

## Two Ridings Community Foundation SAFEGUARDING POLICY

### 1) Introduction

Two Ridings Community Foundation (Two Ridings) believes that children, young people and people with support or inclusion needs have a right to be safe and happy in the activities that they, or their parents or carers choose; and parents or carers have a right to believe that the organisations they use are safe. This policy establishes the roles and responsibilities of anyone working on behalf of Two Ridings including all staff, permanent or freelance and all volunteers and trustees in relation to the protection of children, young people and people with support or inclusion needs with whom their work brings them into contact. It also refers to grant applicants and our expectations of their safeguarding policies and procedures and support for them.

**Children and Young People:** This refers to a person until their 18<sup>th</sup> birthday and to their 25<sup>th</sup> birthday for a person with special educational needs.

**People with support or inclusion needs:** Refers to anyone over the age of 18 years who may be unable to protect themselves from abuse, harm or exploitation, which may be by reason of illness, age, mental illness, disability or other types of physical or mental impairment, including an addiction to alcohol and/or drugs.

Two Ridings recognises that the welfare of children, young people and people with support or inclusion needs is paramount and everyone responsibility. We do not work directly with children, young people or people with support or inclusion needs, however, we have a duty to ensure funded groups have up to date policies and procedures in place to safeguard their beneficiaries undertaking activities that are taking place as a result of any Two Ridings funded project or initiative.

Safeguarding policies and procedures relating to grantee / project beneficiaries are the responsibility of the grant recipient.

### 2) Code of Good Practice

We will expect Two Ridings staff, volunteers and trustees to model good practice as set out in the code of conduct when visiting projects or organisations on behalf of Two Ridings, in either a formal, informal or a monitoring role. If a member of staff, volunteer or trustee have raised concerns, Two Ridings will ensure they communicate escalations and / or rationales not to escalating a concern. Please see appendix 2 for Two Ridings code of professional practice.

### 3) Two Ridings safeguarding responsibilities

We will seek to have oversight of and understand how our grantees keep children, young people and people with support or inclusion needs safe by:

- Appointing a Designated Safeguarding Lead (DSL) and a Deputy Safeguarding Lead (Deputy)
- Developing safeguarding policies and procedures which reflect best practice
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know
- Sharing information about child protection and safeguarding best practice with staff and volunteers
- Ensuring that grants staff receive annual safeguarding training to ensure they are skilled enough to be able to identify safeguarding issues
- Ensuring that volunteer grant assessors receive basic online safeguarding training, renewed least every two years

- Recruiting staff and volunteers safely, ensuring necessary checks are made (e.g. DBS checks where relevant)
- Implementing a code of conduct for staff, volunteers and staff
- Using our procedures to manage any allegations against staff, volunteers and trustees appropriately
- Ensuring that we have effective complaints and whistleblowing measures in place
- Recording and storing information professionally and securely in line with our GDPR policy

Thomas Waring (Head of Grants) is the designated safeguarding lead (DSL) for Two Ridings and will ensure the implementation and monitoring of this policy. We can discuss any concerns or can signpost you if you want to learn more about children, young people or people with support or inclusion needs safeguarding issues.

All staff, trustees and volunteers are responsible for ensuring that those coming into contact with Two Ridings are not harmed in any way through this contact. They must accordingly take all reasonable steps within their power to ensure that this does not happen. This is particularly important where beneficiaries represent vulnerable people in the community. Two Ridings' staff, trustees and volunteers may, from time to time, come into direct contact with children, young people or people with support or inclusion needs during grants assessment, project and monitoring visits, cheque presentations etc. On these occasions, representatives of Two Ridings must follow the code of good conduct outlined in this policy.

In the light of the limited direct contact anybody from Two Ridings has with the beneficiaries of the organisations it supports, it is our intention not to undertake DBS checks on trustees, staff or volunteers at this stage. This will be kept under review if unaccompanied or increased/more regular contact with children, young people or people with support or inclusion needs becomes a possibility for any of these roles.

In operating this policy, staff must also be aware that within the field of safeguarding, secrets cannot be kept as concerns may need to be reported to relevant agencies. Information should be kept confidential but only in the sense that it is only shared with people who 'need to know' to ensure the safety and protection of those concerned. Concerns relating to the abuse of children and young people must be reported as outlined in the following procedures.

Remember, non-action is never an option in safeguarding and any concerns must be reported to the designated safeguarding lead.

Please see definitions of abuse contained in Appendix 1.

#### **4) Safe Recruitment**

We have a separate recruitment policy which sets out our recruitment procedures, key points in relation to safeguarding are as follows:

- Job description and person specification
- Open advertisement of vacancies
- Application form
- Interview to check skills, experience, values and suitability
- Two references will be sought, one of which should be from most recent employer
- Induction training

#### **5) Assessing applications**

Two Ridings will assess whether applicants have adequate measures in place to keep people safe through our due diligence processes. Different organisations are at different stages in their safeguarding journey, therefore, the level of safeguarding due diligence of applicant organisations will be reasonable and proportionate. Assessment will depend on a range of factors, such as the size and scope of funding, as well

as the level of risk inherent in the nature and location of the activities being funded, including risks associated with digital engagement and online safety. It is increasingly recognised that robust safeguarding means that more cases likely come to light. Equally, the absence of safeguarding incidents is not necessarily reassuring nor a sign of good practice. Any gaps found in safeguarding knowledge or documentation will inform monitoring and signposting if funding is awarded.

When responding to a safeguarding incident within a grantee organisation, Two Ridings will take a survivor-centred approach to ensure our actions do not cause any unintentional harm. Two Ridings is not a proxy regulator or investigative authority, therefore any request for information will be reasonable and justifiable and will be handled in line with our GDPR and Data Protection policies and procedures.

## 6) How to respond to a Disclosure or allegation

### i) **Procedure to follow if you think a child, young person or people with support or inclusion needs may be at risk, is being or has been abused**

The management of Two Ridings are responsible for ensuring that all staff and volunteers for whom they are responsible, are aware of and understand the importance of implementing these procedures.

You are not expected to be a safeguarding expert or investigate abuse. You are, however, expected to comply with these procedures.

- a. Staff or volunteers who for any reason become concerned that a child or people with support or inclusion needs may be at risk of abuse, is being, or has been, abused must immediately report that concern to the designated safeguarding person within the organisation by telephone. In the absence of the designated safeguarding lead then concerns should be reported to the deputy.
- b. The designated safeguarding lead will discuss your concerns with you to clarify their cause and obtain all the known relevant information. This will then be forwarded to the appropriate local Safeguarding Board stating that it concerns protection of children or people with support or inclusion needs.
- c. In the absence of any designated people, you should report the concerns directly to the relevant local Safeguarding Board and then inform your designated safeguarding lead as soon as possible.
- d. Should the concern relate to Two Ridings' designated safeguarding lead, you should contact Two Ridings' deputy safeguarding lead.

### ii) **Procedure to follow if a child or people with support or inclusion needs tells you that they are being, or have been, abused**

- a. Children or people with support or inclusion needs will occasionally disclose abuse to an adult they feel they can trust. This happens for many reasons but the important thing to remember is that if they do tell you, they are doing so in the hope that you will act to stop it happening, even if they ask you not to do anything with the information.
- b. Children or people with support or inclusion needs may feel as if they are betraying someone they are close to and whom they love. It is not unusual for a child or person with support or inclusion needs to love the abuser but want the abuse to stop, especially when that person is a parent or carer. Equally, it may be someone they fear, e.g. an adult whom they perceive to be able to influence decisions concerning their future. Either way, it takes great courage for a child or person with support or inclusion needs to talk to about abuse and your response can be crucial.
- c. Children or people with support or inclusion needs with a disability will have to overcome barriers before disclosing abuse. They may well rely on the abuser for their daily care and have no knowledge of alternative sources. They may have come to believe they are of little worth and simply comply with the instructions of adults or their carers.

d. If a child or person with support or inclusion needs discloses abuse to you in the course of your work, it is important to react appropriately.

<b>Do:</b>	<b>Do NOT:</b>
<ul style="list-style-type: none"> <li>- Remain calm and receptive</li> <li>- Listen without interrupting</li> <li>- Only ask questions of clarification if you are unclear what is being said</li> <li>- Make it clear you take them seriously</li> <li>- Acknowledge their courage in telling you</li> <li>- Tell them they are not responsible for the abuse</li> <li>- Tell them that you will need to share some of what you know/see to relevant authorities and that you cannot keep their disclosure a secret.</li> </ul>	<ul style="list-style-type: none"> <li>- Allow your shock or distaste to show</li> <li>- Probe for more information/ask other questions</li> <li>- Make assumptions or speculate</li> <li>- Make negative comments about the abuser</li> <li>- Make promises you cannot keep</li> <li>- Agree to keep the information secret</li> </ul>

It is, therefore, essential that everything possible is done to protect the children or people with support or inclusion needs who place their trust in us. If a child or person with support or inclusion needs tells you that they are being, or have been, abused you must:

- make an immediate record of what the child or person with support or inclusion needs has said, using their own words
- as soon as possible, follow the instructions for reporting to your designated safeguarding lead. Tell them that you will have to inform both your designated safeguarding lead and the relevant safeguarding authorities.

## 7) Information for Grant Applicants

Many of the organisations that seek and are allocated grants from Two Ridings, are working with children, young people and / or people with support or inclusion needs . Two Ridings in its activities will actively support the view that safeguarding children, young people and people with support or inclusion needs is of the utmost importance and develop a protective culture that puts their interests first.

- As part of Two Ridings due diligence process, we expect applicant organisations to provide a copy of their safeguarding policy which must meet current safeguarding requirements and best practice and be comprehensive and appropriate for the size of the organisation. Where necessary we will direct organisations to sources of assistance in developing effective children, young people and people with support or inclusion needs policies and procedures. We may still agree to fund but would expect that policies are developed and submitted before funds are drawn down. See **Appendix 3** for details of what we expect to see in a safeguarding policy (also available on our website).
- In addition, in our assessment of applications we expect groups to show evidence that they are aware of and deal with the risks which exist to children, young people and people with support or inclusion needs they work with. We expect that funded groups and organisations working with children, young people and people with support or inclusion needs will carry out DBS checks at the appropriate level on staff and volunteers in line with current guidelines/legislation and that staff and volunteers are aware of and understand their organisations policy and procedures in relation to safeguarding issues. We may

not be able to fund if we have concerns about safeguarding practice and will offer feedback and direct organisations to sources of support where necessary.

- We will make representation to the appropriate authorities if in our opinion there are concerns about the appropriateness of activities or safety measures undertaken by applicant groups and organisations. This action would be taken by the designated safeguarding lead following a report of any concern raised from any source and following Two Ridings guidelines on reporting such concerns.
- We expect funded groups and organisations to report any current safeguarding incidents to us no later than within three working days of any potentially serious concern or disclosure so that we are aware of the situation. We reserve the right to request further information if we deem it appropriate.
- We will expect groups to report any safeguarding incidents that may have occurred during the funding period and how they have been dealt with during the end of grant monitoring process.

See **Appendix 2** for full details of what we require of grant holders in terms of protecting children, young people and people with support or inclusion needs.

## 8) Contact Details

### YORK:

<b>Safeguarding Children and young people</b>		
Tel	01904 551900	Monday – Friday (08:30 – 17:00)
	0300 1312131	Outside office hours
Email	MASH@york.gov.uk [To access advice - earlyhelp@york.gov.uk]	
Referral form: <a href="http://www.saferchildrenyork.org.uk/concerned-about-a-child-or-young-person.htm">www.saferchildrenyork.org.uk/concerned-about-a-child-or-young-person.htm</a>		
<b>Safeguarding people with support or inclusion needs</b>		
Tel	01904 555111	Monday – Friday (08:30 – 17:00)
	0300 1312131	Outside office hours
Email	adult.socialsupport@york.gov.uk	
Referral form: <a href="https://www.safeguardingadultsyork.org.uk/raise-concern">https://www.safeguardingadultsyork.org.uk/raise-concern</a>		

## HULL:

<b>Safeguarding Children and young people</b>		
Tel	01482 448879 [option 4]	Monday – Friday (08:30 – 17:00)
	01482 300304	Outside office hours
Email	EHASH@hullcc.gov.uk	
Referral form: <a href="https://www.hull.gov.uk/children/worried-child">https://www.hull.gov.uk/children/worried-child</a>		
<b>Safeguarding people with support or inclusion needs</b>		
Tel	01482 616092	Monday – Friday (08:30 – 17:00) ask for the adults safeguarding team duty officer
	01482 300304	Outside office hours
Email	sab@hullcc.gov.uk	
Referral form: <a href="https://www.hull.gov.uk/safeguarding/worried-adult-raise-concern">https://www.hull.gov.uk/safeguarding/worried-adult-raise-concern</a>		

## NORTH YORKSHIRE:

<b>Safeguarding Children and young people</b>		
Tel	03001 312131	Monday – Friday (09:00 – 17:00)
	03001 312131	Outside office hours
Email	Children&families@northyorks.gcsx.gov.uk	
Referral form: <a href="https://www.safeguardingchildren.co.uk/about-us/worried-about-a-child/">https://www.safeguardingchildren.co.uk/about-us/worried-about-a-child/</a>		
<b>Safeguarding people with support or inclusion needs</b>		
Tel	03001 312131	Monday – Friday (09:00 – 17:00)
	03001 312131	Outside office hours
Email	Within weblink below	
Referral form: <a href="https://www.northyorks.gov.uk/adult-care/safeguarding/safeguarding-vulnerable-adults">https://www.northyorks.gov.uk/adult-care/safeguarding/safeguarding-vulnerable-adults</a>		

### East Riding of Yorkshire:

<b>Safeguarding Children and young people</b>		
Tel	01482 395500	Monday – Friday (09:00 – 17:00)
	01482 393939	Outside office hours
Email	childrens.socialcare@eastriding.gcsx.gov.uk	
Referral form: <a href="https://www.erscp.co.uk/reporting-concerns/">https://www.erscp.co.uk/reporting-concerns/</a>		
<b>Safeguarding people with support or inclusion needs</b>		
Tel	01482 396940	Monday – Friday (09:00 – 17:00)
Email	safeguardingadultsteam@eastriding.gcsx.gov.uk	
Referral form: <a href="https://east-riding-self.achieveservice.com/service/Safeguarding_Adults_Concern_Form?utm_medium=eryc_short&amp;utm_source=ersab.org.uk">https://east-riding-self.achieveservice.com/service/Safeguarding_Adults_Concern_Form?utm_medium=eryc_short&amp;utm_source=ersab.org.uk</a>		

### TWO RIDINGS DSL & DEPUTY

<b>Designated Safeguarding Lead (DSL)</b> Thomas Waring	Tel: 01904 929500 <a href="mailto:twaring@tworidingscf.org.uk">twaring@tworidingscf.org.uk</a>
<b>Deputy Safeguarding Lead</b> Celia Mckeon	Tel: 01904 929500 <a href="mailto:cmckeon@tworidingscf.org.uk">cmckeon@tworidingscf.org.uk</a>

### Linked Policy

- Volunteering

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## **Appendix 1**

### **Understanding and Recognising Signs of Abuse**

Abuse and neglect are forms of maltreatment of a child, young person or person with support or inclusion needs. Somebody may abuse or neglect a person by inflicting harm, or by failing to act to prevent harm.

Abuse can happen in the following forms:

- Bullying and cyberbullying
- Child exploitation
- Child trafficking
- Criminal Exploitation
- Domestic abuse
- Emotional Abuse
- Neglect
- Physical Abuse
- Sexual Abuse

Abuse and neglect are forms of maltreatment of a child, young person or person with support or inclusion needs. Somebody may abuse or neglect an individual by inflicting harm, or by failing to act to prevent harm. Children, young person or person with support or inclusion needs maybe abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

#### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or person with support or inclusion needs. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child, young person or person with support or inclusion needs.

#### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child, young person or person with support or inclusion needs such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children, young people or people with support or inclusion needs that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child, young person or person with support or inclusion needs opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children, young people or people with support or inclusion needs. These may include interactions that are beyond the individuals' developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children, young people or people with support or inclusion needs frequently to feel frightened or in danger, or the exploitation or corruption. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

#### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child, young person or person with support or inclusion needs to take part in sexual activities, not necessarily involving a high level of violence, whether or not the individual is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children, young people or people with support or inclusion needs in looking at, or in the production of, sexual images, watching sexual activities, encouraging them to behave in sexually inappropriate ways, or grooming a child in

preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children, young people or people with support or inclusion needs.

### **Neglect**

Neglect is the persistent failure to meet a child's, young person's or person with support or inclusion needs basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child or young person from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's, young person's or person with support or inclusion needs basic emotional needs.

For people with support or inclusion needs, abuse includes all of the above definitions along with:-

### **Financial abuse**

Includes having money or property stolen, being defrauded or 'scammed', being put under pressure in relation to money or other property or having money or other property misused. Things to look out for include changes in living conditions, lack of heating, clothing or food, inability to pay bills or unexplained money shortages.

### **Domestic abuse**

Includes violence, psychological, sexual, financial, emotional abuse and patterns of coercive and controlling behaviour during a relationship between intimate partners, former partners who still live together, or family members, and honour-based violence<sup>1</sup>.

### **Self-neglect**

Most forms of neglect or abuse are perpetrated by another person and the law generally presumes there is a perpetrator as well as a victim. An exception is self-neglect, which is included as an example of abuse and neglect in statutory guidance. Self-neglect is a difficult area due to the fundamental human right to private life. If someone chooses to live in a particular way, however worrying that is, there are limited circumstances when the law can intervene. This consideration must be balanced with the right to safeguarding, which is also based on human rights protections. Self-neglect covers a range of behaviour related to neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

## **Appendix 2**

### **Code of professional practice**

This Code has been developed to provide you with advice that not only will help to protect children and people with support or inclusion needs but will also help you identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse.

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<sup>1</sup> There is no specific offence of 'honour'-based violence. However, the Crown Prosecution Service describes 'honour'-based violence as an incident or crime "which has, or may have, been committed to protect or defend the 'honour' of the family and or the community." 'Honour' can be the motivation, excuse or justification behind a range of violent acts against women and girls. Source Refuge <https://www.refuge.org.uk/ourwork/forms-of-violence-and-abuse/honour-based-violence/>  
Pavilion 2000, Amy Johnson Way, Clifton Moor, York YO30 4XT Registered Charitable  
Incorporated Organisation 1166471

Good practice will also protect Two Ridings through reducing the possibility of anyone using their role to gain access to children, young people or people with support or inclusion needs, in order to abuse them.

Wherever possible, you should be guided by the following advice. If it is necessary to carry out practices contrary to it, you should only do so after discussion with, and the approval of the Designated Safeguarding Lead or deputy. If in doubt, consider how an action or activity may be perceived as opposed to how it is intended.

- visits to groups should only be undertaken with the prior knowledge of the Two Ridings office. Office staff will share a copy of this safeguarding policy with the group and provide the name of the visitor
- when visiting a group, photo ID should be taken and made available to the group on request
- avoid unobserved situations of one-to-one contact with a child or people with support or inclusion needs. If it is unavoidable, always keep a door open and ensure you are within the hearing of other adults
- never invite a child or person with support or inclusion needs to your home or personal property, including car
- never offer to or take a child or person with support or inclusion needs alone in your own vehicle
- develop a culture in which staff feel comfortable enough to point out inappropriate attitudes and behaviours to each other
- challenge unacceptable behaviour and report any disclosures/suspensions of abuse to the designated safeguarding lead
- don't engage in or allow any sexually provocative games involving or observed by children or people with support or inclusion needs, whether based on talking or touching
- never make suggestive, insulting or offensive remarks or discriminatory comments to a child or person with support or inclusion needs
- don't engage in or tolerate any abusive, insulting, offensive or suggestive behaviour of any kind of a child or person with support or inclusion needs either by adults or other children
- don't engage in or tolerate inappropriate physical activity involving children or people with support or inclusion needs
- never enter a room where a child or person with support or inclusion needs may be changing their clothes or not be fully dressed, without first clearly getting their consent to enter
- respect all children and people with support or inclusion needs, regardless of their age, gender, ethnicity, disability or sexual identity
- not exercise favouritism, and recognise behaviours as a result of environment and background
- never trivialise child abuse or abuse of people with support or inclusion needs
- never let allegations by a child or person with support or inclusion needs go unreported, including any made against you.

**You must not:**

- Undertake unauthorised or unscheduled visits to groups. Visits for assessment purposes or monitoring should be directed by Two Ridings office staff
- Give or receive gifts or lend or take money or property from the applicant or any member of the applicant group.
- Allow yourself to be drawn into inappropriate behaviour, or make suggestive or derogatory remarks or gestures, in front of children, young people or people with support or inclusion needs .
- Jump to conclusions without checking facts.
- Exaggerate or trivialise any abuse issues.
- Show favouritism towards a child, young person or person with support or inclusion needs.
- Believe it "could never happen to me or someone I know."
- Take any chances or leave it for a while. Remember, non-action is never an option in safeguarding.

## **Appendix 3**

### **Grants Holder Responsibilities**

We require all grant holders to:

- Have their own tailored policy for safeguarding and protecting Children, young people or people with support or inclusion needs which is proportionate and relevant to their organisation's activities and has been agreed by their trustees or other governing body. This policy must be reviewed regularly and staff and trustees must be trained on its contents
- Recognise that when they sign a Grant Agreement with Two Ridings, this includes agreeing to fulfil the expectations of grant holders set out in this policy
- Work collaboratively with us where there are potentially serious concerns or disclosures about the safeguarding or protection of any Child, young person or person with support or inclusion needs
- Prioritise the safety and wellbeing of all Children, young people or people with support or inclusion needs who come into contact with your organisation (including contact with your centres, projects, staff and/or volunteers)
- Clearly outline to all the people in your organisation (permanent and fixed-term employees, non-executive committee members, agency staff, interns, volunteers, contractors and consultants) your mandatory policies and processes and a code of conduct that keep Children, young person or person with support or inclusion needs safe
- Have a tailored, up-to-date procedure for reporting concerns and disclosures that everyone knows about and feels confident in applying (including not just the people in your organisation but also the carers or guardians of the Children, young person or person with support or inclusion needs who come into contact with your organisation and, where appropriate, the Children, young person or person with support or inclusion needs themselves).

#### **Additional expectations on those grant holders who work directly with Children, young person or person with support or inclusion needs**

- If your funded project involves working in regulated activity with Children, young person or person with support or inclusion needs, you will also need to:
- Ensure Children, young person or person with support or inclusion needs are given a voice by creating an environment and providing opportunities for them to tell you what you are doing well, what risks there are to them and how you can help keep them and others safe.
- Have one or more nominated members of staff (a Designated Safeguarding Lead) who has the knowledge and skills to promote safe environments for Children, young people or people with support or inclusion needs and is able to respond to concerns and disclosures.
- Ensure everyone understands their safeguarding roles and responsibilities and is provided with appropriate learning opportunities to recognise, identify and respond to concerns and disclosures relating to the protection of Children, young people or people with support or inclusion needs.
- Using safe and transparent recruitment processes including:-
  - an appropriately detailed/enhanced DBS check for staff who come into contact with Children, young people or people with support or inclusion needs

- obtaining references that confirm that the referees are not aware of any reason why the applicant should not work with Children, young people or people with support or inclusion needs
- proportionate induction/safeguarding training for people in your organisation.

Conduct safeguarding risk assessments and provide guidance for your organisation, locations, projects and processes to enable a safe, inclusive environment for all Children, young people or people with support or inclusion needs we support. This could include guidance on taking Children, young people or people with support or inclusion needs away on trips, consents required, the supervision ratio, transport safety and emergency procedures and guidance on Children, young people or people with support or inclusion needs who require medication and consideration of the Prevent Duty.

### **When you should report a concern or issue to the Fund**

- If a concern or disclosure about abuse is reported to you, you should investigate and otherwise address it in line with your own safeguarding and protection policy. You should also carry this out in line with any requirements of your regulator(s) and the law as it applies to your organisation.
- In addition, you should inform Two Ridings as soon as possible and no later than within three working days of any potentially serious concern or disclosure so that we are aware of the situation and we reserve the right to request further information if we deem it appropriate.
- If you flag a safeguarding or protection concern with us, we will respect your anonymity, if requested. If you provide us with information that suggests that someone may be at risk, we may need to share this information with the police or other appropriate authorities. In this case we would still take steps to preserve your confidentiality.
- If we have good cause to believe that you have not complied with your obligations under this guidance, we may suspend or terminate your funding and potentially report the concerns to appropriate authorities/governing bodies.

## Appendix 4

### Safeguarding Checklist

The aim of a safeguarding policy is to ensure an organisation understands its duty to protect their beneficiaries, staff and volunteers and operate in a safe and secure environment. The table below sets out what we would expect to see in a safeguarding policy as a minimum.

Section	Why is it included	What we want to see
<b>Policy Statement</b>	This is the introduction to the policy and a good policy will be tailored to the organisation's aims and activities.	It will include a definition of safeguarding and outline of the organisations commitment to safeguard and protect the welfare of all who use its service.  It should include the definitions for adults at risk and types of abuse experienced by children and adults at risk
<b>Recruitment and selection</b>	It is good practice to include recruitment processes for staff and volunteers. However, some policies may not have a section on this and may have a separate policy for this.	This section can include: <ul style="list-style-type: none"> <li>• Completing an application form</li> <li>• Interviewing each person to assess their suitability</li> <li>• Requesting a minimum of two references</li> <li>• DBS Checks where required / appropriate</li> </ul>
<b>Training and induction</b>	To enable effective delivery of safeguarding staff and volunteers should receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.	<ul style="list-style-type: none"> <li>• It will be good to see mention of relevant safeguarding training and support and whether it will be provided on an ongoing basis, such as refresher courses in safeguarding – usually one year refresher or every two years; or</li> <li>• If training volunteers - that a member of staff is qualified to deliver the training</li> </ul>
<b>Staff responsibilities</b>	It is all staff, trustees and volunteers' duty to ensure that the beneficiaries are protected from any harm and the policy should be designed to help staff, trustees and volunteers recognise and respond to cases of abuse	<ul style="list-style-type: none"> <li>• The policy should have a designated Safeguarding person – this usually is the most senior member of staff such as Director/CEO or a senior manager. Some organisations have a Child Protection or Safeguarding Officer that may also be direct delivery officers such as welfare officers or family support officers.</li> <li>• It is usually the Designated person that has responsibility for recording all instances of alleged or reported abuse. Staff should approach the designated person with any concerns of abuse.</li> </ul>

<p><b>Reporting procedures</b></p>	<p>All staff, trustees and volunteers should know what steps to take if there are allegations made or if there is a suspicion of an issue.</p> <p>This section should be specific to the organisation and should provide clear directions on what to do</p>	<ul style="list-style-type: none"> <li>• Could include what training staff and volunteers undertake to know how to spot signs of abuse and how to report it</li> <li>• This section should have directions on how to listen, react and record any allegations/concerns</li> <li>• Who to contact within the organisation and what steps to take to alert the appropriate authorities (if applicable)</li> <li>• What steps to take if the person is under immediate danger and who to contact (i.e. 999)</li> <li>• Could include steps to take to manage allegations made against a member of staff or volunteer and when it is suitable to contact a family member/carer</li> </ul>
<p><b>Useful contacts</b></p>	<p>There should be a nominated person within the organisation that is in charge of safeguarding and its reporting.</p>	<ul style="list-style-type: none"> <li>• Contact details – This could be a designated post such as a Child Protection Officer or usually a senior member of staff</li> <li>• Could also include local authority contacts, police or local safeguarding board</li> </ul>
<p><b>Other points to note</b></p>	<p>The safeguarding policy should be a live document therefore we need to see that it is updated regularly.</p>	<ul style="list-style-type: none"> <li>• Should have a section of when the policy was adopted or when it will next be updated.</li> <li>• Could have a reporting template attached to the policy and include a flow chart of the reporting process</li> <li>• Logo of the organisation</li> <li>• A list of related documents that the organisation has that should be read in conjunction with the Safeguarding policy.</li> </ul>