

# Our Safeguarding Requirements

## What do we mean by safeguarding?

Keeping children and vulnerable adults safe is important. But it's nothing to worry about as long as you've given it some thought and taken some simple steps.

A good starting point is to consider the following questions for your organisation or group:

- Do all your trustees, staff and volunteers understand what safeguarding is and why it is relevant for your group and the activities it does?
- Do they receive safeguarding training appropriate for their role?
- Do they know what to do and who to tell if abuse is suspected?
- Do they know what the different types of abuse are and how to recognise them?
- Does your group carry out appropriate checks before allowing people to work or volunteer with children or vulnerable adults?
- Does your group have a clear written process for responding to suspected abuse?

If you ask us for money, we need to be confident that you understand your safeguarding responsibilities. We'll ask you to provide us with your safeguarding policy and procedure to demonstrate this. These may be separate documents, or you may have combined them, but they should provide us with the information we need.

If we don't think that you've fully considered and understood your safeguarding responsibilities, then we won't be able to give you any money. Instead, we may suggest some ways to improve your safeguarding arrangements.

## What do groups need to include in their safeguarding documents?

What you include in your safeguarding documents will depend on what your group does. But as a minimum, your safeguarding documents must:

- be dated and have been written or reviewed within the last 12 months
- be appropriate for the groups of people you work with (children, vulnerable adults, or both)
- be in the name of your group, and not solely that of a partner or parent organisation. If you do use documents provided by a parent body, such as a national association, then we need to clearly see how they can be used within your group
- contain accurate and up-to-date information such as contact details and website links
- outline the definitions you use for terms like 'abuse' and 'neglect' and explain the different types of abuse people need to be able to recognise signs of
- include the details of a safeguarding lead for the group (sometimes called a

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Designated Safeguarding Lead or DSL) who understands how to handle and report safeguarding concerns

- include clear steps to take in the event of an incident or concern, including who to contact if the safeguarding lead is not available
- clearly document that staff, volunteers and trustees receive appropriate safeguarding training. For small groups we would expect at least the Designated Safeguarding Lead to have had appropriate training
- confirm that relevant background checks are carried out on people working or volunteering for your group, especially those who may come into contact with children or vulnerable adults.

If you use a model policy, then we need to see that your group has properly adapted it for your local use. We may require extra details from larger groups and those who regularly work with children and vulnerable adults.

### Where can I get more guidance on safeguarding?

Some useful resources can be found online from the organisations below.

#### **National Council for Voluntary Organisations (NCVO)**

The NCVO [Safeguarding section](#) provides detailed information on what safeguarding is, and the steps you can take to become a safer organisation or group. There are also useful [Safeguarding guides](#) for Trustees and Designated Safeguarding Leads.

NCVO provide specific guidance on [Safeguarding and Volunteers](#) including detailed [guidance on DBS checks for staff and volunteers](#).

#### **Charity Commission**

The Charity Commission have published guidance on [Safeguarding for Charities and Trustees](#) which we expect all not-for-profit groups to be working in line with.

#### **The Ann Craft Trust**

The Ann Craft Trust is a leading charity on safeguarding adults. They have a detailed [Safeguarding Adults Resources](#) section on their website including [a range of e-learning courses](#).

#### **NSPCC**

The NSPCC provides specific [guidance for voluntary and community groups](#) working with children and young people.

They also offer a wide range of Safeguarding Children and Young People [online training courses](#).

#### **Disclosure and Barring Service (DBS)**

The government's [Disclosure and Barring Service](#) provides details on the types of background checks.