

SAFEGUARDING

Policy statement

Cranfield Trust acknowledges that children and vulnerable adults can be harmed through sexual, physical, emotional abuse or through neglect. We firmly believe that children and vulnerable adults have a right to be kept safe from harm.

Cranfield Trust takes the protection of children and vulnerable adults very seriously and has a statutory requirement to act in such a way as to safeguard and promote their welfare.

A vulnerable person is defined as a person who:

"is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself against significant harm or exploitation".

As an intermediary organisation, Cranfield Trust and its volunteers do not usually come into direct contact with the beneficiaries of the charities we support, i.e. children and vulnerable adults. However, we are committed to the protection of children and vulnerable adults when recruiting staff and volunteers and in engaging with charities where the safeguarding of children and vulnerable adults is applicable.

IMPLEMENTATION

Management responsibility and review

The Chief Executive will be responsible for ensuring that this Safeguarding Policy is implemented, monitored and reviewed at least annually. The Trust's Safeguarding 'Lead' is the Head of Operations.

Information and confidentiality

Confidentiality underpins all that we do. All volunteers, staff members, trustees and associates are expected to keep all information received concerning client charities and/or service users strictly confidential. On occasions, we may receive information that could be considered sensitive, such as personal information about a child or vulnerable person (e.g. the nature of a disability). In this case, the information is treated with strict confidentiality and is given only to those who need to know it.

'Remote' contact and safeguarding

Consideration should be given to confidentiality, data protection and safeguarding when volunteers, staff members, trustees or associates make contact with a charity via 'remote' (online) means, eg through a videoconference when a site visit is either not required or not possible.

Responsibility for ensuring that the 'virtual meeting' takes place in a secure environment rests with all parties involved in the online contact. The following points should be considered:

- Are vulnerable beneficiaries observable through a 'webcam', including any background photos? Attendees may wish to consider blurring their webcam background or substituting a safe image if the technology allows
- Is it possible to verify the identity of 'remote' meeting attendees? It may not be enough to use voice-only communications if there are concerns about the sensitivity of a conversation
- Is confidential information viewable through a webcam, eg folders in the background displaying the names of staff or beneficiaries? Attendees may wish to consider blurring their webcam background or substituting a safe image if the technology allows
- Use a headset / microphone wherever possible, especially if confidential matters are to be discussed. Many online meetings may take place in at least one attendee's home and often family members or other occupants could be in the background.

Safe recruitment practice

If site visits involving children and vulnerable adults become necessary within the scope of the project, or access to information about children or vulnerable adults is an integral part of a project, the staff members and volunteers involved must undergo a basic level Disclosure and Barring Service (DBS) check (see Appendix).

The Chief Executive will ensure that staff, volunteers, trustees and associates are aware of Cranfield Trust's Safeguarding Policy.

Responding to allegations or concerns of abuse

- Staff, volunteers and associates of Cranfield Trust must report immediately to the charity's Head of Finance, Administration and Control if they:
 - observe or become aware of any sign of abuse or anything that causes them concern
 - have allegations of abuse made to them directly

- As far as possible, staff, volunteers and associates of Cranfield Trust should note down the details of any allegation using the person's own words and recording dates, times and any names that are mentioned
- Staff, volunteers or associates of Cranfield Trust should never attempt to
 - investigate an incident or allegation themselves
 - offer comment, judgment or opinion on the nature of the allegations
 - promise confidentiality or agree to keep allegations secret
 - inform the person (or persons) who is the subject of an allegation
- If any volunteer or charity staff member contacts Cranfield Trust because they are uncertain of how to tackle an incident that has occurred, they will be referred to an appropriate support agency
- If a charity beneficiary makes a complaint to Cranfield Trust about the project, they should be signposted to, and assisted in contacting, an appropriate support agency

Safe supervision of children and vulnerable adults within charities/projects

Responsibility for ensuring the safety of charity beneficiaries, i.e. children and vulnerable adults rests with the charities themselves. However, as part of its assessment and decision making process, Cranfield Trust will take reasonable steps to ensure that the charities that require on site contact with the Trust's staff or volunteers have suitable Safeguarding Policies and procedures in place before our engagement with them commences.

It is the responsibility of client charities to notify us when it is necessary for our staff or volunteers to undergo a basic or enhanced DBS disclosure related to the specific project(s) or if the work is to be undertaken within a specific setting, eg premises attended by children or vulnerable adults. Charities are notified of this in our Project Charter, and if applicable, they may be asked to confirm in writing whether or not a DBS check will be necessary (see Appendix 1).



APPENDIX 1 – DECLARATION BY CLIENT CHARITY

Anyone who works in a "specified setting" on a "frequent" or "intensive" basis must be subjected to a basic or enhanced Disclosure and Barring Service (DBS) check. "Frequent" means once a week or more (except in health or personal care services where frequent means once a month or more); "intensive" means on four days or more in a single month. Cranfield Trust staff, associates and volunteers will normally meet with their charity clients either at your premises or at another mutually convenient venue, typically for no more than a few days over a period of several months.

A specified setting is one of the following:

- a school exclusively or mainly for the full-time education of children
- an establishment providing nursery education
- childcare premises
- a children's residential home for children in care
- a children's hospital mainly or exclusively for treatment of children
- a children's detention centre
- a children's centre
- a pupil referral unit
- an adult care home
- a further education institution that is wholly or mainly for the provision of full-time education for under-18s

Furthermore, if our volunteer could potentially be involved in "training, teaching, instructing, assisting, advising or guiding" vulnerable adults (eg. if the volunteer would be working with vulnerable adults on your board of trustees) you must tell us so that we can undertake the necessary checks.

Please complete the reply slip below to indicate whether your organisation is involved in any of the above specified settings. (If you are not sure if you are covered, please telephone Amanda Tincknell on 01794 830338 to discuss the nature of your work.)

Name of Organisation

Your Name

Your Job Title

I confirm that I have read and understood the above requirements in respect of safeguarding vulnerable groups, and that a DBS check for Cranfield Trust's volunteer:

WILL be necessary

Dated

WILL NOT be
necessary