

## **Safeguarding Policy**

### **Definitions**

The definition of a 'child' is anyone who has not yet reached their 18<sup>th</sup> birthday. The fact, for example, that a child may have become 16 years of age, be living independently, in further education, in the armed forces, in hospital, or in a Young Offender's Institution does not change their status, their entitlement to services, or their protection under the Children Act 1989.

The definition of an 'adult at risk' or 'vulnerable adult' is any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is, or may be, unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

### **Purpose**

Safeguarding relates to the actions taken to promote the welfare and well-being of children and vulnerable adults, and to protect them from harm, abuse and neglect. FiMT takes safeguarding seriously and even though FiMT 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.

### **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.

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. 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. Once they become a grant holder, we will maintain a focus on their proactive approach, where appropriate, on safeguarding and protecting Children and Adults at Risk 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 a child or adult. 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.

### **Accountability and Implementation**

The Chair of the Governance Committee will hold the Safeguarding Board lead with strategic responsibility for safeguarding. They will also 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 trained on its contents. The CE is responsible for FiMT's safeguarding arrangements. He will hold FiMT's policy and operational safeguarding lead and must ensure policies satisfy current legislative requirements and that processes support effective practices.

### **Useful contacts**

England and Wales

[UK Government Services and Information – Safeguarding children and young people](#)

[UK Government Services and Information – Disclosure Barring Service](#)

Scotland

[Scottish Government Services and Information – Child Protection](#)

[Scottish Government Services and Information – Adult Support Protection](#)

Northern Ireland

[Northern Ireland Direct, Government Services – Protecting Children and Vulnerable Adults](#)

Approved by the Board in March 2020. Reviewed in March 2021.

This policy will be reviewed in March 2022.

Responsibility for document management: OM