SYLEHAM AND WINGFIELD VILLAGE HALL
SAFEGUARDING CHILDREN AND ADULTS AT RISK OF HARM POLICY / PROCEDURE

1.   Purpose

Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.

This policy defines how Syleham and Wingfield Village Hall operates to safeguard children, young people and adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff, providing overarching principals that will guide our approach in doing so.

Lead Trustee

A lead trustee and deputy will be appointed to provide oversight and lead on any incident investigation and reporting.

Applicability

This policy applies to anyone working on our behalf, including our trustees and other volunteers.

Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below and include any additional legal or regulatory requirements specific to their work.

2.   Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Adult at risk of abuse or neglect
For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

Types of Abuse

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse are at Appendix 1.

3. Persons affected.

- All trustees, volunteers, and staff
- All those attending any activity or service that is being delivered from the village hall charity property
- All visitors and contractors

Reporting Concerns

If a crime is in progress, or an individual is in immediate danger, call the police, as you would in any other circumstance.

If you are a member of the public, make your concerns known to a member of the Village Hall and they will inform the lead or deputy trustee.

For members of the Village Hall, make your concerns known to the lead or deputy trustee. If you feel unable to do so, speak to another member of the team who is confident on speaking up on your behalf.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of Serious Incident Reporting. They are aware of the Government guidance on handling safeguarding allegations.

4. Policy principles

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation, and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

Syleham and Wingfield Village Hall charity has a zero-tolerance approach to abuse.

Syleham and Wingfield Village Hall charity recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

Syleham and Wingfield Village Hall charity is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Syleham and Wingfield Village Hall charity is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of adults vulnerable from abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Syleham and Wingfield Village Hall Committee is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount
- All children, young people and adults at risk have the right to protection from abuse
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

Syleham and Wingfield Village Hall believes that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of all our visitors, volunteers and staff, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

5.   Procedures

a.   All members of the committee will have signed the Trustee Statement of Eligibility form for trustees which includes a declaration that they have no convictions in relation to abuse.

b.   All members of the committee will familiarise themselves with safeguarding responsibilities, undertake training on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation **and** ensure that they understand the principles set out in this policy at 3 above.

c.   All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.

d.   All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.

e.   The hall committee will follow safe recruitment practices.

f.   Two members of the committee will be appointed to be responsible for child and adult at risk safeguarding matters, a Lead and Deputy. These people will have the responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.

The named lead person is   **Pam Woodard**

The named Deputy person is   **Debbie Corbyn**

g.   All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person / deputy will know who to contact and where to go for support and advice in relation to an allegation a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adult at risk who has:

- behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
- possibly committed a criminal offence against or related to a child or adult at risk; or
- behaved towards a child or children or adult at risk in a way that indicates they may pose a risk of harm to children.

h.   The village hall committee will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

i.   The village hall management committee will carry out an annual review of this policy.

j.   The village hall management committee will ensure that personal data is stored and managed in a safe way that is compliant with date protection regulations.

Working With Other Organisations.

In working with other organisations, including any grant making, we will comply with Charity Commission guidance by carrying out relevant due diligence and having a written agreement that sets out:

- Our relationship
- The role of each organisation
- Monitoring and reporting arrangements

This policy will be reviewed as part of any Safeguarding incident investigation, to test that it has been complied with and to see if any improvements might realistically be made to it.

ATTACHED DOCUMENTS.

1. Appendix 1 – Types of Abuse

2. Safeguarding (Information sheet 5)

3. Approval and Review Forms

4. Charity Commission Guidance

5. The Role of Other Agencies in Safeguarding

6. Safeguarding Duties of Charity Trustees

7. How to Protect Vulnerable Groups

8. Paragraph 14.2 of the Care Act 2015

Appendix 1 – Signs of Abuse

Physical Abuse.

- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or under dose medications.
- individual's report being hit, slapped, kicked, or mistreated.
- vulnerable adult's sudden change in behaviour.
- the caregiver's refusal to allow visitors to see a vulnerable adult alone.

Sexual Abuse.

- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- an individual's report of being sexually assaulted or raped.

Mental Mistreatment/Emotional Abuse.

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- an individual's report of being verbally or mentally mistreated.

Neglect.

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.
- unattended or untreated health problems.
- hazardous or unsafe living condition (e.g., improper wiring, no heat or running water).
- unsanitary and unclean living conditions (e.g., dirt, fleas, lice on person, soiled bedding, faecal/urine smell, inadequate clothing).

- an individual's report of being mistreated.

Self-Neglect.

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.

- hazardous or unsafe living conditions.

- unsanitary or unclean living quarters (e.g., animal/insect infestation, no functioning toilet, faecal or urine smell).

- inappropriate and/or inadequate clothing, lack of the necessary medical aids.

- grossly inadequate housing or homelessness.

- inadequate medical care, not taking prescribed medications properly.

Exploitation.

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.

- adding additional names on bank signature cards.

- unauthorized withdrawal of funds using an ATM card.

- abrupt changes in a will or other financial documents.

- unexplained disappearance of funds or valuable possessions.

- bills unpaid despite the money being available to pay them.

- forging a signature on financial transactions or for the titles of possessions.

- sudden appearance of previously uninvolved relatives claiming rights to a vulnerable adult's possessions.

- unexplained sudden transfer of assets to a family member or someone outside the family.

- providing services that are not necessary.

- individual's report of exploitation.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0			Initial draft approved	Annually

Safeguarding for charities and trustees

- English

- [Cymraeg](#)

Find out about your responsibilities to keep everyone who comes into contact with your charity safe from harm: this includes volunteers, staff and beneficiaries.

From:
The Charity Commission
Published
17 November 2021

Get emails about this page

Applies to England and Wales

- [Guidance for Northern Ireland](#)
- [Guidance for Scotland](#)

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All charities have a responsibility to ensure they don't cause harm to anyone who has contact with them. Charities working with children or adults at risk have extra responsibilities.

As a trustee you must make sure your charity fulfils this responsibility. Even if you delegate some activities to a safeguarding lead or group, you retain overall responsibility. You will find a link to our more detailed guidance at the end of this summary.

Harm and abuse have a devastating impact. A strong safeguarding culture means:

- you protect people
- you minimise the risks of any harm or abuse
- everyone has confidence their concerns will be dealt with appropriately
- everyone at the charity understands their role

Every trustee must make sure their charity undertakes these 5 actions:

Identify and manage risks

Each charity must identify any safeguarding risks it must manage. These could depend on:

- who your charity works with
- where it operates
- what it does

Action

Identify your charity's safeguarding risks. Use our detailed guidance to help you identify and address risks associated with:

- working with children and young people
- working with adults at risk
- operating online
- working with other bodies
- working overseas
- preventing terrorist abuse

Have suitable policies and practices in place

Your charity must have robust safeguarding policies which everyone understands and uses.

These should include making sure everyone knows how to identify and report a concern or incident.

Action

Check when you last reviewed your policies and practices. If it's been over a year, you need to review them as a priority.

Carry out necessary checks

You must make sure trustees, volunteers and staff are suitable to act in their roles through carrying out [relevant checks](). These could include checking gaps in people's work history, references and carrying out Disclosure and Barring Service (DBS) checks.

Action

Go to the [DBS]() for information on the levels of checks available to make sure your charity gets all the relevant checks.

Protect your volunteers and staff

This includes having [clear policies]() on:

- bullying and harassment
- whistleblowing

You must also have suitable insurance in place.

Action

Make sure your volunteers and staff know how to raise any bullying or harassment concerns.

Handle and report incidents appropriately

You must always follow your policies and procedures when [handling incidents]() or allegations of abuse. This should include:

- handling and recording in a secure and responsible way
- acting quickly, ensuring you stop or minimise any further harm or damage
- reporting to all relevant agencies

Action

Use [Handling safeguarding allegations in a charity](#) for support.

Further support

Read <mark>more detailed safeguarding guidance</mark> from the Charity Commission.

Whether you are reviewing your existing safeguarding arrangements, or just starting out, you can also use the following resources for support:

[NCVO's safeguarding resource](#) or [Bond's 'Good governance for safeguarding'](#).

Published 17 November 2021

Applies to England and Wales

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There are a number of different government bodies and regulators that have a role in safeguarding.

Government departments that oversee safeguarding policy and law

England

The Department for Education is responsible for government policy and legislation on child safeguarding and protection.

Read statutory guidance on [interagency working to safeguard and promote the welfare of children](#).

Read statutory guidance for [schools and colleges on safeguarding children and safer recruitment](#) .

The Department of Health and Social Care is responsible for government policy and legislation on safeguarding adults at risk.

Read [Care and Support Statutory Guidance](#) for adults.

Wales

The Welsh Government is responsible for policy and law on safeguarding children and adults at risk in Wales.

[All Wales Child Protection Procedures 2008](#)

[Keeping Learners Safe 2015](#)

[Codes of practice and statutory guidance under section 145 of the Social Services and Well-being (Wales) Act 2014](#)

Regulators

There are a number of regulators that you may need to engage with or report to.

Disclosure and Barring Service (DBS)

The [Disclosure and Barring Service](#) provides information on criminal records and barring decisions. It helps employers make safer recruitment decisions and prevent unsuitable people from working with adults at risk and children. Its website provides information on how and when to check a person's criminal record. This also provides information on where a charity has a statutory duty to refer an individual to the DBS.

Local authority social services

Local Authority Social Services have a statutory duty to safeguard and promote the welfare of children and adults at risk. Local Authorities have a designated officer (designated senior manager in Wales) responsible for the management of allegations against people who work with children.

Care Quality Commission

The Care Quality Commission monitors, inspects and regulates health and social care services provided by hospitals, care homes, doctors and dentists in England.

Office for Standards in Education, Children's Services and Skills (OFSTED)

OFSTED inspects and regulates services that care for children and young people and services providing education and skills for learners of all ages.

Office of the Public Guardian

Office of the Public Guardian which protects people in England and Wales who may not have the mental capacity to make certain decisions for themselves, such as about their health and finance.

Police

The Police investigate allegations of criminal abuse against children and adults. Under the Children Act 1989, the police, working with other agencies (such as the Local Authority children's social care services, health and education services), are responsible for making enquiries to safeguard the welfare of any child within their area who is suffering (or likely to suffer) significant harm. The police also have a duty to refer to the Local Authority those children 'in need' whom they come into contact with in the course of their work.

Local Safeguarding Children / Adult boards

Local Safeguarding Children/ Adults Boards are multi-agency bodies set up in every local authority. They lead and co-ordinate the effectiveness of the

safeguarding work of their members and partner agencies to protect children and adults at risk. In England these are set up under the Children Act 2004 and the Care Act 2014; and in Wales under the Social Services and Well-being (Wales) Act 2014.

The Care Inspectorate Wales

The Care Inspectorate Wales regulates and inspects social care and childcare in Wales.

Independent School Inspectorate

Independent School Inspectorate carries out inspections of independent schools which are members of the Associations of the Independent Schools Council.

Schools Inspection Service

Schools Inspection Service carries out inspections of specific groups of independent schools.

Healthcare Inspectorate Wales

Healthcare Inspectorate Wales regulates and inspects health care in Wales.

Estyn

Estyn (Wales) inspects and regulates education and training in Wales.

National Crime Agency interest in overseas matters

In cases where a person has committed or potentially committed a child sexual abuse/exploitation offence overseas, involving a British national or a person with a claim to UK residency, the UK authorities may have an interest even though it is overseas.

The NCA advice is that reporting to the NCA should normally follow on from the matter being reported locally in the country where the offence allegedly took place.

Find out more on reporting to the National Crime Agency

Guidance

Safeguarding and protecting people for charities and trustees

- English

- [Cymraeg](#)

What to do to protect people who come into contact with your charity through its work from abuse or mistreatment of any kind.

From:
The Charity Commission

Published
6 December 2017

Last updated
1 June 2022 — See all updates

Get emails about this page

Applies to England and Wales

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Manage the risks

Protecting people and safeguarding responsibilities should be a governance priority for all charities. It is a fundamental part of operating as a charity for the public benefit.

As part of fulfilling your trustee duties, whether working online or in person, you must take reasonable steps to protect from harm people who come into contact with your charity.

This includes:

- people who benefit from your charity's work
- staff
- volunteers
- other people who come into contact with your charity through its work

The Charity Commission will hold trustees to account if things go wrong and will check that trustees followed this guidance and the law. Trustees are expected to take responsibility for putting things right.

The Commission will refer concerns to relevant safeguarding agencies where needed to take further action as it is not a nominated body with the power to implement safeguarding legislation.

Trustees should promote an open and positive culture and ensure all involved feel able to report concerns, confident that they will be heard and responded to.

We expect all trustees to make sure their charity:

- has appropriate policies and procedures in place, which are followed by all trustees, volunteers and beneficiaries
- checks that people are suitable to act in their roles
- knows how to spot and handle concerns in a full and open manner
- has a clear system of referring or reporting to relevant agencies as soon as concerns are suspected or identified
- sets out risks and how they will be managed in a risk register which is regularly reviewed
- follows statutory guidance, good practice guidance and legislation relevant to their charity: this guidance links to the main sources of information
- is quick to respond to concerns and carry out appropriate investigations
- does not ignore harm or downplays failures
- has a balanced trustee board and does not let one trustee dominate its work – trustees should work together
- makes sure protecting people from harm is central to its culture
- has enough resources, including trained staff/volunteers/trustees for safeguarding and protecting people

- conducts periodic reviews of safeguarding policies, procedures and practice

Read [NCVO's safeguarding resource]https://www.ncvo.org.uk/help-and-guidance/safeguarding/specialist-guides/certain-roles/trustees/introduction/#/) for advice on how to get started with safeguarding.

Read the Charity Governance Code for best practice advice including on safeguarding.

Read Bond's 'Good governance for safeguarding' for support on developing good practice on governance.

If you work with children or adults at risk there are more safeguarding legal requirements. You must check whether these requirements apply to your charity. If they do, you must work within them.

Types of Risks and Harm

Harm and risks you must be alert to, whether online or in person, include:

- sexual harassment, abuse and exploitation
- criminal exploitation
- a charity's culture, which may allow poor behaviour and poor accountability
- people abusing a position of trust they hold within a charity
- bullying or harassment
- health and safety
- commercial exploitation
- cyber abuse
- discrimination on any of the grounds in the Equality Act 2010
- people targeting your charity
- data breaches, including those under General Data Protection Regulations (GDPR)
- negligent treatment
- domestic abuse
- self-neglect
- physical or emotional abuse
- extremism and radicalisation
- forced marriage
- modern slavery
- human trafficking
- female genital mutilation

Policies, procedures and practices you need to have

Your charity's policies and procedures for protecting people and safeguarding should be:

- put into practice
- responsive to change
- reviewed as necessary, always following a serious incident and at least once a year
- available to the public
- compliant with all relevant legislation, noting this can vary depending on who you work with

Make all trustees, staff, volunteers, partners and beneficiaries aware of your policies. They all need to know how to apply them.

In your policies make clear how you will:

- protect people from harm
- make sure people can raise safeguarding concerns
- handle allegations or incidents
- respond, including reporting to the relevant authorities

The amount of detail in your policies depends on what your charity does, where it works, whether it operates in person or online and the level of risk.

Use guidance to help with your policies and procedures, including the links to specific sources of support on this page. Take expert or professional advice if you need it.

Code of conduct

If you have staff or volunteers you must have a clear code of conduct which sets out:

- your charity's culture and values
- how people in your charity should behave

[Read the Charity Governance Code](#).

Read NCVO's [Charity Ethical Principles](#) for help with policies on recognising and resolving ethical issues when considering your code of conduct.

Other policies you need to have

You also need to make sure your charity has:

- suitable health and safety arrangements in place
- first aid, fire safety and digital safety policies that everyone understands
- welfare, discipline and whistleblowing policies for staff if you have them
- a complaints process for users and others with concerns

Checking your charity's policies, procedures and practice

Trustees must be assured that all policies, procedures and practice are checked and challenged to ensure they're fit for purpose. You must make sure your charity:

- works within all relevant statutory guidance
- keeps accurate records
- stays aware of current affairs, trends and themes and how these can influence your policies and practices
- complies with its policies and procedures, as well as with good practice and legislation
- updates policies and procedures to reflect changes to statutory requirements, good practice and current issues

Every trustee should have clear oversight of how safeguarding and protecting people from harm are managed within their charity. This means you need to monitor your performance, not just using statistics, but with supporting information, such as qualitative reports. This will help you to understand common themes, identify risks and gaps so you can ensure they are addressed.

If you change the way you work, such as working in a new area or in a different way, you should:

- review your current policies and make sure they're suitable
- consider whether any extra policies are needed to cover any new situations or risks
- record these discussions and decisions as part of your risk management procedures

Trustees can use a number of things to help with their checking and assurance, including:

- recording the risks faced by your charity and how these are managed
- speaking to people in your charity and beneficiaries to make sure they understand how to raise concerns and get feedback on past experiences
- carrying out checks on any sites your charity may work in and seeing any necessary paperwork
- working with statutory agencies and partners
- setting training plans for trustees, staff and volunteers on safeguarding and protecting people from harm
- recording any potential conflicts of interest at any level
- having a standing agenda item on safeguarding and protecting people from harm at meetings
- reviewing a sample of past concerns to identify any lessons to be learnt and make sure they were handled appropriately
- organising external reviews or inspections

Get checks on trustees, staff and volunteers

You must make sure that trustees, staff and volunteers are suitable and legally able to act in their positions. This includes people from or working overseas.

You may need to get:

- criminal records checks
- references and checks on gaps in work history
- confirmation that staff can work in the UK
- health checks

Disclosure and Barring Service (DBS) – criminal records checks

You should consider whether to use DBS checks as part of your wide range of checks on trustees, staff and volunteers. They should be used alongside references and interviews to give you a broad and informed view to manage the risk of abuse or harm. You should review what checks are needed as your charity evolves or individual roles change.

Many posts are eligible for standard or enhanced level DBS checks, such as those working:

- with children or adults at risk in certain circumstances
- in accountancy/finance
- in the legal profession
- with animals, although in limited circumstances

Trustees should risk assess all roles taking into account the working environment to determine if they are eligible for a check and if so, at what level.

Always get a standard, enhanced or enhanced with barred list check from the DBS when a role is eligible for one.

Not all roles working with children or adults at risk are eligible for a standard or enhanced check. You should get a basic check if your risk assessment determines it's appropriate.

Find out what checks are available from the Disclosure and Barring Service (DBS).

Use the DBS eligibility checker and guidance leaflets to decide what checks to make.

If you ask about criminal records you must have a policy in place that sets out a lawful basis and condition of processing this information, to comply with the General Data Protection Regulations (GDPR).

A charity that uses information from the DBS must also have a policy on the recruitment of ex-offenders, in order to comply with the DBS Code of Practice. The DBS has guidance on this.

Consider asking DBS applicants to register with the Update Service or consider carrying out further DBS checks on a regular basis.

NACRO has guidance on dealing with DBS checks and criminal record risk assessments.

People from overseas

It's a different process to get checks for trustees, staff or volunteers from overseas.

Read guidance on getting checks for people from overseas.

You can join the [Misconduct Disclosure Scheme](#) to get extra checks on international staff.

Sending workers overseas

Where you cannot get a DBS check for someone going to work overseas, they may be able to [get an International Child Protection certificate](#).

Automatic disqualification

Do not appoint anyone who is disqualified as a trustee or to a senior manager position (at chief executive or finance director level).

[Guidance on disqualification and checks to make](#).

Protect volunteers and staff

If your charity has volunteers or staff, you need to protect them from harm.

Have clear policies and procedures on:

- bullying and harassment
- whistleblowing

Read [ACEVO's report on workplace bullying in charities](#). Section 7 of the report explores how a bullying culture can be created and gives six recommendations to create safer systems to combat this.

You need to have adequate insurance which covers the individuals and the activities involved.

[Charities and insurance](#).

Safeguarding children or adults at risk

If your charity works with children or adults at risk, either online or in person, you should:

- establish appropriate safeguarding policies and procedures that all trustees, staff and volunteers follow, which fit with the policies and

procedures of your local authority safeguarding partnership or safeguarding children or adults board
- make sure all staff and volunteers receive regular training on child protection or working with adults at risk
- appoint a safeguarding lead to work with your local authority safeguarding partnerships or boards and/or create a plan for responding to concerns overseas
- manage concerns, complaints, whistleblowing and allegations relating to child protection or adults at risk effectively
- have clear policies when DBS checks are required, how you assess the level of check needed and how you handle the information

You must follow relevant legislation and guidance.

Identify your local authority safeguarding children or adults partnership or board.

They:

- coordinate safeguarding and promote the welfare of children or adults at risk in the area
- publish policies and procedures for safeguarding which you must follow

You can find your local authority partnership or board online.

Safeguarding children

Safeguarding children duties apply to any charity working with, or coming into contact with, anyone under the age of 18.

[Use resources](#) and [follow standards](#) from the NSPCC for safeguarding children. Safeguarding children means to:

- protect children from abuse and maltreatment
- prevent harm to children's health or development
- ensure children grow up with the provision of safe and effective care
- take action to enable all children and young people to have the best outcomes

In England [follow Working Together to Safeguard Children 2018](#)

In Wales [follow Wales Safeguarding Procedures](#)

Safeguarding adults at risk

Safeguarding adults at risk means protecting their right to live in safety and free from abuse and neglect. Your charity may have trustees, staff, volunteers, beneficiaries or other connections who are classed as adults at risk.

Safeguarding duties for adults at risk apply to any charity working with anyone aged 18 or over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or is at risk of, abuse or neglect and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect

An adult at risk of abuse may:

- have an illness affecting their mental or physical health
- have a learning disability
- suffer from drug or alcohol problems
- be frail

In England [follow guidance on the Care Act 2014](#)

In Wales [follow Wales Safeguarding Procedures](#)

Operating online

Operating online carries specific safeguarding risks connected to protecting people from abuse and protecting sensitive information. You must make sure these are managed and reflected in your policies and practices.

- **Content**: does your charity have adequate control over its website and social media accounts? Who can post information and is all content suitable for your charity?
- **Contact**: how do people talk to each other when using your online services and how do you keep users safe? Do people need passwords to access services?
- **Conduct**: how do you monitor what people do, say and share when using your services?

You must be satisfied that your charity identifies and manages risks:

- be confident volunteers, staff and trustees understand how to keep themselves safe online. You could use high privacy settings and password access to meetings to support this
- be sure the online services you provide are suitable for your users. For example, use age restrictions and offer password protection to help keep people safe
- know the services your charity uses and provides are safe and in line with your charity's code of conduct
- protect people's personal data and follow GDPR legislation
- make sure you have permission to display any images on your website or social media accounts. You may need individual or parental permission
- clearly explain how users can report online concerns

There are further resources charities can use for support when working online, such as Internet Matters, Get Safe Online and NSPCC.

Working overseas

You must:

- be aware of different risks for staff, volunteers and beneficiaries who are overseas
- have suitable reporting and monitoring processes in place for any work overseas
- monitor where you work for any changes or new safety systems which are needed

Challenges of working overseas include:

- different cultures, practices or legal systems
- an unstable environment, like a conflict zone
- working with many partners

You should apply the same practices as in England and Wales and make sure you comply with any extra requirements of the other country.

Follow The Core Humanitarian Standard on Quality and Accountability for overseas humanitarian work and the Inter-Agency Standing Committee Minimum Operating Standards for Protection from Sexual Exploitation and Abuse if relevant.

You must know when to report:

- [issues](#) to law enforcement in the country you are working in
- to police in the UK

You can find resources online to help with working overseas. These include:

- [Safeguarding against Sexual Exploitation and Abuse and Sexual Harassment (SEAH) in the aid sector](#)
- [BOND](#), the UK network for organisations working in international development
- [Safeguarding Resource and Support Hub](#)

Only use templates that are appropriate for your charity.

Handle and report incidents and concerns

If you have an incident or allegation of abuse you should:

- handle and record it in a secure and responsible way
- follow your protecting people and safeguarding policies and procedures
- act quickly, ensuring you stop or minimise any further harm or damage
- report it to all relevant agencies and regulators when required
- plan what to say to those involved with your charity and the media if appropriate
- be as open and transparent as possible, so that you build the charity's reputation for acting with integrity while protecting confidentiality appropriately
- review what happened to understand how to stop it from happening again

Use [guidance on handling safeguarding allegations in a charity](#) for help on handling incidents and concerns.

You should consider whether the incident or concern involves criminal behaviour and whether you therefore need to report it to the police. Follow our [guidance on reporting to the police (ODT, 33.7 KB)](#) for further details.

[There are other regulators that you may need to report or refer to, as well as Government departments where these are providing funding](#), depending on what your charity does.

In some cases, you should [send a serious incident report to the Charity Commission](#).

If you work or volunteer for a charity you can also report it to us using our [whistleblowing procedure](#).

If you work with children or adults at risk

Refer all safeguarding concerns with children or adults at risk to your local safeguarding children (LADO) or adult team.

You can also refer concerns to the DBS and you must refer to DBS if you:

- [provide a regulated activity](#), and
- stop someone working with children or adults at risk, and
- [certain criteria are met](#)

Working with or making grants to other organisations

Carry out proper due diligence when you work with, or make grants to, any other bodies, including:

- delivery partners
- trading subsidiaries of the charity, including charity shops
- organisations you fund
- connected charities

You must make sure that any grant recipient or partner body is suitable. They must have appropriate safeguarding procedures in place. Make sure there are clear lines of responsibility and reporting between all bodies involved.

[How to carry out due diligence checks](#)

Use the [Department for International Development's enhanced due diligence: safeguarding for external partners](#) for more guidance on this.

Read our guidance on [grant funding an organisation that isn't a charity](#) if you are considering making grants to other types of organisations.

You should have a written agreement or contract that sets out:

- your relationship

- the role of each organisation
- monitoring and reporting arrangements

Terrorism and the Prevent duty

All charities must prevent abuse for extremist purposes.

Some charities, like educational charities, are 'specified authorities'. They must follow guidance on the Prevent duty.

Where appropriate you should also follow:

- Advice for schools and childcare providers
- How higher education bodies' compliance with the Prevent duty is monitored

This must be part of your charity's risk assessments, policies and procedures.

Download infographic

This document is a one-page summary of safeguarding actions for trustees.

10 safeguarding actions for charity trustees (infographic) (PDF, 122 KB, 1 page)

Text version of infographic

10 actions trustee boards need to take to ensure good safeguarding governance

Safeguarding should be a key governance priority for all charities.

Ensure your charity has an adequate safeguarding policy, code of conduct and any other safeguarding procedures. Regularly review and update the policy and procedures to ensure they are fit for purpose.

Identify possible risks, including risks to your beneficiaries or to anyone else connected to your charity and any emerging risks on the horizon.

Consider how to improve the safeguarding culture within your charity.

Ensure that everyone involved with the charity knows how to recognise, respond to, report and record a safeguarding concern.

Ensure people know how to raise a safeguarding concern.

Regularly evaluate any safeguarding training provided, ensuring it is current and relevant.

Review which posts within the charity can and must have a DBS check from the Disclosure and Barring Service.

Have a risk assessment process in place for posts which do not qualify for a DBS check, but which still have contact with children or adults at risk.

Periodically review your safeguarding policy and procedures, learning from any serious incident or 'near miss'.

If you work overseas, find out what different checks and due diligence you need to carry out in different geographical areas of operation.

In this guidance:

- 'must' means something is a legal or regulatory requirement or duty that trustees must comply with
- 'should' means something is good practice that the Commission expects trustees to follow and apply to their charity

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14.2 The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect