Our Commitment to Safeguarding

For established charities and other organisations delivering services to children and young adults

A strong safeguarding culture is essential to all organisations that work with children and adults at risk. Safeguarding policies and procedures exist to ensure that everyone involved with the organisation understand their responsibility to protect people who access their services, as well as staff, volunteers, and Trustees. All charities that work with Children and/or Adults at Risk are legally obligated to have a compliant safeguarding process that adheres with legal requirements. Further information can be found here.

Blagrave's partners are aligned with our vision and mission of bringing lasting change to the lives of the young people we seek to serve. We aim to create a world where all young people have hope, access to the support they need, a stake in society and influence over their futures. We are committed to ensuring we do this safely, so we have a robust due diligence process for all organisations that apply for funding. The below table outlines our minimum requirements in safeguarding, and gives some examples of excellent safeguarding culture because at Blagrave, we don't believe that good safeguarding is only about what you have on paper, it's about how you act in practice.
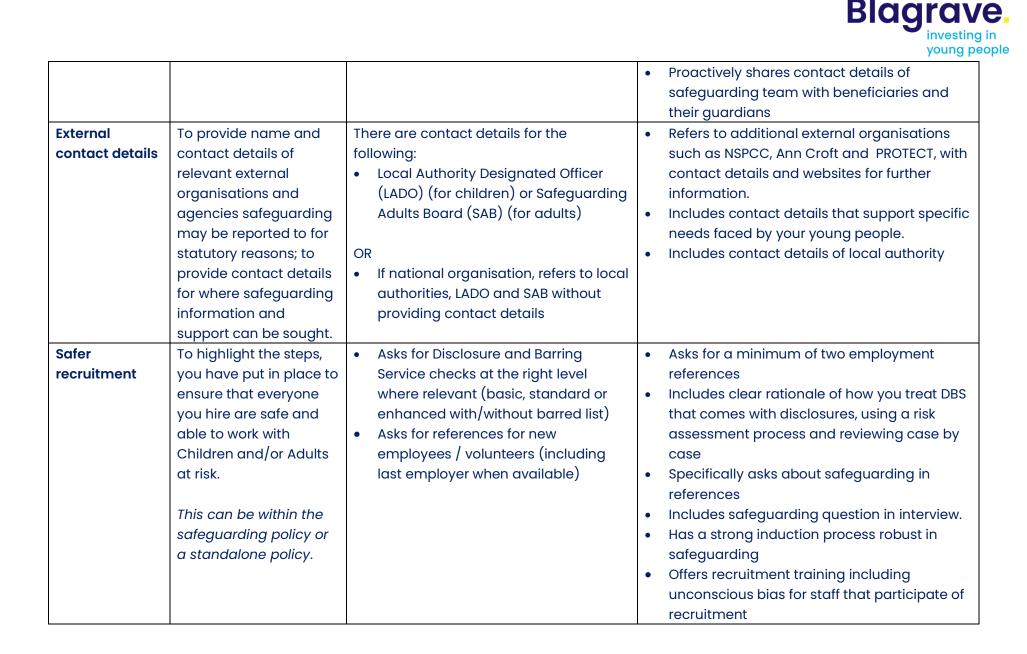
If you have any comments or want to add to our examples of good practice, please contact the Blagrave Safeguarding Team on safeguarding@blagravetrust.org.

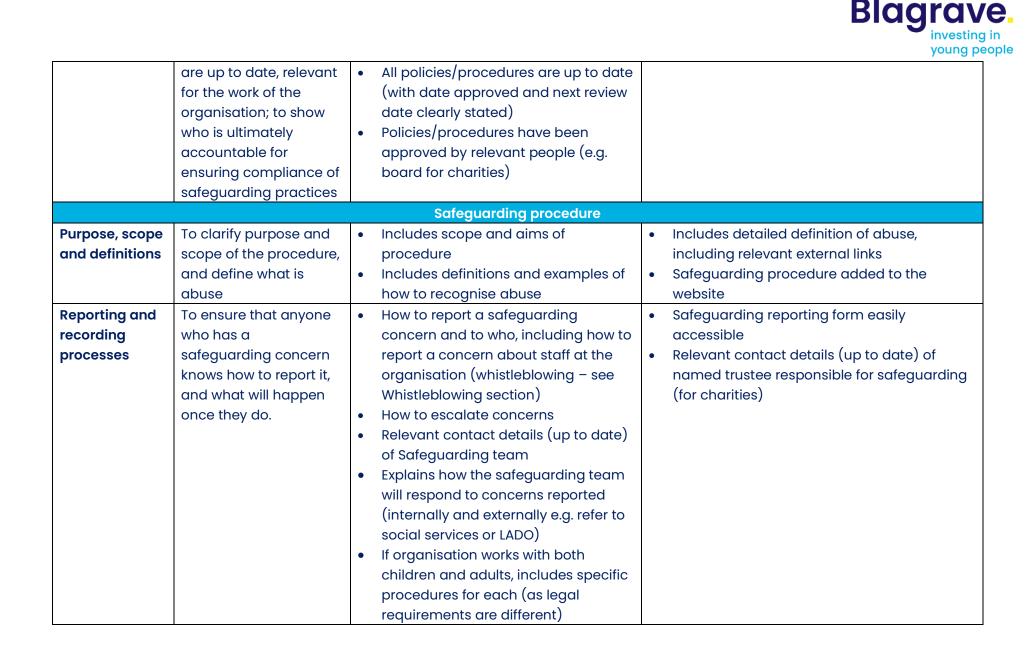| Section	Why is it included?	Our minimum requirements	Examples of good practice
Safeguarding policy			
Policy purpose and scope	This acts as an introduction to the policy and is an opportunity to share how safeguarding links to the organisation's aims & work, and who must adhere to the policy.	• A statement that includes the purpose of the policy that is aligned to your work (eg. mentioning adults at risk if your organisation works with adults at risk) • Clarity of who this policy applies to • Reference to the key principles of safeguarding	• Clear link between your commitment to safeguarding to your organisation's values and principles • Show your commitment to caring and keeping safe everyone who comes into contact with your organisation, particularly by mentioning welfare of adults • Considers principles for safeguarding adults and how that may apply to children (eg consent, and empowerment) • Have an accessible version of the policy that is shared with young people and guardians to ensure everyone knows who to contact in case of concern • Have an explicit commitment to anti-discriminatory practice as evidenced by recognising and articulating the particular needs of groups in safeguarding • Have a code of conduct in place, clearly laying out expectations of behaviour of all staff

Policy purpose and scope – additional requirements for organisations that work with adults at risk	To show understanding of safeguarding adults at risk, and differences from safeguarding children.	• Has a separate safeguarding policy, or clearly defines differences in child/adult safeguarding in joint policy • Uses correct language for "adults at risk" rather than "vulnerable adults" • Refers to capacity in the context of safeguarding • Refers to the 6 Principles to Safeguarding Adults	• Discusses person led approach to adult safeguarding • Shows clear understanding of what is meant by capacity • Clearly understands how safeguarding applies to adults, including the definition of adults at risk and the difference between adult safeguarding and wellbeing of adults
Definitions and legal framework	To show that the organisation has a clear understanding of what safeguarding is and what they must do to comply with the law.	• Includes key safeguarding definitions (e.g. children, adults at risk, safeguarding, abuse) • Includes the main Legislative Framework applicable to your organisation (e.g. Care Act, Children's Act, Working Together to Safeguard Children)	• Includes **all** relevant Legislative Framework and Regulatory Guidance that has a safeguarding implication • Includes a glossary with definition of specific terms used (e.g. defines the age bracket of 'young people' in your organisation)
Internal contact details	All organisations should have at least one designated safeguarding lead/contact so those who are using the policy know who they will report concerns too and how to contact them.	• There is a named Designated Safeguarding Lead, including contact details • There is a named Trustee Safeguarding Lead (for registered Charities) • Includes clear lines of responsibility and accountability for safeguarding in the organisation	• Names the safeguarding team with at least one contact detail for each member of the team and two contact details for DSO (email and phone number) • Has a proportionate sized safeguarding team for the work of the organisation • For delivery organisations that have own venue, posters on walls with photos / contact details of safeguarding team so young people know to who report concerns

			• Proactively shares contact details of safeguarding team with beneficiaries and their guardians
External contact details	To provide name and contact details of relevant external organisations and agencies safeguarding may be reported to for statutory reasons; to provide contact details for where safeguarding information and support can be sought.	There are contact details for the following: • Local Authority Designated Officer (LADO) (for children) or Safeguarding Adults Board (SAB) (for adults) OR • If national organisation, refers to local authorities, LADO and SAB without providing contact details	• Refers to additional external organisations such as NSPCC, Ann Croft and PROTECT, with contact details and websites for further information. • Includes contact details that support specific needs faced by your young people. • Includes contact details of local authority
Safer recruitment	To highlight the steps, you have put in place to ensure that everyone you hire are safe and able to work with Children and/or Adults at risk. *This can be within the safeguarding policy or a standalone policy.*	• Asks for Disclosure and Barring Service checks at the right level where relevant (basic, standard or enhanced with/without barred list) • Asks for references for new employees / volunteers (including last employer when available)	• Asks for a minimum of two employment references • Includes clear rationale of how you treat DBS that comes with disclosures, using a risk assessment process and reviewing case by case • Specifically asks about safeguarding in references • Includes safeguarding question in interview. • Has a strong induction process robust in safeguarding • Offers recruitment training including unconscious bias for staff that participate of recruitment

			• Has a structured approach to shortlisting and interviewing, whenever possible including at least two people in each stage of the process
Training and induction	To demonstrate understanding and compliance to requirements around staff training (employees, Trustees & volunteers); to ensure all staff are aware of their responsibilities to safeguard people effectively. **Please note** if training requirements is not included in your policy, please share with us your approach to safeguarding training, including how often staff are requested to complete training, and at what level.	• All staff get safeguarding training at the right level for their role a minimum every three years. • DSL / DSO get safeguarding training at the right level for their role every two years	• Shares safeguarding training plan for staff that includes more frequent training • Offers annual safeguarding procedure training to relevant staff, also includes as part of the induction process
Policy review & approval	To make sure that policies and procedures	• Policies reviewed annually or after any serious incident	• Safeguarding policy reviewed more often to reflect any changes to legislation

	are up to date, relevant for the work of the organisation; to show who is ultimately accountable for ensuring compliance of safeguarding practices	• All policies/procedures are up to date (with date approved and next review date clearly stated) • Policies/procedures have been approved by relevant people (e.g. board for charities)	
Safeguarding procedure			
Purpose, scope and definitions	To clarify purpose and scope of the procedure, and define what is abuse	• Includes scope and aims of procedure • Includes definitions and examples of how to recognise abuse	• Includes detailed definition of abuse, including relevant external links • Safeguarding procedure added to the website
Reporting and recording processes	To ensure that anyone who has a safeguarding concern knows how to report it, and what will happen once they do.	• How to report a safeguarding concern and to who, including how to report a concern about staff at the organisation (whistleblowing – see Whistleblowing section) • How to escalate concerns • Relevant contact details (up to date) of Safeguarding team • Explains how the safeguarding team will respond to concerns reported (internally and externally e.g. refer to social services or LADO) • If organisation works with both children and adults, includes specific procedures for each (as legal requirements are different)	• Safeguarding reporting form easily accessible • Relevant contact details (up to date) of named trustee responsible for safeguarding (for charities)

Sharing concerns (Confidentiality and GDPR)	To show further understanding and commitment to keeping the dignity and respect of anyone who raises or is otherwise involved with a safeguarding concern.	• Emphasises confidentiality of safeguarding concerns - should only be shared / discussed on a need's basis	• Mentions relevant data protection legislation. • Clearly states how and for how long safeguarding records will be kept • Has information sharing protocols (this is particularly relevant for charities that work with children that are supported by different agencies)
Whistleblowing			
Policy and Procedure ***Please note this may be included in your safeguarding policy / procedure or in a standalone policy***	To ensure that staff members and wider public who have a concern about the behaviour of staff members or the organisation can report their concerns safely.	• Includes definition of whistleblowing • Includes clear procedures on how to raise whistleblowing concerns • Is clear on what the organisation will do with whistleblowing concerns and timeframe • States commitment to treat all disclosures fairly and confidentially • States commitment to take all reasonable steps to maintain the confidentiality of the whistleblower where it is requested (unless required by law to break that confidentiality) • Allows for anonymous whistleblowing. • Clearly states protection to whistleblowers and that they will not be victimised for raising a concern	• Examples of whistleblowing • Includes contact details of how to raise whistleblowing concerns • Includes a whistleblowing report form • Encourage whistleblowers to include their name and explain importance of this • Includes contact details of other external agencies such as NSPCC Whistleblowing Advice line - https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/ • If separate policy, published on website