

POLICY:

Safeguarding and Promoting the Wellbeing of Children and Adults

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1.0 Glossary of terms

Adult at risk	As defined by the Care Act 2014, a person 18 years and over, where safeguarding duties apply, that meets the following criteria: <ul style="list-style-type: none"> • has needs for care and support (whether or not the local authority is meeting any of those needs) • is experiencing, or at risk of, abuse or neglect. • as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.
Adviser	A person 18 years or older that is paid on a freelance basis by The Trust to provide expertise in specific youth-focused programs. These individuals are usually part of a group of advisers.
Children	As per the Children Act 2004, this is a legal term that refers to all those who have not yet reached their 18th birthday. Duty of care for this group may include those referred or accessing any activity or project delivered by The Trust or through that delivered by individual grantees who operate under The Trusts safeguarding policy and procedures.
Designated Safeguarding Lead (DSL)	A role and person within the organisation who has ultimate responsibility for operational safeguarding processes and procedures.
Designated Safeguarding Officer (DSO)	Roles of one or more individuals within the organisation who supports the DSL, in a deputised role, to carry out their safeguarding duties.
Disclosure Barring Service (DBS)	A government service that helps employers make safer recruitment decisions.
Emergent (individuals / organisations / groups)	Groups or individuals who have some experience in leading or being a core part of change work but may struggle to access financial and other forms of support to develop their work and ideas.
Established (organisations / groups)	Those who have been doing this work for a while, who have had a lot of support and are mostly looking for financial resource to ensure they can sustain work that is already happening.
Grant Partner	A group, individual or organisation that has received a grant from The Trust.
Individuals / Non-constituted groups	An adult or a group of adults who have received a grant from The Trust and whose funded work is not being delivered by a registered organisation.

Safeguarding arrangements	Group of policies and procedures related to safeguarding such as safeguarding policy, safeguarding children and adult at risk procedures, whistleblowing policy and procedure.
Staff	An individual with either an employment or freelance contract with Blaggrave, for example, employees, trustees, freelancers, advisers.
The Trust / Blaggrave	The Blaggrave Trust
Trustee Safeguarding Lead (TSL)	A role and person on the trustee board who is responsible for ensuring organisational compliance to legislation and external regulators.
Young adult	Any person between the ages of 18 years and 30.

2.0 Purpose of this policy

The Blaggrave Trust believes in a world where all young people have hope, access to the support they need, a stake in society and influence over their futures.

To carry out this vision, we fund and collaborate with partners to bring lasting change to the lives of children and young adults, investing in them as powerful forces for change and acting upon their right to be heard in pursuit of a fair and just society. We do this work through funding charities, individual change makers (aged 18 to 30), and other forms of youth led constituted or unconstituted groups.

The Blaggrave Trust and its employees are committed to keeping children and adults safe from harm, abuse and exploitation and to promoting the welfare of all that come in contact with our work. We believe that embedding and promoting a safeguarding culture is everybody's responsibility. **This policy sets out how we ensure this happens.**

The purpose of this policy is:

- To keep safe from harm, abuse and exploitation children and adults who are engaged in activity delivered by, or in partnership with, the Blaggrave Trust, or by grant partners funded by The Blaggrave Trust.
- To promote the wellbeing of children and adults who are engaged in activity delivered by, or in partnership with the Blaggrave Trust or by or by partners funded by The Blaggrave Trust.
- To promote the welfare and keep safe from harm all staff who work on behalf of Blaggrave.
- To provide all those who work for or on behalf of the Trust with the overarching principles that underpin the Trust's approach to Safeguarding.

This Policy applies to all employees, trustees, freelancers, advisers, or anyone else working or volunteering on behalf of the Trust; regardless of whether they work directly with

children or adults at risk. For the purposes of this policy, employees, trustees, freelancers, advisers, volunteers, or anyone else working or volunteering on behalf of the Trust are collectively addressed as staff.

This policy also applies to all grant partners who we fund that may not currently have their own adequate safeguarding processes in place, and have been asked to sit under our policies. This will be outlined to the grant partner in the terms and conditions for the grant, upon successful application of funding following an assessment process.

Safeguarding is everyone's business.

3.0 Statement of Intent

The Trust recognises that everyone has the right to feel safe. No-one should suffer from abuse, harm or exploitation, especially children and adults at risk. Unfortunately, that is not the reality and The Trust has a legal duty to ensure it does all it can to prevent abuse, harm and exploitation.

The Trust holds a responsibility to ensure that those whom it funds, such as established youth charities, emergent organisations, non-constituted groups and individuals aged between 18-30, have appropriate safeguarding processes in place. This is done through due diligence processes to ensure The Trust does not inadvertently fund any such group or individual that may cause, by omission or commission, harm to children or adults at risk.

The due diligence process takes into consideration the context of the potential grant partner. Established charities are expected to meet minimum compliance in terms of safeguarding prior to receiving funding, however this is not a requirement for individuals or youth-led emergent groups. For these partners, if due diligence finds that applicants do not have compliant safeguarding policies and procedures they may fall under Blaggrave's safeguarding policies and procedures for a specific period as a condition to their funding, whilst receiving support to strengthen their practice. Some partners may also at times become adults at risk themselves and require safeguarding support through Blaggrave's adult safeguarding procedures.

4.0 Our responsibilities

We recognise that:

- The welfare of all is paramount.
- Safeguarding is everyone's business.
- All children and adults, regardless of race, age, disability, gender, racial heritage, sex, religious belief, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some adults are particularly at risk of harm because of the impact of previous

experiences, their level of dependency, communication needs or other issues.

- Working in partnership with children and adults, including their families, carers, and other agencies is essential to safeguarding – ensuring, wherever possible, that safeguarding is personal to the needs and wishes of the child or adult at risk.

5.0 What we will do at The Blaggrave Trust

We will seek to keep children and adults safe in our own work by:

- Building a safeguarding culture where staff, children, and adults treat each other with respect and are comfortable about sharing concerns.
- Providing an environment in which children and adults feel listened to, safe, and valued.
- Always seeking to gain consent from children or adults at risk before sharing information about them with another agency.
 - If consent to share information isn't given by a child a decision based on their [best interests](#) may be made to do so anyway.
 - If consent to share information is not given by an adult at risk, information may only be passed externally in a ['best interests decision'](#) if the person is deemed to not have [capacity](#), or are within [certain exceptions](#). It is important however, that staff consider the risks of **not** sharing information when making decisions.
- Having a safeguarding and wellbeing team in place, including a DSL, and appropriate number of DSOs, who are responsible for dealing with any safeguarding concerns regarding children or adults at risk, and for supporting the safety and wellbeing of those who come into contact with Blaggrave.
- Ensuring the DSL and DSO's are trained to 'Safeguarding Lead' standard at least every two years, and understand their responsibility to refer incidents and concerns of abuse to the relevant statutory agencies (e.g. police, social services).
- Ensuring the safeguarding team keep up to date on new or revised national guidance, legislation, and information pertaining to safeguarding and preventing abuse of adults at risk and children.
- Having a TSL who is responsible for overall safeguarding regulatory and legislative compliance including annually reviewing the policy together with the DSL.
- Providing effective management for staff through support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently.
- Ensuring all Blaggrave staff are aware of their safeguarding responsibilities and know how to respond to concerns. We will do this by:
 - Providing an effective induction for staff, including basic safeguarding training and internal safeguarding procedure training when required.
 - Providing safeguarding training for all employees and trustees at least every 3 years.
 - Offering effective follow up and management through supervision and support where necessary.

- Ensuring all employees, and other staff when required, have a grounding in the differences between child and adult safeguarding.
- Adhering to our 'Safer Recruitment Procedures' in recruitment of new employees.
- Assessing all roles in terms of DBS needs and ensuring that, when required, staff have relevant DBS checks. We will accept checks undertaken for a previous role only if it has been done within the previous three years or is registered on the DBS Update service, and is of the level and workforce required, otherwise we will require completion of a new DBS check.
- Ensuring all employees only use work-related channels (email, work phones, Blaggrave social media accounts, etc.) to contact partners.
- Recording, storing, and using information confidentially and securely, in line with GDPR legislation and guidance.
- Ensuring this policy and related policies and procedures, including the ['Whistleblowing Policy'](#), are publicly accessible via the website and to staff directly.
- Using the ['Whistleblowing Policy'](#) to manage any allegations against staff.
- Reviewing this policy and related policies and procedures annually and ensuring they are approved by the Board.

6.0 What we will do when working with and funding grant partner organisations, groups or individuals

We will seek to keep children and adults safe by carrying out thorough due diligence checks of grant partners. How we do this may differ depending on the context of the organisation.

Established organisations

Established organisations must be able to demonstrate they are compliant with minimum safeguarding requirements, and that they have a positive and effective safeguarding culture within their work. As part of our due diligence, we review:

- Relevant policies and procedures to ensure they are up-to-date and appropriate for their work.
- Organisational safeguarding culture, including training and safer recruitment processes.

For more information on our approach to safeguarding due diligence see our ['Commitment to Safeguarding – Due Diligence'](#).

Emergent youth led organisations, groups or individuals

To ensure we reach as many diverse groups as possible and reduce the barriers that traditionally prevent access to funding, for emergent youth led organisations, groups or individuals, where the above is not in place, or requires some improvement, Blaggrave's safeguarding policies and procedures will be adopted by the grant partner until their own policies meet minimum due diligence requirements. All grant partners who sit under Blaggrave's safeguarding arrangements will be required to undertake training on

Blaggrave's safeguarding procedures to understand expectations of reporting. They will also be required to develop or strengthen their safeguarding arrangements. Blaggrave will offer a support package to enable them to do so that may include, amongst other things:

- Basic safeguarding training.
- Access to a safeguarding consultant to help them understand their safeguarding risks and obligations.
- 1-2-1 access to Blaggrave's Safeguarding Team to provide advice and guidance as needed in working directly with children and adults at risk.

All partners

We always aim to ensure that grant partners understand our requirements for them to share any serious safeguarding incident or whistleblowing allegations with Blaggrave. In doing so, we emphasise that this will not result in the risk of funding being withdrawn unless negligence is found, or the details of any investigation are intentionally kept hidden from The Trust. Where useful, Blaggrave will provide advice and guidance to support grant partners to undertake a safeguarding or whistleblowing investigation.

7.0 What we will do when working freelance contractors

We will seek to keep children and adults safe by:

- Ensuring that all freelance contractors are aware of this policy and their safeguarding obligations when delivering work for Blaggrave.
- Adhering to our 'Safer Recruitment Procedures' in recruitment of freelance contractors.
- For events and advisory groups, a member of the safeguarding team reviewing risk assessments.

8.0 How we will report safeguarding concerns

The Trust recognises that abuse of adults at risk and children can take many forms including physical, emotional, sexual, neglect, self-neglect, domestic, financial, discriminative, modern slavery, and institutional. It is not the responsibility of anyone working within the Trust to decide whether or not abuse has taken place, or whether or not the adult involved is an adult at risk or not. Consequently, all cases of suspected or alleged abuse must be raised appropriately following the relevant procedure. The need to escalate concerns quickly is essential as there may already have been worries expressed by other members of staff and/or partners. Failure to report concerns may put a child or an adult at further risk of harm.

It is the responsibility of the person that first becomes aware of a situation where there may be a child or adult at risk of harm to follow the Blaggrave Safeguarding procedures. This document can be accessed below:

- [Responding to a Safeguarding Concern about an Adults at Risk](#)
- [Responding to a Concern about a Child's Welfare](#)
- [Whistleblowing Policy](#)

9.0 The Blaggrave Trust's safeguarding team

The named procedures in section 8.0 will provide detailed step by step information on what to do should you have a safeguarding concern. The safeguarding team at The Trust, and ways to contact, are also named below:

- **Trustee Safeguarding Lead** – Segun Olowookere – tsl@blagravetrust.org
- **Designated Safeguarding Lead** – Valeria Tavares – valeria@blagravetrust.org
(07713 643 209)
- **Designating Safeguarding Officer** – Rochell Rowe rochell.rowe@blagravetrust.org
(07565 228 517)

10.0 Legislative Framework and Regulatory Guidance

This policy, and related procedures, has been drawn up based on legislation, policy, and guidance that seeks to protect children and vulnerable adults in England. This includes:

- [The Children's Act \(1989\)](#), and the [Children's Act \(2004\) revised](#)
- [The Care Act \(2014\)](#)
- [Working Together to Safeguard Children \(2023\)](#), Department for Education
- [Safeguarding and protecting people for charities and trustees \(2017\)](#), The Charity Commission
- [The Sex Offenders Act \(1997\)](#) and [the Sexual Offences Act \(2003\)](#)
- [The Safeguarding Vulnerable Groups Act \(2006\)](#), amended by [the Protection of Freedoms Act \(2012\)](#)
- [The United Convention of the Rights of the Child \(1991\)](#)
- [The Data Protection Act \(1998\)](#)
- [The Human Rights Act \(1998\)](#)
- [Protection of Freedoms Act \(2012\)](#)
- [The Children and Families Act \(2014\)](#)
- [SEND Code of Practice: 0-25 years \(2014\)](#)
- [Information Sharing: Advice for Practitioners \(2015\)](#)

11.0 Supporting Documents

This policy statement should be read alongside The Trust's organisational policies, procedures, guidance and other related documents, including:

- [Responding to a Safeguarding Concern about an Adults at Risk](#)
- [Responding to a Concern about a Child's Welfare](#)
- [Whistleblowing Policy](#)

- Grievance Procedure including anti-bullying and harrassment (in staff handbook)
- Equality and Diversity (in staff handbook)
- [Safer Recruitment Policy](#)

The policies and procedures are available on the website or by request. Printed copies of the documents are also available.