

BRIEF CASE

Safeguarding

Safeguarding is a key governance priority for all charities; how can your organisation ensure you're managing risk and safeguarding appropriately and responsibly?

Safeguarding: an introduction

As a trustee, you must take reasonable steps to protect your charity's beneficiaries, staff, volunteers and those connected with the activities of the charity from harm.

Safeguarding is defined differently for adults and children:

- For adults, safeguarding is protecting the rights of adults to live in safety, free from abuse and neglect
- For children, safeguarding is protecting children from maltreatment; preventing impairment of health or development; ensuring they are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable them to have the best outcomes.

As a trustee, board member or leader, it is essential that you know what is required of you, have adequate measures, policies and procedures in place and ensure that they are implemented and regularly reviewed.

Your responsibilities

The Charity Commission provides broad guidance on safeguarding requirements and responsibilities in their essential trustee guide:

Charities must also assess and manage safeguarding risks. For example, they must ensure that their beneficiaries or others who come into contact with their charity do not, as a result, come to harm.

For example, many charities come into contact with or provide activities for those who may be experiencing, or at risk of, abuse or neglect. This includes:

- children and young people under 18 years of age
- adults (aged 18 and over) at risk

Even where work with children or adults at risk does not form part of the core business of the charity, trustees must be alert to their responsibilities to protect from risk of harm those with whom the charity comes into contact.

These principles will help you and your co-trustees to carry out their legal duties and manage the risks to the charity's assets and services.

Risk management

Whilst the Charity Commission has laid out your responsibilities, what actions can you take to manage risk and safeguard your service users?

Policies and procedures

You should create, maintain and adhere to written policies and procedures in accordance with the appropriate National Minimum Standard of care for any service users in your care. This will include safeguarding or protection policies and well as procedures for managing staff, volunteers and service users.

Staff and volunteers

You should ensure that new staff and volunteers are DBS checked, where required (guidance on regulated activities is [here](#) and a tool to find out if you can perform a DBS check is [here](#)), and have a formal induction and training on safeguarding and protection policies as well as appropriate supervision. DBS checks and training should be repeated at least every three years.

Records

You should securely retain records relating to employment applications, references, DBS checks, policies and procedures, accident and incident registers and referral, assessment, treatment and care plans for service users for no less than 15 years.

Available Resources

[The essential trustee](#)

[Safeguarding duties for charity trustees](#)

[Strategy for dealing with safeguarding issues in charities](#)

Safeguarding KC21.100

aQmen Underwriting Services is a trading name of Q Underwriting Services Limited. Q Underwriting Services Limited is authorised and regulated by the Financial Conduct Authority FRN 657367. Registered in England under No. 08946569. Registered office: Rossington's Business Park, West Carr Road, Retford, Nottinghamshire, DN22 7SW. Disclaimer: This BriefCaSE is intended purely as introductory information on the subject matter and does not provide you with information on risk management or insurance, or advice (whether legal or financial) on which you should rely. You should always seek professional advice specific to your requirements.