

## Cheshire Community Foundation

### Safeguarding Requirements 2024

All organisations should promote a strong culture of safeguarding, even if they do not specifically work with children, young people, or vulnerable adults. We want to fund organisations who see safeguarding as a key priority, with clear processes and responsibilities at each level of the organisation.

What we expect will vary according to the nature of your work and the needs of your beneficiaries. If you work directly with children or adults who may be at risk, we will have higher expectations, for instance relating to the frequency of training and reviews of policy.

Even if you don't deliver activities directly (eg community buildings who only rent out spaces to user groups), our essential requirements still apply, but can be tailored to the nature of the work that you do.

#### Essential:

- **Policy:** Your organisation should have a clear Safeguarding Policy in your organisation's own name. You cannot use another organisation's policy, even if you are working in partnership, or are a subsidiary of them. [if are part of a network eg church / uniformed groups which provide policies for local groups, we need to see evidence that the policy has been adopted locally]
- **Your policy must**
  - include clear steps you will take in the event of a concern, incident, and/or disclosure relating to safeguarding, including internal process and external escalation.
  - include the name and contact details of your named safeguarding lead.
  - be refreshed at regular, designated intervals, at least every 3 years.
- **Named Safeguarding Lead:** All organisations should have a named staff member who is responsible for safeguarding within your organisation. They should be named in your Safeguarding Policy. They will be responsible for escalating incidents, keeping safeguarding training up to date, managing referrals, record keeping, and reporting any issues. This person is often referred to as a 'Designated Safeguarding Lead (DSL)', 'Child Protection Officer', 'Designated Safeguarding Officer (DSO)', 'Safeguarding Coordinator', or a "Named Person" for child protection.
- **Training:** All staff, volunteers, and trustees/board members who engage in face-to-face delivery or contact with Children and Young people must receive regular safeguarding training from a suitable source. By regular we mean at defined intervals. Training should cover good practice in safeguarding and your own internal procedures for responding / recording / reporting safeguarding concerns.
- **Background Checks:** Anyone working with children or vulnerable adults should have regular background checks from the **Disclosure and Barring Service (DBS)**. If you are

working outside of England and Wales, you should use the appropriate service for your country (i.e. Disclosure Scotland, Access NI). If you use the DBS Update Service, you should have a clear process around how often you check for changes or updates.

### Recommended best practice:

- Training should be refreshed regularly. At a minimum, we suggest this is every three years
- Background Checks should be at least every three years, however organisations working with particularly vulnerable groups should consider doing these more regularly.
- As well as your Named Safeguarding Lead, It is often advisable to have a lead Trustee for safeguarding. If at all possible, a trustee should not be your only safeguarding lead.
- Your safeguarding policy and procedures is likely to be a comprehensive document, and it should be tailored specifically to your organisation.
- Separate policies for safeguarding children and young people vs adults. If you have a combined policy the differences between the two must be very clear – especially around consent and confidentiality.
- Policy should not just relate to the risks posed by your own organisation; it should show how you would identify and respond to any concern about a child or vulnerable person.
- It is advisable to cover:
  - Definitions of terms (e.g. definitions of children/vulnerable adults/adults at risk, definitions of abuse, indicators of abuse, etc.)
  - Limits and scope of the policy (including who it applies to and roles and responsibilities)
  - Guidance on what a concern could look like/sound/feel like.
  - Organisation specific information, related to how safeguarding should be carried out specifically in relation to the work which you do
  - How you will manage safeguarding when working with partner organisations or external agencies, and what you will expect of them.
  - Digital/Online Safeguarding
  - Information on how you will respond to allegations about members of your own organisation
  - Information about confidentiality and information sharing
  - A code of conduct
  - References to the legislation which forms the basis of your policy.
- Your safeguarding policy should be reviewed annually based on up-to-date information on best practice
- You should have a clear process outlined for how you will record incidents/concerns. Information should be kept securely, and in a suitable place. This should not be stored in an e-mail inbox.
- Have a safe and transparent recruitment policy, outlining how you will ensure that all staff and volunteers are appropriate for the work which you do.