

Safeguarding Policy

Purpose

Protecting people and safeguarding responsibilities is part of FiMT's governance responsibilities and is a fundamental part of operating as a charity for the public benefit. As part of fulfilling their duties, Directors should take reasonable steps to protect from harm people who come into contact with FiMT. This includes people who benefit from FiMT's work, staff, volunteers, and anyone else who come into contact with FiMT through its work.

The Board will promote an open and positive culture and ensure all involved feel able to report concerns, confident that they will be heard and responded to. The Board will ensure FiMT:

- Has appropriate policies and procedures in place.
- Sets out risks and how they will be managed in a risk register which is regularly reviewed.
- Follows statutory guidance, good practice guidance and legislation relevant to FiMT's work.
- Is quick to respond to concerns and carry out appropriate investigations, reporting to relevant agencies, as appropriate, as soon as concerns are identified.
- Does not ignore or downplays failures.
- Has a balanced Board and does not let one Director dominate its work.
- Makes sure protecting people from harm is central to its culture.
- Has enough resources for safeguarding and protecting people.

Policy Statement

FiMT believes that all individuals have an equal right to protection from abuse, regardless of their age, gender, race, religion, ability, language, background or sexual identity and consider the welfare of the individual as paramount.

FiMT acknowledges that even though it does not work directly with beneficiaries, there is a potential safeguarding risk through funded projects. Therefore, we expect organisations applying for our funding to have safeguarding policies which are up-to-date and relevant to their beneficiaries.

Code of conduct

FiMT operates under two codes of conduct that must be observed by Directors and staff:

- Board Code of Conduct
- Employees Code of Conduct

Those who serve on the governing body of an organisation have the primary responsibility for safeguarding beneficiaries, staff and volunteers, and must take all the necessary steps to ensure that their organisation is operating in a safe and secure environment. This includes: staff and volunteers receiving appropriate training and support to prevent safeguarding issues arising, or to spot signs of abuse; robust procedures for reporting abuse in a timely and objective manner; and clear accountability structures, including a named contact for any safeguarding issues.

For grant holders

We will request a copy of the safeguarding policy from any organisation to whom we intend to offer a grant or commission and will require them to report any concerns as part of our grant management process.

According to the grants T&Cs, grant holders are required to report to FiMT promptly if there is a breach, together with the course of action taken or to be taken by the senior management. When we review a safeguarding policy, we are looking for assurance of an organisation's commitment to protecting their beneficiaries, staff and volunteers from any abuse, not to manage or direct safeguarding actions. Once they become a grant holder, we will maintain a focus on their proactive approach on safeguarding individuals as part of our grant monitoring process.

Safeguarding updates by a grant/commission holder are expected to be part of interim and end of project reporting, and if the organisation receives an assessment visit it should expect to be asked about safeguarding practices during the visit.

Recording and Information Sharing

Where an incident of poor compliance occurs, this must be reported to FiMT promptly, together with the course of action taken or to be taken by the senior management.

All safeguarding concerns, decisions and actions must be recorded promptly and saved securely. This includes retaining a copy of a referral and evidence of prompt completion of any agreed actions to protect individuals. Any information shared must be proportionate to the need and level of risk. It must also be accurate, relevant, and adequate to the purpose of sharing the information.

We will inform our National Lottery Community Fund funding officer as soon as possible and no later than within three working days of any potentially serious concern or disclosure that has been reported to us. We will inform our Protector of any breaches, as appropriate.

DBS Check Assessment

FiMT has assessed each staff role for safeguarding risks. As FiMT does not deliver services directly to vulnerable individuals, and these roles do not involve direct or supervisory contact with vulnerable groups, no DBS checks are required for the roles listed. This assessment will be reviewed if there are material changes in role duties.

Although no DBS checks are required (Ref: [DBS Check Decision Process for FiMT Roles](#)), Safeguarding Awareness Training is mandatory for all roles. This maintains a culture of vigilance and ensures everyone knows how to spot and respond to safeguarding concerns in partner organisations or grantees.

Accountability and Implementation

Whilst the whole Board is ultimately responsible for safeguarding, the Chair of the Audit & Risk Committee holds the Safeguarding Board lead with strategic responsibility for safeguarding. They will ensure any impediments to meeting legislative requirements, this policy, or compliance processes are reported to the Board.

This policy will be reviewed annually, and staff and trustees will be reminded of its contents. The CE is responsible for FiMT's safeguarding arrangements. They will hold FiMT's policy and operational safeguarding lead and must ensure policies satisfy current legislative requirements and that processes support effective practices.

Original version approved by the Board in May 2022. Last revision approved by Board in June 2025.

Policy Review Schedule: This policy is reviewed every 2 years.

Last Reviewed: June 2024

Next Review Due: June 2026

Responsibility for document management: HO&G