

<b>Policy:</b>	Safeguarding
<b>First approved:</b>	14 October 2021
<b>Last reviewed:</b>	14 October 2021
<b>Next review due:</b>	October 2023

This document has been produced using guidance from the Charity Commission and the Association of Charitable Foundations (ACF).

### **Background**

The Charity Commission defines Safeguarding as *'the range of measures in place to protect people in a charity, or those it comes into contact with, from abuse or maltreatment of any kind'*. It is important to note that abuse and maltreatment can take place in many forms, including: physical, sexual, emotional and financial. All charity trustees must assess the risks that might arise from their charity's activities and take reasonable steps to protect beneficiaries, staff, volunteers, and all those connected with the activities of the charity from harm. This includes ensuring suitable policies and procedures are in place for when allegations or incidents arise. Day-to-day safeguarding tasks can be delegated to the Director but the ultimate responsibility lies with the Trustees.

Triangle Trust 1949 Fund supports many organisations working with extremely vulnerable young people, many of whom have already experienced multiple challenges in their lives. The Trustees and Staff are committed to developing and maintaining a robust internal safeguarding process and practice to ensure that the work being supported protects these young people.

### **How safeguarding relates to Triangle Trust's activities**

Triangle Trust 1949 Fund provides grants to UK charities and it is the responsibility of each grantee organisation to ensure their own safeguarding policies and procedures are adequate to the needs of their staff and service users. That said the Trust also has a responsibility to vet the organisations it supports. Charity Commission guidance states that Trustees of funding organisations must *'carry out proper due diligence when you work with, or make grants to, any other bodies...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'*. Like all charities the Trust also has safeguarding duties towards its own staff.

### **The aim of Triangle Trust's Safeguarding Policy is to:**

- Provide clear guidance to staff and Trustees in respect of assessing, monitoring and visiting grantee organisations
- Set out a clear process of what staff and Trustees must do if abuse or a safeguarding issue is suspected or disclosed
- Provide guidance to be used when deciding what course of action to take when a safeguarding issue is reported or suspected

- Make clear how grantees will be informed of the Trust's approach to safeguarding, and encouraged to disclose any incidents which have occurred within their organisation

### **Roles/Responsibilities**

Whilst the Trustee Board as a whole maintains responsibility for safeguarding, the Vice Chair will be designated to lead on overseeing safeguarding matters. The Trust's Director is delegated responsibility for the day-to-day implementation of the safeguarding policy. The Director and Safeguarding Lead Trustee will jointly review the policy each year and endeavour to ensure it is kept up-to-date and appropriate to the needs of the Trust. Any future amendments will be brought to the Board of Trustees for approval.

**Safeguarding Lead Trustee:** Alison Hope

**Director (responsible for day-to-day implementation of the policy):** Victoria Southwell

All staff and Trustees will be asked to make themselves familiar with this policy and to confirm via email that they have done this.

Trustees should also review the web resources below to ensure awareness of general safeguarding responsibilities and practice within the sector:

- <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>
- <https://knowhow.ncvo.org.uk/safeguarding/steps-to-a-safer-organisation>

Each individual within the organisation is responsible for making sure they understand the policy and follow the process and procedure set out at all times.

### **Training**

At least one member of the organisation should attend an external safeguarding training event and feedback the key points to the staff and Safeguarding Lead Trustee. Appropriate safeguarding training will also be provided to any trustee or employee requesting it.

### **The application process and safeguarding**

All grantees are required to have a safeguarding policy in place, which is reviewed regularly by their Trustees. The Director will review each short-listed applicant's safeguarding provision during the application assessment meeting.

The safeguarding assessment will follow the below steps\*:

<b>Step 1:</b> Ask applicants to submit a copy of their safeguarding policy two weeks before the assessment meeting for the Director to review.
<b>Step 2:</b> Ask applicants to disclose any safeguarding issues within the last 12 months and how they were dealt with
<b>Step 3:</b> If no issues have arisen ask applicants at the assessment meeting to talk through their safeguarding arrangements
<b>Step 4:</b> Include a note on any safeguarding concerns in the assessment report for trustees

The grants team will briefly review each applicant's safeguarding policy and practice in line with the following check-list:

<ul style="list-style-type: none"> <li>• Does it seem appropriate/proportionate for the work they are undertaking?</li> <li>• Does it show an understanding of the safeguarding risks to those they are working with?</li> </ul>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<ul style="list-style-type: none"> <li>• Are staff working with vulnerable service users undergoing Disclosure and Barring Services (DBS) checks?</li> </ul>
<ul style="list-style-type: none"> <li>• Is there a named person responsible for safeguarding?</li> </ul>
<ul style="list-style-type: none"> <li>• Is there provision for staff training on safeguarding?</li> </ul>
<ul style="list-style-type: none"> <li>• Is there a clear reporting procedure in place?</li> </ul>
<ul style="list-style-type: none"> <li>• Is the policy regularly reviewed (usually expected to be annually)?</li> </ul>

The Trust will only fund those organisations with a satisfactory safeguarding policy in place. The Director and Trustees recognise that there is not a 'one size fits all' approach and that the Trust will assess each organisation proportionately to their area of work. Those not currently meeting the minimum standards will be referred to helpful sources of information and support whilst their application is either placed on hold or rejected.

### **Grant Management**

All funded charities are required to sign a contract indicating their agreement to abide by Triangle Trust's grant conditions, which includes *'to inform us immediately of any serious incident reported to the Charity Commission or another regulator and any safeguarding issue involving the organisation or its staff'*. The Trust's current annual monitoring form also asks: *'please tell us about any serious incidents/difficulties within your organisation during the last year (e.g. financial, safeguarding)?'*

The Trust outlines its approach to safeguarding in the grantee section of its website and seeks to reassure them that informing the Trust of an incident does not mean that funding will automatically be withdrawn. The detection and proper handling of a safeguarding issue can in fact demonstrate that an organisation has strong and robust policies in place. To help grantees find the most up-to-date information on charity safeguarding, links to key resources (such as the Charity Commission, NSPCC and NCVO) are also displayed on the website.

Triangle Trust is committed to supporting grantees with safeguarding issues and will only consider the withdrawal of funds in the most serious of cases where there has been an extreme safeguarding failure or where learning from previous incidents has not led to improvements. The cancellation of any grant would need to be agreed by the Trustee Board.

Any safeguarding issues suspected or disclosed during day-to-day grants management should be reported following the procedure set out below.

### **Site visits**

Staff and Trustees regularly visit both grantee and applicant organisations as part of the Trust's monitoring and grant assessment processes. Whilst as a guest of a project the safeguarding policy of the host organisation should be adhered to and it is the responsibility of that organisation to ensure that the guest is aware of how this applies to them and is in agreement to abide by this.

During a visit, staff/Trustees should ensure they are never left alone with a child, young person or vulnerable adult service user. When attending sites (especially prisons and detention centres) all staff and Trustees must carefully follow the safety instructions provided. If there are concerns or something appears unsafe for any party, then this should be immediately raised with the person hosting the visit. No Triangle Trust representative is expected to remain in any situation or environment in which they do not feel safe. Any incidents occurring during a site visit should be reported following the procedure set out below.

## Reporting Process

Safeguarding concerns relating to a grantee, applicant, staff member, or Trustee should immediately be brought to the attention of the Trust's Director (unless the concern involves the Director, in which case it should be brought to the attention of the Chair, or if the Director and Chair are not available it should be brought to the attention of the Safeguarding Lead Trustee).

The Director will seek any necessary clarification from the organisation/person in question before making a judgement on the severity of the issue and will then inform the Chair and Safeguarding Lead (Vice Chair). The Director will keep a detailed written record of the incident/concern reported along with any follow-up measures and how it was dealt with (a copy of this will also be supplied to the Chair and kept on file). The reasons for any action taken must also be recorded.

It may be necessary for the Director and Chair / Safeguarding Lead to meet with the grantee organisation to discuss the matter, and any due grant payments may be put on hold whilst an investigation takes place. If the conclusion is that funding should be withdrawn, then all Trustees will be informed of this recommendation in writing and be invited to give their view. Otherwise Trustees will receive an update on the matter at the next Trustee meeting.

If it comes to the Trust's attention that a safeguarding issue has occurred within a grantee organisation and this was not previously disclosed, then the Director will contact the Charity's CEO or a Trustee for clarification and make a decision as to the severity of the incident before contacting the Chair / Safeguarding Lead to discuss.

After investigation all significant safeguarding concerns should be raised with the CEO of the grantee organisation as well as its Chair. This should be made via written correspondence signed by Triangle Trust's Chair. If the matter is serious then it will be necessary to ensure it has been reported to the relevant statutory or regulatory authority (such as a local authority, membership or Governing body, charity commission etc.) [Note: We should recognize that we are not a regulator or an investigative authority ourselves - our role as a funder should focus on checking that grantees have followed their own policies and procedures and that these are adequate / improvements are made to them where required].

Triangle Trust 1949 Fund will endeavour to act in a timely manner in response to any safeguarding concerns raised. **If there is ever immediate danger to an individual's personal safety or it is suspected that a criminal act has been committed, then the Police should be immediately informed.** For a flowchart of the reporting process see Appendix 1.

## As an employer

As there are no service users involved in Triangle Trust's activities and none of the current employees are classed as vulnerable then its staff are not required to undergo Disclosure and Barring Services (DBS) checks.

The Trust has safeguarding duties to its staff and the Trustees must endeavour to ensure that these responsibilities are met and clearly demonstrated within this and other policies. The Trust will take all reasonable steps to protect staff from harm and promote their safety and security whilst carrying out their duties. As part of their commitment to safeguarding staff, and as per charity Commission guidance, Trustees will periodically review the Trust's HR policies (such as grievance and disciplinary procedures) and the health and safety / welfare arrangements that are in place for staff to check they are covering safeguarding issues

adequately and make any changes or develop any new policies or procedures that are deemed to be required.

Safeguarding will be considered as part of the Trust's overall annual risk assessment process.

<b>Policy Agreed By:</b>	Board of Trustees
<b>Date Agreed:</b>	14 <sup>th</sup> October 2021

## Appendix 1: Safeguarding – Flowchart of the Reporting Process

<b>Director:</b>	<b>Victoria Southwell</b>
<b>Chair:</b>	<b>Karen Drury</b>
<b>Safeguarding Lead:</b>	<b>Alison Hope</b>

