



## External Safeguarding Policy

### Introduction

This policy sets out the Charity's approach to safeguarding children and adults at risk of experiencing abuse and discrimination.

For the purpose of this policy, we define children as any person under the age of 18. Adults at risk are defined as people aged 18 years or above with need for care and support, and who are either experiencing, or at risk of experiencing, abuse or neglect.

Given the nature of our work as a charitable foundation, we do not regularly come into contact with children or adults at risk. However, we recognise we have a responsibility to ensure that when we do, we protect them in line with the relevant legislation and statutory guidance.

We are also committed to supporting the organisations we fund or contract with to do the same. We use a risk-based approach to focus on those organisations most likely to come into contact with children or adults at risk. We call these 'Organisations at Risk'.

Full definitions of terms used in this policy are set out in **Appendix A**.

Our Safeguarding Leads at the Charity are the Director of Funding and the Funding Operations Manager.

### Our commitments to safeguarding

We have six policy commitments to safeguarding:

- **We promote a safe and trusted culture that prioritises safeguarding.** We achieve this by training and supporting our staff to understand safeguarding and our safeguarding policy; by monitoring of policy implementation to ensure consistency and compliance; and by ensuring Organisations at Risk have appropriate safeguarding mechanisms in place and report safeguarding concerns.
- **We take responsibility** - safeguarding is everyone's responsibility. Every individual working for the Charity has a role to play in keeping children and adults at risk safe.
- **We recruit safely** – we have specific procedures in place to select and carry out vetting for new staff and Trustees. We incorporate safeguarding training into staff inductions and provide additional training to staff members who fund and contract with Organisations at Risk.
- **We respond promptly to every safeguarding concern.** All safeguarding concerns are dealt with in accordance with our safeguarding procedures. We ensure concerns are recorded appropriately and if necessary, refer concerns to external agencies including the Charity Commission and other statutory agencies, including the police. All our staff and Trustees cooperate fully with statutory authorities where applicable.
- **We treat victims of abuse and other safeguarding concerns with respect, care and dignity.** Anyone who reports any safeguarding concerns to us is treated with respect. Those raising a concern and - if different - the child/adult at risk to whom the concern relates, will receive a compassionate response, be listened to and be taken seriously.
- **We encourage a culture of learning to continuously improve our approach to safeguarding.** We are committed to doing the right thing every time for all those affected

by a safeguarding concern. We carry out internal reviews following all safeguarding events. These are reported to the Executive Team by our Safeguarding Leads and learnings reviewed by the Finance and Audit Committee.

## **Our roles and responsibilities**

Everyone in the Charity has a responsibility for safeguarding and must:

- Familiarise themselves with this policy and the procedures that support it;
- Know what to do and follow the procedures after a safeguarding concern has been raised; and
- Ensure their behaviour always reflects the principles of this policy.

Our Trustees have a duty of care to the Charity, which includes taking the necessary steps to safeguard those at risk from abuse, managing risk and protecting the reputation of the Charity. As such, our Trustees are responsible for overseeing this Safeguarding policy's implementation and effectiveness.

## **How to raise a safeguarding concern with the Charity**

If you are a member of the public or an organisation we fund or contract with, you can raise a safeguarding concern related to the Charity's work or an organisation we fund or contract with in two ways:

- By emailing our Safeguarding Lead ([safeguarding@gsttcharity.org.uk](mailto:safeguarding@gsttcharity.org.uk))
- By calling the Charity on +44 (0)20 7089 4550 and asking to speak to our Safeguarding Lead

## **What we expect from partners**

We expect all Organisations at Risk that we fund or contract with to have a clear safeguarding policy and procedures in place to protect children and/or adults at risk with whom they may come into contact.

We also ask Organisations at Risk to complete a safeguarding checklist to help us understand how safeguarding is approached and embedded within their organisation. We will ask to see their safeguarding policy and procedures and will ask staff or contractors questions to ensure the policy and procedures are widely understood and followed.

This assessment will inform decisions to fund, or continue funding or working with organisations. All safeguarding concerns raised against a member of staff or volunteer for all organisations that we fund, or contract must be reported to us within 24 hours. This requirement is additional to the initial response by the organisations that we fund, or contract who must report to any statutory agency within 24 hours.

In return, any Organisation at Risk with whom we enter a contract or grant agreement can expect the Charity to follow the principles set out in our public safeguarding policy when handling safeguarding concerns.

If we discover the safeguarding policies and procedures of Organisations at Risk do not comply with the requirements set out in our safeguarding checklist, we will consider supporting those organisations to access training and offer advice to ensure compliance.

## **How we deal with complaints**

Any complaint about the way we have handled a safeguarding concern should be made in accordance with our [Complaints Policy](#) and will be addressed accordingly in a fair and thorough manner.

### **Confidentiality**

Subject to the below, all documentation relating to safeguarding incidents or allegations will be kept and treated confidentially and in accordance with the Data Protection Act 2018. Only those who need to know about the incident will be informed.

In order to keep children and adults at risk safe, information may need to be shared with others, both within the Charity and with external agencies. Where appropriate, we will seek consent to share such information (which may include special category personal data or other personal data, as defined under applicable data protection legislation). However, if we need to share this information and it is not possible to get consent; requesting such consent would put the child/adult at risk at further risk; or it would not be considered reasonable for us to seek consent in the circumstances, we may share this information without the consent of the individual concerned.

### **Legislation and Guidance**

This policy is underpinned by a detailed practice guidance 'Managing Safeguarding Concerns' and supported by our other policy documents and Government legislation across the UK.

### **Review**

This policy is reviewed by our Finance and Audit Committee every 12 months, or following any legislative changes, whichever comes first.

## Appendix A - Definitions

### Child

In England a child is defined as any person under the age of 18, whether living with their families, in state care or living independently<sup>1</sup>.

**Safeguarding Children:** In England, protecting children at risk is defined as:

1. Protecting children from abuse and maltreatment;
2. Preventing impairment of children's health or development;
3. Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
4. Taking action to enable all children to have the best outcomes<sup>2</sup>.

### Adult at risk

In England an adult at risk is defined as a person aged 18 or over whom:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or 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<sup>3</sup>.

An adult at risk could be a member of the public (including but not limited to someone who benefits from services or activities we have funded or contracted out to others), someone we fund or contract with, or a member of staff. Whoever they are, any concerns should be shared in accordance with this policy.

### Safeguarding Adults

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances<sup>4</sup>.

### Abuse

Abuse is a form of mistreatment by one individual that causes harm to another person. The range of abuse includes physical abuse, emotional abuse, neglect, sexual abuse and child sexual exploitation. A full list of abuse and definitions can be found in Appendix B.

### Organisations at Risk

Not all the organisations we fund or contract with come into contact with children and/or adults at risk. We therefore take a risk-based approach to assessing the likelihood of organisations coming into contact with these groups and apply this policy in line with our assessment.

---

<sup>1</sup> Working Together to Safeguard Children 2018, p.7

<sup>2</sup> Working Together to Safeguard Children 2018

<sup>3</sup> Care Act 2004, section 42

<sup>4</sup> Care and Support Statutory Guidance 2018 s.14.7

Examples of organisations we work with that do come into contact with children and/or adults at risk (“Organisations at Risk”) include:

- organisations we support with charitable funds to deliver services or activities with children and/or adults at risk;
- organisations we commission to carry out primary research with children and/or adults at risk;
- organisations we contract with to manage our property portfolio
- organisations we contract with to provide fundraising services.