**1. Introduction**

“Protecting people and safeguarding responsibilities should be a governance priority for all charities. As part of fulling your trustees duties, you must take reasonable steps to protect from harm people who come into contact with your charity.

This includes:

* People who benefit from your charity’s work
* Staff
* Volunteers

It may also include other people who come into contact with your charity through its work.”

*- Charity Commission*

“If your organisation works with children or young people, or with adults at-risk or in vulnerable situations it should have a safeguarding policy and procedure. There should be a high degree of awareness among staff and volunteers of safeguarding issues and their roles in protecting people from harm.

Additionally, the Charity Commission advises that safeguarding should be a priority for **all** charities, not just those working with groups traditionally considered at risk.”

*- NCVO*

**2. Useful links**

[Ann Craft Trust - What do Volunteers Need to Know to Keep Themselves and Others Safe?](https://www.anncrafttrust.org/safeguarding-adults-at-risk-through-the-coronavirus-epidemic-what-do-volunteers-need-to-know-to-keep-themselves-and-others-safe/)

[NCVO - Safer recruitment of volunteers](https://knowhow.ncvo.org.uk/safeguarding/checklists-training-and-other-support/specialist-guides/safeguarding-for-volunteer-managers/safer-recruitment-of-volunteers)

[NCVO - Planning for safeguarding in your organisation](https://knowhow.ncvo.org.uk/safeguarding/checklists-training-and-other-support/specialist-guides/safeguarding-for-volunteer-managers/planning-for-safeguarding-in-your-organisation#:~:text=Your%20organisation%20needs%20to%20have%20the%20right%20safeguarding,risk%20of%20harm%20and%20potentially%20harmful%20to%20others)

[GOV.UK - Safeguarding and protecting people for charities and trustees](https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees)

[East Riding Safeguarding Adults Board - Safeguarding](https://www.ersab.org.uk/)

[Hull Safeguarding Adults Board - Safeguarding](https://safeguardingadultshull.com/)

**3. Actions**

* Review your responsibilities
* Review local safeguarding board resources and support
* Review whether a change in policy is required
* If required, action Appendix 1 and update staff/volunteers and relevant stakeholders

**4. Additional notes:**

For additional support, please contact:  
Hull CVS at [enquiries@hull-cvs.co.uk](mailto:enquiries@hull-cvs.co.uk) for Hull based organisations

HEY Smile at [volunteering@heysmilefoundation.org.uk](mailto:volunteering@heysmilefoundation.org.ukF) for East Riding based organisations

**5. Disclaimer:**

Whilst we have done our best to source appropriate links and best practice templates to support your organisation, please be aware that due to regulatory changes, these templates may not always be the best example.

We therefore strongly suggest thoroughly reading and amending templates as necessary and conducting periodic reviews of all policies within your organisation to ensure they still meet national guidelines and regulations.

**6. Appendix 1**

**Adopting a new policy**

When using a template, there are several things to remember:

* Your organisation’s name should be referenced throughout. Read it thoroughly, checking for any ‘insert name here’ references or the name of another organisation.
* Any roles mentioned need to be appropriate to your organisation i.e. Chair, Trustee, Child Protection Officer.
* Carefully check for references to other documents or appendices. Are they appropriate to you? Do they exist?
* Are there references to places? For example, where records are kept or where the first aid box is located will be specific to your organisation.
* Do any processes detailed in the template match your own? Consider which need to be amended. The template won’t always meet your needs exactly but could highlight a potential area of improvement that you’d not previously considered.

Before adopting your policy, you’ll need to ensure:

* The policy has been thoroughly reviewed, including by Trustees and the person with responsibility for signing it off.
* Any changes in procedure as a result of the new policy are in place.
* Individuals named within your policy are aware of their responsibilities and are properly equipped to take on that role.

As you implement your policy, you’ll need to:

* Ensure the new policy is signed, dated and a review date is set. You might want to consider a policy review calendar.
* Make the policy available to your staff, volunteers and service users. Think notice boards, website etc.
* Make your existing staff and volunteers aware of the new policy and in particular, any key changes they need to be aware of.
* Use the new policy as part of your training and induction for new staff and volunteers.

Above all, it’s important to view your policy as a document that backs up your real and tangible actions, systems and processes. It should be regularly reviewed and tested as such and should never be relied on simply as one of a suite of documents that a funder might require.