UKCF Safeguarding Policy

1. **Policy Purpose**

    1.1. This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers, agency staff, students or anyone working on behalf of UK Community Foundations (UKCF).

    1.2. This policy reflects that through UKCFs day to day work, UKCF staff, trustees and volunteers do not work directly with children, young people or vulnerable adults, nor does UKCF award grants directly to organisations working with children, young people or vulnerable adults. However, the purpose of this policy is:

    1.2.1. To protect children, young people and vulnerable adults who have any interaction with UKCF. This includes the children of adults who work with UKCF.

    1.2.2. To provide staff and trustees with the overarching principles which guide UKCFs approach to safeguarding.

    1.2.3. To provide support, advice and safeguarding guidance to UKCFs members.

    1.3. UKCF believes that a child, young person or vulnerable adult should never experience abuse of any kind. UKCF have a responsibility to promote the welfare of all children, young people and vulnerable adults to keep them safe. UKCF are committed to practice in a way that protects them.

2. **Legal framework**

    2.1. This policy has been drawn up on the basis of law and guidance that seeks to protect children and young people, namely:

    2.1.1. Children Act 1989

    2.1.2. United Convention of the Rights of the Child 1991

    2.1.3. Data Protection Act 1998

    2.1.4. Sexual Offences Act 2003

    2.1.5. Children Act 2004

    2.1.6. Protection of Freedoms Act 2012

    2.1.7. Working Together to Safeguard Children guidance 2018

    2.1.8. GDPR and the Data Protection Act 2018

3. **UKCF recognises that**

    3.1. The welfare of the child is paramount, as enshrined in the Children Act 1989

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3.2. All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse

3.3. Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

3.4. Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

3.5. These principles apply also to vulnerable adults

4. UKCF will seek to keep children, young people and vulnerable adults safe by

4.1. Maintaining and implementing an effective e-safety policy and related procedures, including the use of images in UKCFs marketing and communications activity

4.2. Declaring to applicant/ grantee organisations visited by UKCF staff, that UKCF staff are not DBS checked and therefore should always be accompanied

4.3. Ensuring that UKCF staff bring photo ID to project visits, so that the organisations can comfortably identify staff

4.4. Addressing any potential safeguarding considerations when designing and implementing any national grant programmes

4.5. Providing effective management for staff and volunteers through supervision, support and training where appropriate

4.6. Sharing information about child protection and good practice with staff and volunteers

4.7. Sharing any concerns raised with agencies that need to know – including UKCFs members, relevant authorities and programme funders

5. UKCF will provide support and guidance to UKCFs members by

5.1. Promoting the need for a strong understanding of safeguarding across the network, including within the UKCF accreditation programme

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5.2. Providing UKCFs network with guidance for assessing safeguarding policies for applicants to national grant programmes, including the following:

    5.2.1. Definitions of abuse and signs of abuse and a description of how abuse is different for adults (if working with both children and vulnerable adults)

    5.2.2. Procedure for reporting safeguarding concerns

    5.2.3. Procedure for handling cases of disclosure revealed by DBS checks

    5.2.4. The name of the person responsible for child protection

    5.2.5. The name of the local safeguarding board

    5.2.6. All staff, volunteers and Trustees who are working directly with vulnerable adults and/or children should have the appropriate DSB checks and there is an understanding of when enhanced DBS checks should be carried out

    5.2.7. All staff, volunteers and trustees who work indirectly with vulnerable adults and/or children receive safeguarding training

    5.2.8. Risk assessments are carried out to ensure vulnerable adults and/or children in UKCFs care are safe

5.3. Providing UKCFs network with guidelines as to their responsibility as a funder, including:

    5.3.1. Arranging phone calls with applicants whose policies are unsatisfactory to assess how well they understand their responsibilities and either to support them to improve these or signpost them to a service that will.

    5.3.2. Not to award grants to organisations that do not have satisfactory safeguarding policies in place.

    5.3.3. To include the following processes and procedures in their own safeguarding policies:

        5.3.3.1. Declaring before project visits that Community Foundation staff are not DBS checked and therefore should always be accompanied

        5.3.3.2. Declaring to guardians of young people (through bursary schemes) that Community Foundation staff are not DSB checked

        5.3.3.3. Staff to bring photo ID to project visits

        5.3.3.4. The name of the person responsible for child protection

        5.3.3.5. The name of the local safeguarding board

        5.3.3.6. A process and understanding of when it is necessary to go to a safeguarding board about a concern and when it is necessary to break confidentiality

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