

## SAFEGUARDING POLICY

### 1 Policy

This document sets out the Trust's approach to safeguarding relating to its staff, trustees and its operations, particularly in relation to grant making and grant management. It provides staff and trustees with an understanding of the regulatory framework in which the Trust operates and how it applies to its work.

In developing this policy, the Trust has considered the Association of Charitable Foundations' Safeguarding Framework and the Charity Commission's guidance on safeguarding and protecting people for charities and trustees. It aims to reflect current good practice whilst providing an approach that is proportionate for the Trust's aims, scope and scale of grant making.

### 2 The legislative and regulatory framework

In England the Care Act 2014 sets out the legal framework for how local authorities and other parts of the system should protect adults (18 years or older) at risk of abuse or neglect. In Wales, the Social Services and Well-being Act 2014 provides the legal framework for adult (18 years or older) safeguarding. In Scotland the Adult Support and Protection Act 2007 gives greater protection to adults (16 years or older) at risk of harm or neglect.

In England the main legislation relating to safeguarding children and young people is the Children Act 2004 and the most recent guidance issued through that Act is the Working Together to Safeguard Children guide, July 2018.

In Scotland, the key guidance for anyone working with children is the National Guidance for Child Protection in Scotland (Scottish Government, 2014).

In Wales the Social Services and Well-being Act 2014 provides the legal framework for the safeguarding of children and young people.

Both the [Charity Commission for England and Wales](#) and the [Office of the Scottish Charity Regulator](#) have emphasised that a charity's trustees have a legal duty to review their approach to safeguarding.

### 3 Definitions

Safeguarding:	protecting anyone who comes into contact with the Trust, through its work, from abuse or mistreatment.
Funded partners:	this includes any charity, constituted community group, Community Interest Company (CIC), company limited by guarantee or not for profit charitable organisation funded by the Trust.
Trustees:	in this document this includes any governing positions such as committee members for constituted community organisations or company directors (e.g. CICs).
Staff:	includes employees, contractors and volunteers.

## 4 Principles

The Trust is committed to:

- Providing a safe environment for trustees, staff and others who come into direct contact with the organisation.
- Minimising the risk to its staff and trustees being exposed to potential safeguarding incidents.
- Ensuring the legal and regulatory framework in which it operates is implemented through its practices.
- Taking proportionate steps to ensure funded partners implement appropriate governance and management systems to safeguard beneficiaries and those working for them.
- Recognising the Trust's remit and limitations in ensuring safeguarding incidents with applicants and funded partners are prevented and dealt with appropriately.

## 5 Roles and responsibilities

Safeguarding is everyone's responsibility and all staff are expected to read and follow the procedures.

Trustees have ultimate responsibility for safeguarding. In practice, some elements of this are delegated to staff as follows:

- The Leadership Team review the policy annually and present it to the Finance, Audit and Operations Committee (FAOC) for oversight.
- Jenny Edwards is the lead Trustee for Safeguarding. Their role is to provide oversight on high-risk safeguarding concerns.
- The Director of Programmes and Influencing (Deputy CEO) is the Leadership Team member nominated to lead on safeguarding within the Trust. Their role is to lead on implementing safeguarding across the Trust and ensure any safeguarding concerns are managed appropriately, including reporting to the Charity Commission.
- The policy is included in the induction of all new staff at the Trust.

## 6 Procedures

### 6.1 Applications

Applicants, and in turn funded partners, are responsible for ensuring appropriate safeguarding systems are in place. This is set out in our guidance to applicants.

As part of the application process, all applicants who are invited to make a full application are asked the following:

- Does your organisation have an adequate safeguarding policy in place which includes regular staff training and carrying out the appropriate level of DBS checks on workers or volunteers where you are legally required or entitled to carry out such checks?
- Please confirm that the safeguarding policy is actively applied across your organisation.
- In line with good practice, organisations should review their safeguarding policies once per year. Please confirm that your Board or management committee has reviewed your

safeguarding policy within the last 12 months. If your policy has not been reviewed in the last 12 months, please confirm that this will be reviewed before the start of this grant.

- If your organisation does not have an adequate safeguarding policy in place then please confirm that your Board or management committee will agree one, and that it will be actively applied across your organisation before the project for which you are seeking funding starts. If funded this would be a Condition of Grant and funded activity cannot start until a safeguarding policy is in place.

## **6.2 Standard Conditions of Grant**

The Trust's standard conditions require the funded partner to:

- take all reasonable steps to ensure the safety of children and vulnerable adults (together "Vulnerable Persons") that it works with, and shall ensure that it complies with all applicable laws in relation to safeguarding Vulnerable Persons. Such compliance shall include undertaking criminal records checks, as appropriate, on any person carrying out Project Activities and having in place an adequate safeguarding policy.
- notify People's Health Trust immediately of all incidents in which any Vulnerable Persons are harmed or placed at risk of harm as a result of a connection with the Project Activities and shall provide such details as People's Health Trust shall require.
- comply with all other applicable safeguarding reporting requirements in addition to notifying People's Health Trust
- agree, upon reasonable notice and at reasonable times, to make all books and records, including all relevant receipts and invoices and other documentation related to the Project Activities, as well as information about the Grant-holder's safeguarding practices (as appropriate), available for inspection, copy and audit by People's Health Trust or People's Health Trust's agent for the purpose of verifying compliance with the relevant terms applying to the use of the Grant.
- be subject to a compliance visit at any time

## **6.3 Monitoring**

### **6.3.1 Progress Reporting**

As part of the progress report, we will ask Funded Partners to confirm that their safeguarding policy is being actively applied and that it has been reviewed by the organisation's trustees within the last 12 months. We may also ask about safeguarding priorities for the year ahead.

### **6.3.2 Compliance Checks**

As part of our compliance checks, Funded Partners will be asked to show their safeguarding policy and provide evidence of:

- Date their safeguarding policy was last reviewed
- Training is up to date and is being applied
- Currency of DBS checks, where needed.

## **6.4 Complaint handling**

Our complaints procedure is available on our website and provides the public with detail on how to make a complaint or serious disclosure about an organisation that is applying to us for funding, or is receiving funding.

## **7 Training**

Our trustees and staff must be aware of our safeguarding practice.

All new staff are required to read the policy as part of their induction, and to confirm they have read and understood it.

Managers should regularly check all their team members have an appropriate level of understanding of safeguarding and practice skills around safeguarding. As a minimum, this should be checked at six monthly intervals, as part of the continuous review and support process. Training needs should be escalated through line managers.

If a member of staff is making a site visit to a funded partner on their own, they must refer to the lone working policy and complete a risk assessment.

## **8 Data Protection**

Information shared with us under this policy will be managed in line with our privacy notice and data protection policy.

## **9 Related policies and guidance**

### **9.1 Internal**

This policy should be read in conjunction with the following policies:

- Health and safety
- Bullying and harassment
- Whistleblowing
- Lone working (see section 8)
- Funded organisation complaints

The policy should also be read on conjunction with the [Trust's Approach To Safeguarding](#) which is published on our website.

### **9.2 External**

The following resources are available for further details on implementing safeguarding legislation across the three nations, and charity responsibilities:

- [Safeguarding for Charities and Trustees](#) - Charity Commission for England and Wales
- [Safeguarding Guidance](#) - Office of the Scottish Charity Regulator
- [Safeguarding Guidance](#) - Welsh Government
- [Working Together to Safeguard Children 2023](#) - UK Government

- [National Guidance for Child Protection in Scotland 2021 \(amended 2023\)](#) - Scottish Government