrangements, including appropriate policies and mechanisms to provide assurance on compliance.
- 6.2 All partners working with the Charity are required to comply with this Policy.

7 Procedures

- 7.1 The Trustees will ensure there are adequate safeguarding and whistleblowing policies and procedures in place for the Charity and its work and will review these, along with their application, regularly.
- 7.2 If a Trustee has or is made aware of a safeguarding concern, this should be raised with the Chair of the Charity, or another Trustee, who will seek advice on the next steps.
- 7.3 Where applicable, in relation to the Charity's grant making activities, the Charity will:
 - 7.3.1 include in its standard grant Terms and Conditions an assurance by the grant recipient they have in place adequate safeguarding arrangements, including appropriate policies and mechanisms to provide assurance on compliance; and
 - 7.3.2 establish and enforce clear lines of responsibility and reporting between the grant recipient and the Charity.
- 7.4 With regards to the Charity's assessment activities, no person under the age of 18 will be permitted to test by remote invigilation and further those under 16 will not be permitted to take a test or examination at a centre unless a school/college.

8 Serious Incident Reporting

- 8.1 The Charity will respond to all suspicions, allegations and safeguarding incidents swiftly and appropriately and take professional advice where appropriate. This may include reporting to the appropriate entities, including police forces, any relevant national authorities and the Charity Commission.
- 8.2 The Trustees acknowledge the Charity Commission's guidance on how to report a serious incident and in the safeguarding context, their duty to make a serious incident report to the Charity Commission in the event:
 - 8.2.1 of an incident where someone has been, or has alleged to have been, abused or mistreated and this is connected with the Charity's activities;
 - 8.2.2 a beneficiary(ies) has been, or is alleged to have been, abused or mistreated while under the Charity's supervision, or by someone connected with the Charity, for example, a Trustee; and/or
 - 8.2.3 the Charity's procedures or policies relating to safeguarding matters have been breached and this has placed beneficiaries at risk.

9 Implementation of Policy

- 9.1 This Policy will be provided to all Trustees and any staff and volunteers as part of their induction, and training will be provided on this Policy as appropriate.
- 9.2 Failure to comply with this Policy will be considered as gross misconduct and potentially grounds for dismissal.

10 Monitoring and Review

This Policy will be reviewed at least annually by the Trustees or more frequently should circumstances dictate or when relevant legislation changes.

Effective from: 1 February 2022

Last reviewed by the Board: December 2021