



## Association of Charitable Foundations

### Safeguarding Policy

#### Purpose

The purpose of this policy is to ensure that every person who works for or comes into contact with ACF is treated with dignity and respect and feels that they are in a safe and supportive environment.

The policy lays out the commitments made by ACF and informs staff and those working with ACF and attending our events of ACF's commitments and their personal responsibilities

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under ACF's bullying and harassment procedure.
- Safeguarding concerns in the wider community not linked to ACF's activities.

It should be noted that ACFs normal activities do not involve children.

#### Trustees responsibilities

The Charity Commission expects trustees to take reasonable steps to proactively safeguard and promote the welfare of their staff, beneficiaries and other individuals engaging in the Charity's activities.

#### Policy

ACF is committed to ensure every person who works for, or comes into contact with ACF is treated with dignity and respect and feels that they are in a safe and supportive environment.

This policy applies to all trustees, staff, agency workers, interns and anyone working on behalf of ACF.

The policy should be read alongside the following ACF policies and procedures:

<ul style="list-style-type: none"><li>• Complaints procedure</li><li>• Data protection policy and procedures</li><li>• Disciplinary policy and procedures</li><li>• Diversity Equity and Inclusion Policy</li></ul>	<ul style="list-style-type: none"><li>• Grievance policy and procedures</li><li>• Health and safety policy</li><li>• Induction checklist</li><li>• Flexible working at ACF guidance</li><li>• Whistleblowing policy and procedure</li></ul>
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#### How ACF safeguards individuals from harm

1. Ensuring every person who works for ACF receives appropriate safeguarding training and is aware of their individual responsibility to follow this policy.
2. Posting this policy on our website and drawing it to the attention of all staff and every person who works for, or comes into contact with ACF.
3. Designing and undertaking all its programmes and activities in a way that appropriately protects all staff and every person who works for, or comes into contact with ACF.
4. Handling safeguarding concerns promptly and in accordance with this and other relevant policies.
5. Providing effective management for staff, trustees and contractors through induction, supervision, support and training.
6. Recruiting staff safely, ensuring all necessary pre-employment checks are made.

7. Ensuring every person who works for ACF has a safe working environment and that every person who comes into contact with ACF feels safe and is treated with dignity and respect
8. Gathering, communicating, recording and storing information in accordance with our data protection policy and procedures.
9. Ensuring new organisations applying for membership meet our membership criteria.
10. Having an appropriate selection process for suppliers.

On the rare occasion a member of staff brings their child, or a child they have caring responsibilities for, into work they are responsible for supervising them at all times.

### **Responding to allegations and safeguarding incidents**

If you are notified of safeguarding concerns please refer these to the appropriate member of ELT who will carry out a preliminary investigation and decide whether the issues will be handled under the bullying and harassment, complaints or whistleblowing procedures as appropriate. The disciplinary procedure may be used following the preliminary investigation.

Please take into account the nature of the issue and confidentiality concerns when determining which member of ELT to refer the matter to.

Depending on the nature of the matter raised, and the wishes of the survivor, the police and any other relevant agencies will be notified. A serious incident report may, if necessary, be lodged with the Charity Commission.

ACF will support as best we can every person who works for or comes into contact with ACF where there are concerns that they have not been treated with dignity and respect. Decisions regarding support will be led by the survivor.

Confidentiality regarding safeguarding concerns will be maintained in accordance with the relevant policies listed above.

### **Policy Review**

ACF reviews all its policies at appropriate intervals to ensure that they are up to date and relevant. A list of policies is provided to the Board once a year so that they are aware of what policies are in place and where they can be found for reference

**Note 1.** Taken from the Charity Commission's "Strategy for dealing with safeguarding issues in charities", updated 6 December 2017.