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GRANTS GUIDANCE:
SAFEGUARDING ASSESSMENT CRITERIA

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DOCUMENT CONTROL	
Version	Version 2
Author	J Benson amendment to 'Assessment Criteria – Appropriate Polices and Practice'
Reason for Amendment	Update following feedback from Main Grants Committee
Date of update	20/5/2022

GRANT MAKING - SAFEGUARDING ASSESSMENT CRITERIA

Assessment Criteria	Appropriate policies and practices are in place to keep people safe.
Why we include this	Policies and procedures provide guidance to staff and volunteers on how to keep people safe and help ensure consistency across the organisation.
How we assess this	All applicants are asked to submit a copy of their safeguarding policies and procedures.
What we want to see	• The applicant has a safeguarding policy, which includes a definition of safeguarding and outline of the organisation's commitment to safeguard and protect the welfare of all who use its services. • It should include the definitions for adults at risk and types of abuse experienced by children and adults at risk. • The policy includes clear guidelines on expected behaviours when interacting with children or adults at risk • The policy is reviewed annually – it states when the policy was adopted or when it will next be updated
Meeting Requirements	All applicants are expected to have an adequate safeguarding policy in place if they are to be recommended for funding. If an applicant's safeguarding policy does not meet our requirements, they will be asked to update their policy and procedures as a condition of their funding award.

Assessment Criteria	There are accessible channels for raising safeguarding concerns and a clear system for responding, including reporting concerns to relevant authorities.
Why we include this	Harm and abuse can occur in any organisation. It is important that everyone knows who to talk to if they are worried about someone's safety and that there are clear steps which will be followed to ensure that action is taken to keep everyone safe.
How we assess this	Safeguarding policies are reviewed to ensure they include appropriate procedures for the reporting and response to safeguarding concerns. In addition, the Grant & Programmes Officer will discuss how the organisation manages safeguarding concerns as part of the application process. The applicant will be asked to describe how staff and beneficiaries can raise safeguarding concerns and what action organisation would take in response.
What we want to see	• Clear procedure for reporting and responding to concerns. This may include a flowchart of steps to be followed. • Training or other steps to ensure that everyone knows how to spot abuse and report concerns. • Name and contact details of who to report to. • Steps outlining how they would respond to concerns, including managing allegations against a staff member, freelancer or a volunteer. • How they would report them to relevant authorities (it should include contact details of relevant agencies).
Meeting Requirements	All applicants are expected to have a clear procedure for reporting and responding to safeguarding concerns. If an applicant is unable to explain how they would manage a safeguarding concern, they may not be recommended for funding or they will be asked to update their policy and procedures as a condition of any funding award. If the procedure is not clearly documented, the organisation may be recommended for funding but will be required to strengthen or update their reporting and response procedures as a condition of funding.

Assessment Criteria	Steps are taken to ensure people are suitable to act in their roles and everyone is aware of their safeguarding responsibilities
Why we include this	Organisations are only as safe as the people who work within them. Vetting reduces the risk of recruiting staff, volunteers and freelancers who pose a risk to others while training and support ensures people are able to fulfil their safeguarding responsibilities.
How we assess this	Safeguarding policies are reviewed to understand the organisation's approach to recruitment, training and support. We recognise that some organisations may not include details about recruitment and training in their safeguarding policies. Where this information cannot be obtained by reviewing the policy, the Grant & Programmes Officer will discuss this with the applicant as part of the assessment process and seek documentary evidence (e.g., a separate Safer Recruitment policy).

What we want to see	• All staff and volunteers are made aware of the organisation's safeguarding policies and procedures and understand their responsibility to keep people safe as part of their induction
	• Staff and volunteers who are interacting with children or adults at risk are provided with regular training on safeguarding relevant to their role.
	• Trustees receive a training/briefing on safeguarding to ensure they understand their duty in providing a safe service
	• If organisations are working with children/adults at risk, staff & volunteers should receive regular training on safeguarding from suitably qualified/experienced individual
	
	Where the organisation is applying for funding to cover roles working directly with children or adults at risk, the organisation must:
	    • Complete an application form or submit a CV
	    • Interview each person to assess their suitability
	    • Require a minimum of two references
	    • Conduct the appropriate level of DBS checks – this will depend on the level of contact with children and adults at risk.

Meeting Requirements	All applicants must have clear processes in place to make staff aware of their safeguarding responsibilities. Organisations will be required to document this within their safeguarding policy. Organisations applying for funding to cover roles working directly with children or adults at risk, must have appropriate vetting procedures in place and these must be documented in their safeguarding policy and/or HR policies.

Assessment Criteria	There is clear accountability and oversight to ensure everyone connected with the charity is protected from harm.
Why we include this	To be effective, it should be clear that safeguarding is the responsibility of all staff, trustees and volunteers; safeguarding cannot be the sole responsibility of individual staff but must be promoted and supported by those in leadership positions including trustees.
How we assess this	The Grant & Programmes Officer will ask the applicant to provide documentary evidence and explain who has responsibility for safeguarding and how these individuals ensure the implementation of safeguarding, including the management of safeguarding concerns.
What we want to see	• Safeguarding is monitored and supported by Trustees and senior management. • The organisation has an appropriately trained designated safeguarding lead (DSL) or equivalent. It is good practice for this to be a senior member of staff so they have authority to implement & influence practice. • It is good practice to have a nominated trustee on the Board for safeguarding
Meeting Requirements	All applicants must have a designated safeguarding lead. Where organisations do not have clearly defined responsibilities, and appropriate training for trustees, staff and volunteers, they will be required to implement these as a condition of funding.