



Guidance for Grant Applicants: Safeguarding Policy Assessment

1) GUIDANCE FOR APPLICANTS

Every organisation that delivers charitable activities has a duty to take reasonable steps to safeguard and protect from harm people who come into contact with their organisation, including staff, volunteers, participants, beneficiaries, donors etc. For organisations working with children and adults at risk, there are specific safeguarding obligations and legal requirements that they should follow.

Cumbria Community Foundation (CCF) is a registered charity and is committed to protecting people from risk of harm, both within our organisation and indirectly those we fund. We expect all organisations applying for our funding to have a safeguarding policy which is up-to-date, relevant to their beneficiaries and proportionate to the level of risk involved in their work. For organisations that use their national associations or governing body's safeguarding policy, we need to understand how this is implemented locally.

We will review your safeguarding policy as part of our grant application assessment process. The level of our assessment depends on a range of factors, such as the perceived vulnerability and level of risk to an organisation's beneficiaries, and a consideration of proportionality relative to whether an organisation delivers a service directly to members of the public and the type of funding request.

2) ASSESSING SAFEGUARDING RISK

When we receive your funding application we will consider the relative safeguarding risk of the project, activity or work that you wish to deliver with your grant award, as follows:

Safeguarding risk of funding request:	Criteria	What we will ask you to provide as part of our application process:	Key questions our Grants Officers will consider:
Low	Organisation: <ul style="list-style-type: none">Does not deliver a service directly to members of the public.Unlikely to have direct contact with children, young people and/or adults at risk. Funding request: <ul style="list-style-type: none">Is for a capital item e.g. purchase of a park bench by a Parish Council, building repair etc.	A safeguarding policy	Does the safeguarding policy provided meet the criteria outlined in the policy assessment checklist below?

	<ul style="list-style-type: none"> Is not to support service delivery. 		
Medium	<p>Organisation:</p> <ul style="list-style-type: none"> Delivers a service to members of the public. May have some direct contact with children, young people and/or adults at risk as part of their work but not left alone with them. <p>Funding request:</p> <ul style="list-style-type: none"> Is to support service delivery. 	<p>A safeguarding policy</p> <p>We may ask you to explain your approach to safeguarding and current practice.</p>	<ul style="list-style-type: none"> Does your safeguarding policy address key areas of risk and have clear lines for reporting and responding to concerns? Is the safeguarding policy tailored to the work of the organisation, including addressing any contact/work with children, young people and/or adults at risk? Does the policy set out the process for reporting concerns and set out who is responsible for coordinating the organisation's response?
High	<p>Organisation:</p> <ul style="list-style-type: none"> Provides direct support services to children, young people and/or adults at risk. <p>Funding request:</p> <ul style="list-style-type: none"> Is to support service delivery. 	<p>A safeguarding policy</p> <p>We will seek to fully understand your safeguarding governance and practice and how this is embedded within your organisation.</p>	<p>In addition to those for medium risk:</p> <ul style="list-style-type: none"> Who is responsible for safeguarding and how are staff, volunteers and trustees supported to fulfil their responsibilities? How is safe recruitment managed? e.g. DBS checks for relevant roles (how often?), at least two independent references for new staff.

3) SAFEGUARDING POLICY ASSESSMENT CHECKLIST

The level of safeguarding risk assigned to your application will determine the information that we will look for in our assessment of an organisation's safeguarding policy.

CCF Criteria	Safeguarding Policy Section	Why is it included?	What we want to see in your Safeguarding Policy:		
			Low Safeguarding Risk:	Medium Safeguarding Risk - <i>in addition to low risk requirements:</i>	High Safeguarding Risk - <i>in addition to low and medium risk requirements:</i>
Policies & Practices	Policy Statement / Introduction	<p>Policies and procedures provide guidance to staff and volunteers on how to keep people safe and help ensure consistency across the organisation.</p> <p>A good policy will be tailored to the organisation's aims and reflect the specific safeguarding risks associated with their services users or activities.</p>	<ul style="list-style-type: none"> • A definition of safeguarding and commitment to safeguard individuals who use its services. • Reviewed at least every two years – states when the policy was last updated. • Community venues to make reference that all hirers who use the venue for activities which include children and adults at risk (excluding private parties) to produce a copy of their safeguarding policy. 	<ul style="list-style-type: none"> • Definitions for adults at risk and types of abuse experienced by children and adults at risk. • If key information is contained in other policies, it is helpful that these are mentioned in the Safeguarding Policy (e.g. HR manual, whistleblowing policy etc). 	<ul style="list-style-type: none"> • Guidelines on expected behaviours when interacting with children or adults at risk. • Include safeguarding risk assessment to enable a safe, inclusive environment (e.g. guidance on taking Children and Adults at Risk away on trips, consents required, the ratio of adults to Children and Adults at Risk, transport safety and emergency procedures).

Reporting & Response	Reporting & Response Procedures	<p>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.</p> <p>This section should be specific to the organisation and should provide clear directions on what to do.</p>	<ul style="list-style-type: none"> • Clear procedure for reporting and responding to concerns. This may include a flowchart of steps to be followed. • Makes reference to a Designated Safeguarding Lead. 	<ul style="list-style-type: none"> • Guidelines on expected behaviours when interacting with children or adults at risk. • Training or other steps to ensure that everyone knows how to spot abuse and report concerns. 	<ul style="list-style-type: none"> • Directions on how to listen, react and record any allegations/concerns (could include flow chart and/or reporting template) • Steps to take if the person is under immediate danger and who to contact. • Steps to manage allegations made against a member of staff or volunteer and when it is suitable to contact a family member/carer. • include local authority contacts, police or local safeguarding board. • Links to related policies and processes
Human Resources	Recruitment & Selection	It is important that organisations check the suitability of staff and volunteers. It is good practice to this in the safeguarding policy but some organisations may have a separate policy for this (e.g. HR Manual).	<ul style="list-style-type: none"> • If you employ staff, you complete an application form and/or interview. 	<ul style="list-style-type: none"> • Interview staff to assess suitability. • Request a minimum of two references for staff and volunteers who are involved in direct delivery. 	<ul style="list-style-type: none"> • Conduct the appropriate level of DBS checks – this will depend on the level of contact with children/ adults at risk.

	Training & Awareness raising	To enable effective delivery of safeguarding trustees, staff and volunteers should be made aware of the organisation's safeguarding policies and procedures and understand their responsibility to keep people safe.	<ul style="list-style-type: none"> Everyone is made aware of safeguarding policies and procedures. 		<ul style="list-style-type: none"> Staff and volunteers receive training on safeguarding from suitably qualified/experienced individual. Regular refresher training (usually every 1-2yrs) Trustees receive training/briefing on safeguarding to ensure they understand their duty in providing a safe service.
Governance & Accountability	Roles & Responsibilities	To be effective, it should be clear that safeguarding is the responsibility of all staff, trustees and volunteers. Safeguarding cannot be the responsibility of individual staff but must be promoted and supported by those in leadership positions including trustees.	<ul style="list-style-type: none"> Identifies who is responsible for safeguarding and protection. 	<ul style="list-style-type: none"> The organisation has an appropriately trained designated safeguarding lead (DSL) or equivalent. It is good practice for this to be a senior member of the team, so they have authority to implement & influence practice. 	<ul style="list-style-type: none"> It is good practice to have a nominated trustee on the Board for safeguarding

4) Safeguarding Information and Local Support:

- **Cumbria Safeguarding Children Partnership (CSCP)** statutory safeguarding partners www.cumbriasafeguardingchildren.co.uk/
To report a safeguarding concern relating to a child contact the [Local Authority Designated Officer \(LADO\)](#). This applies to all paid, unpaid, volunteers, casual, agency employees or anyone working in a self-employed capacity.
- **Cumbria Adults Safeguarding Board (CASB)** <https://www.cumbriasab.org.uk/>
To report a safeguarding concern for an adult Cumberland Council on 0300 373 3732 or Westmorland and Furness Council on 0300 373 3301

The local following organisations can provide advice and support with developing your safeguarding policy:

- **Cumbria Council for Voluntary Service (CVS):** CVS is an infrastructure organisation offering advice, support, training and resources to third sector groups throughout Cumbria on areas including Safeguarding. For further information, please contact info@cumbriacvs.org.uk or call 01768 800350 or visit www.cumbriacvs.org.uk
- **Cumbria Youth Alliance (CYA):** If you are an organisation that supports children and young people, please contact James Baggley, HR & Operations Manager at Cumbria Youth Alliance who can provide advice and guidance to develop an appropriate safeguarding policy. Email office@cya.org.uk or call 07955 355663.
- **ACTION with Communities Cumbria (ACT):** ACT works with rural and community groups across Cumbria. ACT can support you to discuss safeguarding for your organisation and point you to model documents. ACT is also the advice service for community buildings in Cumbria and has model documents and support in this area too. Contact info@cumbriaaction.org.uk or call 01768 425666 or visit www.cumbriaaction.org.uk/
- **Cumbria Association of Local Councils (CALC):** CALC can support parish and town councils with safeguarding and what it means for a parish or town council. CALC can also provide a template safeguarding policy for councils to use, a copy of which can be found on the CALC website www.calc.org.uk. To contact CALC please email office@calc.org.uk

The following websites also have useful information.

- [Charity Commission Guidance: Safeguarding and protecting people for charities and trustees](#)
- [NCVO free resources for voluntary organisations on safeguarding](#)
- [NSPCC safeguarding and child protection](#)
- [Ann Craft Trust Adult Safeguarding](#)