

Safeguarding Policy

Introduction

The Cole Charitable Trust fulfils its charitable purposes primarily by making grants to other charities. Whilst unlikely, it is possible that the trustees and volunteers may come into contact with people who are at potential risk of harm, including children and adults whom the law defines as vulnerable. Further, the Charity Commission's guidance notes that *"safeguarding goes beyond preventing physical abuse, and includes protecting people from harm generally, including neglect, emotional abuse, exploitation, radicalisation, and the consequences of the misuse of personal data"*.

The purpose of this policy is to provide trustees and volunteers with the overarching principles that guide our approach to safeguarding. It also outlines the actions that trustees and volunteers are required to take when dealing with safeguarding concerns.

Policy Statement

The Cole Charitable Trust is committed to safeguarding the well-being of all individuals who come into contact with the Trust and its activities. We commit to ensure:

- All concerns or suspicions of a safeguarding nature arising in the course of the Trust's work will be taken seriously and responded to swiftly and appropriately.
- All trustees and volunteers are clear about their safeguarding responsibilities and know how to respond to concerns appropriately.
- All children and vulnerable adults, regardless of gender, age, ethnicity, disability, sexuality or beliefs have the right to protection from all types of harm or abuse and the right to be treated with respect and dignity.
- Safe recruitment, selection and vetting for individuals working with the Charity is undertaken for all affected positions.
- All grantees share our commitment to safeguarding and have policies and procedures in place which are appropriate to the level of risk of their work.
- We have effective complaints measures in place.
- We create and maintain an anti-bullying environment and ensure that any bullying that does arise is dealt with effectively.
- All personal information is recorded and stored professionally and securely.

Accountability and responsibility

Ultimate responsibility for this policy lies with the trustees. All trustees and volunteers have duties in relation to safeguarding and to know what action to take if an individual is at risk as a result of issues arising in the course of the Trust's work. It is essential that all trustees, staff and volunteers:

- Take all reasonable steps to ensure that they do not have unsupervised access to children or vulnerable adults during the course of working for the Trust;
- Consider any potential safeguarding issues when planning new activities and when assessing any potential grantees; and
- Report any safeguarding concerns promptly to the other trustees.

The Trust will ensure that appropriate procedures are in place for keeping records of any safeguarding concerns reported with due regard to confidentiality and for monitoring areas of activity in which safeguarding concerns have arisen.

This policy will be kept up to date to reflect changes in legislation/best practice and will be reviewed bi-annually by the Trustees.

Getting help or raising a concern

All volunteers are asked to raise any concerns regarding safeguarding using any of the following routes:

- Referring the issue to the Trust's Safeguarding Officer, Jacqui Francis.
- If working with another organisation, by reporting the concern to their safeguarding lead officer as well as to the Trust's Safeguarding Officer.

If the situation is urgent or immediately dangerous, contact the police on 999 or local police.

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