



Safeguarding Policy

Safeguarding means the range of measures in place to protect people in a charity, or those it comes into contact with, from abuse and maltreatment of any kind. The Trust is obliged to take reasonable steps to protect those connected with it from harm, including:

- people who benefit from the Trust's work
- volunteers
- other people connected to the Trust's activities

and to ensure that:

- the Trust's assets are used only to support or carry out the Trust's purposes
- the Trust's assets, beneficiaries and reputation are not exposed to undue risk.

The objective of the Trust is to raise money for distribution to local charities and community organisations through a variety of fundraising events. It has no direct contact with those charities or organisations or with people who benefit from them.

The Trust's events are all open to the general public and do not involve any organised contact between Trustees, Committee members or volunteers and any vulnerable individuals or groups of people. At no time will any Trustee, committee member or volunteer be responsible in a supervisory capacity for any member of the public. Furthermore, the Trust holds only minimal records of personal details, restricted to those of its Trustees, Committee members and volunteers, the representatives of organisations applying for grants, purchasers of event tickets and those engaged to attend events.

Direct safeguarding risks towards members of the public are therefore minimal and Disclosure and Barring Service (DBS) checks for Trustees, committee members and volunteers are considered not to be required; however, any individual, performer or member of an act engaged to attend an event who will have or is likely to have unsupervised contact with vulnerable groups will be required to provide a valid DBS certificate.

The Trust recognises its duty to carry out due diligence checks on any organisation that has contact with children or adults at risk before a grant is made to that organisation.

The Trust has no members of staff: the five voluntary Trustees are supported by a management committee of volunteers plus additional ad hoc event helpers. No personal gain is afforded by joining the Trust and so opportunities for one member of the team exerting control, particularly financial, over another are limited.

The Trustees thus consider the level of safeguarding risks that the Trust faces to be inherently low. However, they recognise their duty of care in these matters and undertake to create an organisational culture that prioritises safeguarding so that, should an incident occur, the person affected knows how to and is able to safely report the incident or express their concerns, with the assurance that this will be dealt with correctly; also that all members of the team are aware of how to recognise a safeguarding concern and deal with a complaint made to them about another person. Additionally, potential beneficiaries of the Trust will be made aware of this policy by referencing it on the Grant Application form. The Trust will identify and manage risk on an on-going basis and make changes to reduce the risk as appropriate, particularly after a reported incident. The Trust will not lead potential witnesses or contaminate evidence.



Safeguarding Policy

In addition, although extremely unlikely to be encountered, it is required that all Trustees & committee members learn about protection issues and their responsibilities in line with statutory guidance. Protection issues include:

- sexual abuse and exploitation
- negligent treatment
- physical or emotional abuse
- commercial exploitation
- extremism
- forced marriage
- child trafficking
- female genital mutilation.

Procedure for reporting and dealing with a safeguarding incident

1. Complainant to report incident to a Trustee or member of the management committee. This should be a signed written report, or if verbal a transcript or statement should be signed as being an accurate representation of the discussion.
2. This report will be copied & stored securely in separate locations.
3. The report will be discussed in confidence with a second Trustee or an officer of the management committee.
4. If applicable, any witnesses for the complainant will be invited to describe the alleged incident.
5. The Trustees / officers will then discuss the incident with the subject of the complaint, minutes of the discussion will be signed by the Trustees / officers and the subject of the complaint and will be stored securely.
6. If applicable, and appropriate depending on the outcome of the meeting in 5 above, any witnesses for the subject of the complaint will be invited to describe the alleged incident.
7. If the complaint is upheld, corrective action will be taken against the perpetrator, ranging from a reprimand, a probation period, suspended action through to removal from the Trust.
8. If necessary, the incident will be reported to police, social services & other agencies as appropriate, & where the criteria are met, a serious incident report will be sent to the Charity Commission <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>.
9. The outcome and action taken will be reported back to the complainant.
10. Procedures will be reviewed and amended to reduce the risk of any further complaints.

This policy will be reviewed each year at the Trust's AGM and will be made available to the public by posting on the Trust's website (www.thaxtedfayretrust.com).

Signed:

Position:

Signed:

Position:

Date: