

The Fore

Registered charity number: 1204122

Safeguarding Policy

Last updated:	September 2024
Approved by:	<i>The Trustees at their 1 October 2024 meeting, as recorded in the Minutes</i>
Review:	The policy must be reviewed annually and updated as necessary

Purpose

The Fore (the Charity) believe that all individuals without exception have the right to be free from harm and the right to protection from harm. Protecting people and safeguarding responsibilities are a priority for the Fore. The purpose of this policy is to ensure that the Charity protects anyone they have contact or a relationship with from harm.

Background

The Charity has general charitable objects. However, its work focusses on the following sectors: Health and wellbeing, Poverty and disadvantage, Youth and education, Economic development and employability, Disability, Arts and culture, Women and girls, Housing and homelessness, Environment, Human rights and justice, Sport.

The Charity makes grants (up to a maximum £30,000) in unrestricted grant funding spread over three years for UK registered charities or social enterprises with an annual turnover under £500,000. In addition to grant funding, grant recipients will have access to pro bono strategic support, workshops and skills training and peer-to-peer support. They also have access to impact measurement training and support.

Definitions

Beneficiaries – the people supported by and working for organisations that are Grant Recipients of the Fore.

The following people are considered at high risk:

- **Children:** a person/people under the age of 18
- **Young People:** children who are 16 or 17 years old
- **Adult at Risk:** any person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation. See Appendix 2 (p. 10) for information on consent.

Charity Personnel – employees, independent contractors, volunteers, trustees, advisors, trainers, secondees, members of any sub-committees or advisory boards and/or any patrons of the Charity.

Designated Safeguarding Officer (DSO) – an employee of the Charity responsible for receiving reports of any concerns, queries or reports regarding safeguarding; reporting these to the Designated Safeguarding Trustee; assisting to assess risk; and take necessary actions.

Designated Safeguarding Trustee (DST) – a trustee of the Charity responsible for reporting any safeguarding concerns or incidents to the Board and other relevant authorities including the Charities Commission as appropriate; overseeing implementation and review of safeguarding policies and procedures; supporting and acting in place of the DSO as necessary.

Grant Recipients – organisations who have been awarded a grant from the Fore.

Harm and abuse can be physical, verbal, psychological or financial in nature, and inflicted through a single act or repeated acts. They can be planned or reactive, intentional or unintentional, and via an act of neglect or an omission to act. They may occur when a person is persuaded to do something to which they have not consented or cannot consent. See Appendix 1 (p. 9) for list of types of harm and risk.

Potential Grant Recipients – the organisations who are in contact with the Fore through the application process.

Safeguarding is a broader term than protection, as it also includes prevention. The promotion of welfare is paramount.

Safeguarding Concern is when someone has reported a concern that requires risk assessment, investigation and action.

Safeguarding Incident is when a safeguarding concern is considered high risk and requires external reporting to authorities.

Scope

Through adherence to this policy the Trustees demonstrate the Charity's commitment to safeguarding individuals from harm, including Beneficiaries, Charity Personnel and other people who come into contact with the Charity.

This policy applies to all Charity Personnel (a) regarding their relationship with each other and (b) in relation to all those who come into contact with the Charity during the course of the Charity's work.

Assessing risk

Charity's Personnel will take all reasonably practicable measures to ensure that the risk of harm is minimised and, where there are concerns or specific incidents disclosed or observed, take appropriate actions as necessary.

The Charity's safeguarding risks shall be assessed in the light of its activities.

All risks are identified in a risk register which is reviewed and updated accordingly (a) if a safeguarding incident occurs and (b) each time this policy is reviewed (refer to 'Reviewing this policy' on p. 6).

Designated responsibility

All Trustees of the Charity are collectively responsible for ensuring that the Charity meets its safeguarding obligations. However, responsibility for taking the lead on safeguarding issues and reporting accordingly to the Board shall be delegated to a Designated Safeguarding Trustee and a Designated Safeguarding Officer:

- Designated Safeguarding Trustee: Jane Rich
- Designated Safeguarding Officer: Alexandra Edwards (Executive Assistant and Special Projects Manager)

Training and raising awareness

On induction, all Charity Personnel are required to read the Safeguarding Policy. All Trustees, Employees and Strategic Applicant Consultants (SACs) will receive in-house training from those with Designated Responsibility.

The DSO and DST will receive appropriate external Safeguarding training from a recognised quality provider to be updated in line with changing legislation or best practice.

All Grant Recipients will be required to confirm they have appropriate Safeguarding policies and procedures. (See 'Grant making' section on p. 4). The Charity will signpost Grant Recipients to best practice and training where needed.

The Charity will promote awareness to Potential Grant Recipients by publishing this policy on its website and providing signposting for further information.

Recruitment

The Charity will ensure that robust procedures are in place when recruiting and selecting new Charity Personnel to ensure that they are suitable and legally able to act in their positions.

These include:

- Obtaining references and checking work history, as deemed necessary/appropriate
- Employees from overseas are required to provide evidence of a right to work in the UK
- Trustees are required to complete and sign the Charity Commission 'Trustee eligibility declaration' on appointment and annually (or other such interval as the Trustee Board considers appropriate)
- Basic DBS check will be required for Trustees, the CEO and employees with designated responsibility.

Code of conduct

It is expected that the Charity Personnel will:

- act with integrity, respect and honesty;
- take a collaborative, friendly and open approach, working together (as appropriate) to deliver the activities of the Charity in furtherance of the Charity's objects;
- are inclusive and respect diversity;
- value the contribution of all who are involved in the delivery of the activities of the Charity; and
- aim to give all those who they come into contact with the work of the Charity a positive experience.

Contact with potential and actual grant recipients

Charity Personnel are aware that they have a duty of care and responsibility to act and behave appropriately in respect of all contact with individuals working for or with potential and actual grant recipients. Such contact will include, but not be limited to:

- the due diligence process for potential grant recipients;
- monitoring and evaluation with successful grant recipients;
- pro bono strategic support for grant recipients;
- the provision of workshops and skills training for grant recipients; and
- impact measurement training and one-to-one support.

The Charity also facilitates networking opportunities and peer-to-peer support. This policy is freely available on the Charity's website to all persons involved in such activities.

Grant making

The Charity requires that all new and current grant recipients have safeguarding policies and procedures in place that comply with Charity Commission requirements and best practice recommendations and those of any other regulator. Grant recipients must ensure that safeguarding processes are proportionate and appropriate for the vulnerability of their beneficiaries and suitable for the context within which they are working.

Prior to the release of grant funding, the Charity will ask applicants to confirm they have a safeguarding policy and procedure. Applicants will also be asked to confirm:

- their safeguarding policy/procedure is up to date, reviewed annually and available to the public;
- everyone at the charity/organisation knows what the safeguarding procedures are and how to report a concern/incident.

In the case of applications for new grant funding, any queries or concerns should be raised with the applicant and if the issues raised are not dealt with satisfactorily by the applicant the application will not be successful.

If a grant recipient's safeguarding practice is felt to be inadequate at any stage of the grant-making process, the Charity will require the grant recipient to amend its safeguarding policy and practices before releasing grant funds. If funds have already been released then it may be necessary/appropriate to terminate the agreement and/or request repayment of all or

some of the grant funds already released. Please also see the ‘Handling and reporting safeguarding incidents and concerns’ section on p. 5.

Provisions in the Charity’s terms and conditions of grant

Provisions are also included (as set out below) in the Charity’s terms and conditions of grant with which from the date of the adoption of this policy each new grant recipient must agree to comply. Standard terms and conditions of grant are set out in the Charity’s Grant Making Documentation.

“As soon as is possible in all the circumstances, [name of grant recipient] shall inform the Charity of any safeguarding incidents that arise during the [grant cycle] [OR] [in connection with the Project].”

“If any safeguarding incidents arise during the [grant cycle] [OR] [in connection with the Project] and in the reasonable opinion of the Trustees of the Charity, such incidents are not adequately addressed the grant shall be repayable (in whole or in part) at our discretion.”

Handling and reporting safeguarding incidents and concerns

All Charity Personnel should take seriously and respond quickly to any suspected, disclosed or observed incidents of harm or abuse to any individuals connected with the Charity including other Charity Personnel and beneficiaries at risk (and beneficiaries in general).

Internal

This procedure relates to any concerns or incidents raised that involve Charity Personnel.

All concerns, queries or reports of potential or actual harm or abuse to individuals involving Charity Personnel must be reported as soon as is reasonably practical to the DSO by emailing safeguarding@thefore.org. If the DSO or DST are involved in the concern, email chair-safeguarding@thefore.org.

All concerns, queries or reports should be submitted using The Fore’s [Safeguarding Reporting Form](#) (see Appendix 3, p. 11). Completed forms should be emailed to safeguarding@thefore.org.

The DSO and DST will investigate and act immediately or as soon as is practicable. Implicated Charity Personnel will be immediately suspended from duties, pending any subsequent investigation.

Relevant grievance or disciplinary procedures will be followed.

Relevant authorities will be notified.

The terms of any other agreement in place with a third party and/or the consideration of any expert advice obtained may lead to other action as deemed necessary/appropriate including, but not limited to:

- terminating trusteeship; terminating a contract of employment or consultancy agreement;
- terminating a secondment arrangement;
- terminating a person's membership of a sub-committee or of an advisory board;
- terminating an arrangement with a volunteer;
- terminating such other arrangement with a third party.

External

This procedure relates to any safeguarding incidents involving Grant Recipients.

As outlined in the Charity's terms and conditions of grant, Grant Recipients **must** inform the Charity of any safeguarding incidents that arise during the grant cycle or in connection with the project. Failure to report or not adequately address incidents will result in repayment of the grant (in whole or in part) at the discretion of the Charity.

Grant recipients disclosing to The Fore a safeguarding incident within their own organisation should complete and submit The Fore's [Safeguarding Reporting Form](#) (see Appendix 3, p. 11). Forms should be emailed to safeguarding@thefore.org.

The Charity will assess whether appropriate actions have been taken to:

- remove the risk of harm to any person;
- inform relevant authorities (refer to 'How to report a serious incident in your charity' on p. 8); and
- put measures in place to remove any future risk to any persons.

If it is considered that the incident has **not** been dealt with sufficiently, the Charity will, as appropriate and proportionate:

- remind the grant recipients of their responsibility to deal with and report safeguarding incidents; and
- subject to, as relevant/appropriate, (a) the law, (b) the terms of the Charity's governing document, (c) the terms and conditions of grant
 - terminate the grant agreement; and/or
 - request repayment of grant funds already released; and/or terminating such other arrangement with a third party.

All safeguarding concerns, queries and reports will be fully documented in The Fore's Safeguarding Log with a record of the actions in response, and the recommended new measures to prevent similar instances in the future.

In line with best-practice retention schedules, safeguarding data will be stored for 6 years. After 6 years data will be reviewed and deleted on a case-by-case basis (i.e. if the data is in use as part of an ongoing investigation it won't be deleted). Reference *Data Protection Policy*.

Reviewing this policy

This policy must be reviewed by the Trustee Board at least once per year. In reviewing the policy the Trustees shall consider, amongst other things:

- assessed risks and whether the risks have changed since the policy was last reviewed;
- any actual or alleged safeguarding incidents that have occurred since this policy was last reviewed;
- whether this policy and the safeguarding procedures set out herein should be amended in any way in the light of (i) Charity Commission safeguarding guidance in place at the date of review, (ii) any other relevant sector safeguarding guidance, (iii) identified risks and (iv) any actual or alleged safeguarding incidents referred to in the above bullet point; and
- any specific guidance given or action required by the Charity Commission or any other regulator or body.

Publication of this policy

This policy shall be posted on the Charity’s website and a hard copy shall be provided free of charge as requested by any individual or organisation.

Declaration

This policy shall be brought to the attention of all Charity Personnel. Employees and Trustees will be asked to sign the declaration at the end of this policy by way of indicating that they have read and understood this policy and the Charity Commission guidance referred to herein.

ADOPTED BY THE TRUSTEES OF THE CHARITY ON 1 October 2024

ACKNOWLEDGEMENT AND SIGNATURE OF RELEVANT CHARITY PERSONNEL OR OTHER PERSON OR ORGANISATION TO WHICH THIS POLICY APPLIES:

I CONFIRM THAT I HAVE READ AND UNDERSTAND THIS POLICY AND THAT I WILL FULLY ADHERE TO ITS PROVISIONS (SO FAR AS THEY ARE RELEVANT TO ME/MY ORGANISATION)

.....
SIGNATURE

.....
NAME (AND ORGANISATION, IF RELEVANT)

.....
DATE

References

This policy and procedures have been informed by statutory, legislative and good practice guidance including:

Care Act 2014:

<https://www.legislation.gov.uk/ukpga/2014/23/contents>

Care and support statutory guidance:

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

Association of Charitable Foundations (ACF) Safeguarding Framework:

<https://acf.org.uk/acf/acf/Research--resources/Resources%20content/Funding-practices-resources/safeguarding-frameworks-for-foundations.aspx>

Links to the Charity Commission guidance that is relevant in the context of this policy are set out below:

Safeguarding Guidance:

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

How to report a serious incident in your charity:

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

Charity Commission guidance CC30 entitled *Finding new trustees*:

<https://www.gov.uk/government/publications/finding-new-trustees-cc30>

Charity Commission compliance toolkit – entitled *Protecting charities from harm – Chapter 2: Due diligence, monitoring and verifying end use of charitable funds*:

<https://www.gov.uk/government/publications/charities-due-diligence-checks-and-monitoring-end-use-of-funds>

Useful further reading resources:

Charity Governance Code:

<https://www.charitygovernancecode.org/en/front-page>

NCVO Charity Ethical Principles:

<https://www.ncvo.org.uk/policy-and-research/ethics/ethical-principles>

Appendix 1 – Types of risks and harm

Be aware of the wide range of risks and harms that exist, such as the following:

- sexual harassment, abuse and exploitation
- a charity's culture, which may allow poor behaviour and poor accountability
- people abusing a position of trust they hold within a charity
- bullying or harassment
- health and safety
- discrimination on any of the grounds in the Equality Act 2010
- data breaches, including those under General Data Protection Regulations (GDPR)
- domestic abuse
- self-neglect
- physical or emotional abuse
- extremism and radicalisation
- forced marriage
- modern slavery and human trafficking
- female genital mutilation

Appendix 2 – Adults at Risk

In law, an adult is deemed to have capacity to give or withhold consent to social services referrals, medical examinations, etc. If it is believed that an adult is at risk of harm and may need protection, a responsible person must consider if the individual is capable of giving consent.

If this is so determined, a professional acting on behalf of the organisation must seek the individual's consent before taking any action, such as, a referral to social services or the police.

There are some exceptions to this rule where consent is not required. These are:

- Where there is a duty to act (e.g. a crime may have taken place); or
- When it is in the public interest to act (e.g. another person or people, child or adult, is/are put at risk); or
- When it is suspected that the individual may be under the undue influence of someone else.

Appendix 3 – Safeguarding Reporting Form

Download a copy of the Safeguarding Reporting Form from The Fore’s website:
<https://thefore.org/wp-content/uploads/2024/10/The-Fore-safeguarding-reporting-form-final.docx>

Safeguarding reporting form

Your details (the person completing the form)	
Name	
Organisation name	
Position in organisation	
Email address	
Telephone number	

Date you are completing the form	
Date of incident	

Please fill in one of the following sections:

- Complete SECTION A if you are reporting a concern or incident that involves The Fore’s Charity Personnel.
- Complete SECTION B if you are a grant recipient of The Fore and are making a report as part of your terms and condition of grant about a safeguarding incident¹ that happened within your own charity/organisation (and that doesn’t involve The Fore’s Charity Personnel – if your incident involves The Fore’s Charity Personnel, please complete SECTION A).

If you are not sure which section to complete, please contact the Designated Safeguarding Officer by emailing safeguarding@thefore.org

SECTION A

Please complete SECTION A if you are reporting a concern or incident that involves The Fore’s Charity Personnel.

How the concern/incident came to your attention

I witnessed an incident directly	<input type="checkbox"/>
I have concerns based on potential indicators of abuse	<input type="checkbox"/>
The person told me directly about an incident	<input type="checkbox"/>
Someone else told me about the incident	<input type="checkbox"/>
- Their name:	
- Their relationship to the person affected:	
- Their contact details:	

Details of the person affected

Name	
Address	
Email address	

¹ A ‘safeguarding incident’ is an incident that is considered high risk and requires external reporting to relevant authorities.

Telephone number	
How the person is known to you	
Other	

Details of the alleged perpetrator (where relevant)

Name	
Address	
Email address	
Telephone number	
Relationship to person affected	
Are they Charity Personnel? If so, what is their role?	
Other	

Details of the incident (Summarise what happened using only facts. If you need to give opinions, please state this clearly.)

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Summary of actions taken up to this point

--

Other relevant information (please detail anything else helpful or important, including if there were any other witnesses)

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SECTION B

Complete SECTION B if you are a grant recipient of The Fore and are making a report as part of your terms and condition of grant about a safeguarding incident that happened within your own charity/organisation (and that doesn't involve The Fore's Charity Personnel – if your incident involves The Fore Charity Personnel, please complete SECTION A).

Brief overview of the incident (summary of what happened – DO NOT INCLUDE NAMES OR PERSONALLY SENSITIVE DATA)

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Summary of actions taken up to this point (what procedures have you followed and which authorities have you notified)

--

Summary of next steps (including anything that could be put in place to avoid something similar happening again)

--

Please email this completed form to the Designated Safeguarding Officer:
safeguarding@thefore.org