

# **Safeguarding policy**

## **Help Impact (the “Charity”)**

### **1. Purpose**

The purpose of this policy is to detail the principles and processes that govern the Charity’s approach to responsibilities in relation to safeguarding.

This policy is intended to be a working document that trustees should review every six to twelve months according to the Charity’s needs.

### **2. Safeguarding meaning**

As set out by the Charity Commission for England and Wales, safeguarding and promoting well-being and welfare means:

- Protecting the rights of adults to live in safety, free from abuse and neglect<sup>1</sup>
- Protecting children from maltreatment; preventing impairment of health or development; ensuring they are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable them to have the best outcomes<sup>2</sup>

### **3. Trustee’s duties**

The Charity trustees are committed to safeguarding and confirm that failure to follow this policy is treated as a very serious matter.

Trustees are of the view that everyone has the right to be safe in all circumstances and so the key priority for the trustees is to safeguard both the Charity’s beneficiaries and other individuals interacting with the Charity.

The Charity trustees must use the charity's funds only in advancement of the Charity's objects. They should avoid activities that might place the funds, assets or reputation at undue risk.

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<sup>1</sup> Policy paper “Strategy for dealing with safeguarding issues in charities”

<https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities/strategy-for-dealing-with-safeguarding-issues-in-charities>

As set out in s14.2 of the Care and Support Statutory Guidance, issued under the Care Act 2014

<sup>2</sup> Policy paper “Strategy for dealing with safeguarding issues in charities”

<https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities/strategy-for-dealing-with-safeguarding-issues-in-charities>

Source – Working together to Safeguard Children 2015. In Wales, the ‘Safeguarding Children: Working Together Under the Children Act 2004 (2007)’ defines safeguarding as: Protecting children from abuse and neglect; preventing impairment of their health or development; and ensuring that they receive safe and effective care, to enable them to have optimum life chances

Trustees must carry out appropriate due diligence on organisations and individuals that the Charity gives grants to and/or works with closely.

Trustees must ensure that funds are properly protected, i.e. they should undertake the necessary care to ensure that they properly and appropriately monitor the use of the Charity's funds, checking that funds reach their destination and are used for the purposes intended.

The Charity applies the following steps to decide whether a grant shall be awarded:

- Knowing a grant recipient - trustees should ensure that they have an understanding about who the grant recipients are
- Knowing a project- trustees should analyse the information about the project outline, necessary skills, estimated overall cost and time scale of a project
- Assessing potential risks (risk management) – trustees should ensure that they reasonably assess and manage the project risks and also identify and analyse any new risks arising during the process of a project implementation
- Monitoring - trustees should verify the proper end use of the awarded grant and effective delivery of promises made by the recipient.

For further details please refer to the Charity's grant making policy which is available upon request.

#### **4. Serious incidents reporting**

As set out by the Charity Commission for England and Wales, a serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- Harm to a charity's work, beneficiaries or reputation
- Loss of a charity's money or assets
- Damage to a charity's property.<sup>3</sup>

Trustees are responsible for reporting any serious incidents in a timely manner.

In case of a serious incident the Charity trustees should perform the following actions:

- Prevent any further harm
- Report to the Charity Commission for England and Wales
- Report to the police and other regulators if applicable
- Plan how to communicate the incident internally within the Charity and externally to the public
- Perform a review and ensure such incident will not reoccur.

Adopted by the Trustees on 20 June 2018

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<sup>3</sup> <https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities/strategy-for-dealing-with-safeguarding-issues-in-charities>