

# **Marshalls Charity**

## **Safeguarding Policy**

### **1. Policy statement**

Marshall's Charity (the charity) is committed to protecting the welfare of beneficiaries, staff and others who directly or indirectly engage with the charity's services and activities. It aims to take all appropriate steps to stop abuse happening.

This policy outlines the charity's approach to safeguarding for people who come into contact with the charity, including people who benefit from the charity's work, staff and volunteers.

### **2. Purpose and scope of the policy**

The purpose of this policy is to provide a framework for all staff, trustees and volunteers within the charity.

The policy aims to ensure that all staff, volunteers and trustees are aware what safeguarding means and to understand the actions that should be taken if they have cause to suspect a person engaging with the charity (directly or indirectly) is at risk of abuse or neglect.

The charity is not responsible for safeguarding the representatives and beneficiaries of the churches and dioceses it awards grants to and otherwise supports, but will be alert to safeguarding issues where appropriate.

### **3. Guidance**

This policy has been drawn up in accordance with guidance on safeguarding issued by the Charity Commission.

### **4. Key terms and definitions.**

Safeguarding means protecting a person's right to live in safety, free from abuse or neglect, while at the same time making sure that their wellbeing is promoted. This includes having regard to their views, wishes, feelings and beliefs in deciding on any action as appropriate.

Examples of abuse and neglect include, but are not limited to physical, sexual, psychological or emotional, financial or material, discriminatory, and organisational abuse; neglect (including acts of omission), self-neglect, radicalisation and enforced gang membership. Other examples of abuse may include domestic violence, sexual offences, stalking, cyber abuse, female genital mutilation (FGM), crimes said to be committed in the name of "honour", forced marriage, prostitution, and human trafficking for sexual exploitation.

Vulnerable beneficiaries are children under the age of 18 and any adult aged 18 or over who, by reason of mental or other disability, age, illness, or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation.

### **5. The charity's operations**

The charity's staff, volunteers and trustees may interact with people through grant applications, visits to properties, churches, including Christ Church Southwark, dioceses and parsonages, through the diocesan surveyors' conference, training events and in the office.

### **6. Policy principles**

All allegations, concerns, suspicions of abuse or neglect are taken seriously and responded to within the steps laid out in the corresponding procedure.

All staff have a responsibility to ensure they are informed, trained and understand their duty to operate within this policy and procedure. All staff, trustees and volunteers have a shared responsibility to take appropriate steps to protect people at risk.

All staff, trustees and volunteers have a duty to act upon and report actual, suspected or allegations of abuse.

Staff, volunteers and trustees will treat all grant applicants, tenants and other connections made through the charity with respect and in a professional manner and will, where possible, avoid one on one contact with children and vulnerable adults.

The charity promotes a fair, open and positive culture and ensures all involved feel able to report concerns, confident that they will be heard and responded to.

The charity will record and refer all concerns, suspicions and allegations of abuse or neglect as follows:

- In an emergency or if all other avenues of reporting fail, suspicions of abuse will be reported to the police on 999.
- Concerns about a child will be reported to the relevant Child Protection Referral & Assessment Team.
- Concerns about an adult will be reported to the relevant Council's Safeguarding Adults Team. It will do this only with consent from the adult at risk, unless they lack capacity or there is an overriding public interest consideration.

The charity will report any incidents of abuse that it suspects are a criminal offence to the police. It will treat any disclosures of actual historical abuse in the same way as an allegation, disclosure or suspicion of current abuse.

The charity will provide employees with role appropriate training.

The charity will meet its responsibilities in the safe recruitment, selection and vetting of employees by using the Disclosure and Barring Service and undertake any other pre-employment screening checks as appropriate.

The charity will provide support and supervision for employees, creating a safe environment in which they feel able to report safeguarding issues, including where they have concerns about the behaviour of an employee, volunteer, trustee or governor at the charity, in line with the Whistleblowing Policy.

## **7. Employees and volunteers**

The charity's approach to safeguarding the welfare of employees and volunteers is underpinned by the Health and Safety Policy, the Whistleblowing Policy, the Lone Working Policy and other policies contained within the Employee Handbook.

## **8. Grant making**

As a grant maker, the charity is not directly responsible for safeguarding the beneficiaries of its partner organisations.

At all stages of grant making the charity will adopt a principle of relevance and proportionality. As a charity that funds building projects, it is unlikely to come across safeguarding issues in this area of operations.

## **9. Operating online**

The charity is aware that operating online carries specific safeguarding risks connected to protecting people from abuse and protecting sensitive information.

Grant applicants fill out applications online and need to register in order to do this. The information posted can only be seen by Marshall's staff. Any inappropriate information is reported to the Clerk to be dealt with appropriately. Staff may only contact grant applicants through the charity's grant software, which records all emails sent. Staff must follow the provisions of the employee handbook when composing and sending emails to grant applicants.

The charity protects people's personal data in accordance with its Data Protection Policy.

The charity's website is password protected. Marshall's ensures it has permission to display any images on the website.

## **9. Monitoring**

This policy will be reviewed every year or sooner if events dictate this. A copy will be placed on the website.