**POLICY:**

**Safeguarding and Promoting the Wellbeing of Children and Adults**

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**This document was reviewed in January 2026. Next review date: January 2027.**

# 1. Glossary of terms

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| **Adult** | Anyone aged 18 or over. |
| **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:<br>• has needs for care and support (whether or not the local authority is meeting any of those needs)<br>• is experiencing, or at risk of, abuse or neglect.<br>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 funding 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. |
| **Deputy Designated Safeguarding Lead DDSL** | A Designated Safeguarding Officer that carries DSL duties in the absence of the DSL. |
| **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. |
| **Established organisations** | 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. |
| **Grassroots organisation** | Organisations with a turnover of less than £100k and lived experience led. |
| **Individuals / 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. |

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| **Lived experience leaders** | A changemaker who uses their firsthand, personal experience (lived expertise) of social issues to inform, shape, and lead social change initiatives. |
| **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. |
| **Safeguarding Policy** | Document that explains our commitment and approach to safeguarding. It states what is expected, what is not allowed and why safeguarding is important. . |
| **Safeguarding Procedure** | Step by step set of instructions that explains what to do if you have a safeguarding concern, how to report it, who to tell, and what actions will be taken. |
| **Safeguarding Team** | Team who has oversight of safeguarding at Blagrave. |
| **Staff** | An individual with either an employment or freelance contract with Blagrave , for example, employees, trustees, freelancers, or advisers. |
| **The Trust / Blagrave** | The Blagrave 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 around safeguarding |
| **Youth-led (individuals / organisations / groups)** | Work being led by individuals aged between 18-30. |

**Emergency contact details**

In the case of a safeguarding emergency, please contact:

- **Designated Safeguarding Lead**
  Valeria Tavares
  Mobile: 07713 643  209
  Email: valeria@blagravetrust.org
- **Deputy Designated Safeguarding Lead**
  Rochell Rowe
  Mobile: 07565 228 517
  Email: rochell.rowe@blagravetrust.org

## 2. Purpose of this policy

**The Blagrave 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 grant partners to fight social inequity and to bring lasting change to the lives of children and young adults (aged 16 – 30), 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 our work with and funding of:

- Charities
- individual change makers (aged 18 to 30)
- and other forms of youth led constituted or unconstituted groups

The Blagrave Trust is committed to keeping everyone who comes into contact with our work safe from harm, abuse and exploitation and to promoting their welfare. 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 at risk who are engaged in activity delivered by, or in partnership with, the Blagrave Trust, or by grant partners funded by The Blagrave Trust.
- To promote the wellbeing of children and adults who are engaged in activity delivered by, or in partnership with the Blagrave Trust or by or by grant partners funded by The Blagrave Trust.
- To promote the welfare and keep safe from harm all staff who work on behalf of Blagrave.
- To provide guidance and clarity to all those who work for, with or on behalf of the Trust on 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.

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This policy also applies to Blagrave grant partners who do not have their own adequate safeguarding processes in place, and are operating under our safeguarding arrangements as a condition of their grant. 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. Statement of Intent

We believe no one should suffer from abuse, harm or exploitation. However, unfortunately that is not the reality, especially for children and adults at risk, and therefore The Trust intends to do all it can to prevent abuse, harm and exploitation. Beyond our legal duty, we see this as critical to our mission.**.**

At Blagrave, we believe that safeguarding is not a neutral action. The Trust takes a contextual and radical approach to safeguarding, recognising that harm does not arise in isolation but within wider social, structural, and environmental contexts. Our duty is not only to respond to individual concerns, but also to understand and challenge the systems and inequalities that create risk for young people and the communities we work with. This means looking beyond single incidents to the conditions surrounding them, listening closely to those with lived experience, and considering systemic injustices when making decisions about safeguarding. By taking this broader view, we aim to create safer spaces, strengthen community-led solutions, and support young people to exercise power, agency, and their right to be heard, whilst adhering to safeguarding legislation.

The Trust holds a responsibility to ensure that all grant partners have appropriate safeguarding processes in place. This is done through a robust due diligence process that aims to ensure The Trust does not inadvertently fund any such group or individual that may cause, by ommission or commission, harm to children or adults at risk.

Blagrave will monitor and strengthen our safeguarding culture through regular audits, staff and grant partner feedback, and annual reviews of safeguarding practices, ensuring that policies are not only compliant but actively embedded in day-to-day work.

## 4. Our responsibilities

**We recognise that:**

- The welfare of all is paramount.
- Safeguarding is everyone's responsibility.
- Everyone, 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.
- Existing systems of oppression and injustice increase the risk of harm to individuals and communities who hold less power. This often includes women and girls, people living in poverty, disabled people and racialised, LGBTIQ+ and migrant and refugee communities. This requires us to take an intersectional anti-oppression approach to our safeguarding.
- Harm can be caused in the name of safeguarding and it's important to take a contextual and person-centred approach when making decisions.
- Considering the needs and wishes of the adult or child affected when making decisions, and, whenever possible and safe, working in partnership with, their families, carers, and other agencies.

## 5. What The Blagrave Trust will do

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

**Having a strong safeguarding culture**

- Building a safeguarding culture where staff, children, and adults treat each other with respect and are confident sharing concerns.
- Providing an environment in which children and adults feel listened to, safe, and valued.
- Ensuring we have the right policies in place, and that all relevant staff are aware of them.
- Providing effective management for staff through support, training, and quality assurance measures so that all staff and grant partners who operate under our safeguarding arrangements know about and follow our policies, procedures, and behaviour codes confidently and competently.
- Ensuring all employees, and other staff when required, have training appropriate to their work.
- Ensuring all employees, and other staff when required, have an adequate understanding of the differences between child and adult safeguarding.
- 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

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directly.

**Having a strong safeguarding team**
- Having a safeguarding and wellbeing team in place, including a DSL, and appropriate number of DSOs, who are responsible for dealing with safeguarding concerns, and for supporting the safety and wellbeing of those who come into contact with Blagrave.
- Ensuring the DSL and Deputy DSL 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.

**Having a radical and contextual approach to safeguarding**
- Always considering the 'seven golden rules for sharing information' when sharing information externally.
- 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.

**Running safe events**

- Understanding support and medical needs of all participants, and ensuring needs are met to the best of our ability.
- Only taking photographs or videos of participants who explicitly give us consent to do so, and in accordance with consent given.
- Completing risk assessments prior to any event, to identify and put mitigation in place. All risk assessments must be approved by the Head of Operations.

- Ensuring adequate staff / attendee ratios. When working with children, we will be guided by [NSPCC recommendations](#).
- Creating inclusive environments, including quiet and prayer spaces when possible.
- Setting clear expectations on behaviour and taking a proactive approach to resolving conflict.
- Having at least two dedicated safeguarding and wellbeing leads in place, including one in person.
- Ensuring all staff hiring follow Safer Recruitment Procedure and are aware of the Trust's safeguarding procedure.

In addition to the above, for online events:

- Having at least two staff members in the online space, one with the responsibility of monitoring the chat and wellbeing.
- Actively monitoring any breakout rooms.
- Proactively dealing with any sensitive or inappropriate background content.

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

We seek to keep children and adults our grant partners work with safe by carrying out thorough due diligence checks of grant partners. How we support grant partners who need to strengthen their safeguarding practice and culture differs depending on the context of the organisation, and the programme they are in. For more information on our approach to safeguarding due diligence see our '[Our Commitment to Safeguarding as a Funder'](#).

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.

Established organisations are expected to meet minimum compliance in terms of safeguarding prior to receiving funding, however this is not a requirement for youth-led projects, groups or organisations, and grass roots organisations. For these grant partners, when due diligence requirements are not met, Blagrave is committed to offering them support to strengthen their policies and practice. The support offer may vary between programmes, with a goal to ensure equity within

all our grant partners. Some types of support that may be provided include:

- Grant partners may fall under Blagrave's safeguarding arrangements for a specific period as a condition to their funding, whilst receiving support to strengthen their practice
- Potential grant partners may receive a pre-grant support offer to strengthen their practice
- Blagrave may put conditions in grants, and provide support for grant partners strengthen their practice during the first year.

We always aim to ensure that grant partners understand our requirements for them to share any serious safeguarding incident or whistleblowing allegations with Blagrave, as included in the Terms and Conditions of the grant. 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, Blagrave will provide advice and guidance to support grant partners to undertake a safeguarding or whistleblowing investigation. We take a supportive approach in this instance, and would not impose or demand actions, unless as a last resort.

## 7. Artificial Intelligence (AI) and Safeguarding

We recognise the potential and safeguarding risks AI poses. We commit to using AI in ways that are transparent, ethical, and aligned with our values. This means being alert to issues such as bias, surveillance, data misuse, and the amplification of harmful narratives, all of which can disproportionately impact marginalised groups.

We will only use AI tools that respect privacy, minimise data collection, and do not compromise the safety, dignity, or autonomy of the people we work with. We will never:

- Input any person's identifiable data into generative AI platforms (such as ChatGPT).
- Use AI notetakers in internal or external meetings that discuss specific safeguarding concerns.
- Upload images of young people we work with to generate AI images.

We will support staff to understand AI's limitations and risks, and we will centre human judgement, consent, and relationships in all safeguarding decisions involving digital technologies. See our '**Guidance on using AI'** for further details.

## 8. How to report a safeguarding concern

The Trust recognises that abuse and harm can take many forms including physical, emotional, sexual, neglect, self-neglect, domestic, financial, discriminative, modern slavery, and institutional. Beyond the DSL and Deputy DSL, it is not the responsibility of anyone operating under our safeguarding arrangements, or working within or for 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 grant 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 someone may be at risk of harm to follow the Blagrave Safeguarding procedures. If you suspect harm follow the guidance below.

**Addressing a safeguarding concern – the 4 R's**

When witnessing, receiving a disclosure of or responding to  a safeguarding concern, you should:

**Step 1: Recognise & Respond**

- If someone's life is at risk, call **999** and support them until professional help arrives.
- If no one is in immediate danger, listen and observe carefully.
- Do not promise to keep any secrets.
- Do not ask leading questions.

**Step 2: Report**

- Call a member of the safeguarding team (as named in this procedure) to report your incident and receive advice and guidance for next steps — do this **as soon as possible** if the concern is urgent.
- You may choose to bypass this section and go straight to *Record* if the incident is **not urgent**.

**Step 3: Record**

- Record using **Blagrave's online safeguarding form** within **12 hours**.
- A member of the Blagrave Safeguarding team will review your report within **24 hours,** or on the next working day if concern raised over the weekend or bank holiday.
- A member of the safeguarding team may contact you to clarify the information provided.

**Step 4: Closure of Incident**

- The safeguarding team will provide an **update** to you and ensure the safeguarding log is complete — note: this **may be reopened** at any stage.
- The safeguarding team may provide advice and guidance for next steps supporting the adult.
- **Closure of incident.**



Detailed procedures 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. The Blagrave Trust's safeguarding team

The named procedures in section 7.0 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 –** Becca Weighell - tsl@blagravetrust.org
- **Designated Safeguarding Lead –** Valeria Tavares - valeria@blagravetrust.org (07713 643 209)
- **Deputy Designated Safeguarding Officer –** Rochell Rowe rochell.rowe@blagravetrust.org (07565 228 517)

## 10. 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 Childen's Act (2004) revised
- The Care Act (2014)
- Working Together to Safeguard Children (2025), Department for Education
- Safeguarding and protecting people for charities and trustees (2022), 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)
-  and UK General Data Protection Regulation (UK GDPR)
- The Human Rights Act (1998)
- Protection of Freedoms Act (2012)
- The Children and Families Act (2014)
- SEND Code of Practice: 0-25 years (2024)
- Information Sharing: Advice for Practitioners (2024)
- Information Sharing: Advice for practitioners providing safeguarding services for children, young people, parents and carers (2024)

## 11. 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 Adults](#)
- [Responding to a Concern about a Child's Welfare](#)
- [Whistleblowing Policy](#)
- Grievance Procedure including anti-bullying and harassment (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.

## 12. Document control:

| This policy is reviewed annually or sooner if legislation changes. | | | |
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