



Wyvern Foundation
Registered Charity 1124103
Safeguarding Policy

Policy review date	Policy approved at meeting date
August 2023	12.09.2023
	07.11.2023
August 2024	Reviewed 24.09.24 agreed
September 2025	07.10.2025

1 Scope

- 1.1 The policy and procedures apply to the Trustees and Members of the Wyvern Foundation (WF) Committee.

2 Definitions

2.1 What is a serious incident?

A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- harm to the charity's beneficiaries, volunteers or others who come into contact with the charity through its work
- loss of the charity's money
- harm to the charity's work or reputation

For the purposes of this guidance, "significant" means significant in the context of the charity, taking account of its operations, finances and/or reputation.

- 2.2 Throughout this policy the children and young people who come into contact with the charity will be called 'beneficiaries'.

3 Principles and Standards

- 3.1 The Charity Commission (CC) state that: protecting people and safeguarding responsibilities should be a key governance priority for all charities, regardless of size, type or income, not just those working with children or groups traditionally considered at risk. A charity should be a safe and trusted environment and trustees must take reasonable steps to protect the people who come into contact with their charity through its work from harm. These people include:
- the charity's beneficiaries, including adults at risk and children
 - the charity's volunteers

It may also include other people who come into contact with the charity through its work. This might be, for example, people who attend an event run by the charity who are not beneficiaries, staff or volunteers.

- 3.2 Generally WF Trustees and Members do not have direct face-to-face contact with beneficiaries in a one-to-one situation.
- 3.3 Contact with beneficiaries will be made via email and letter in the main. Where contact by phone is the only option a record of the date, time and

- content of the call will be made.
- 3.4 Contact between the charity and beneficiaries will be made by either the Chair Person or Vice Chairperson.
- 3.5 Where the charity contacts a beneficiary regarding the offer of a grant the template letter agreed by the Trustees must be used and a copy retained.
- 3.6 Should a beneficiary make contact with any Trustee or Member to discuss grant or bursary matters they should be directed to the website or email and asked to make contact via these routes. The Trustee/Member must also report the contact to the Chair Person so that a risk assessment can be carried out.
- 3.7 Trustees and Members must not act in a way that places a beneficiary or themselves at risk.
- 3.8 Trustees must ensure that any organisations that are recipients of a grant comply with the aims and objectives of WF in the use of the grant money. Other organisations must agree to the terms and conditions set out by the charity in accepting the grant.

4 Assessing and Managing Risks

4.1 General

NB: the list below is the full list as described by the CC. The work of WF means that many of these do not apply

Harm and risks you must be alert to, whether online or in person, include:

- sexual harassment, abuse and exploitation
- criminal 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
- commercial exploitation
- cyber abuse
- discrimination on any of the grounds in the Equality Act 2010
- people targeting your charity
- data breaches, including those under General Data Protection Regulations (GDPR)
- negligent treatment
- domestic abuse
- self-neglect
- physical or emotional abuse
- extremism and radicalisation
- forced marriage
- modern slavery
- human trafficking
- female genital mutilation

4.2 Assessing the risks

WF assess the level of risk to be low as trustees and members do not have direct contact with beneficiaries in a face-to-face capacity due to the nature

of our work which is the awarding of:

- individual grants by a written application process (online or hard copy)
- bursaries and individual awards in conjunction with the Summer Youth Project managed by staff at the Wyvern Theatre

4.3 **Managing the risks**

The CC states:

'Protecting people and safeguarding responsibilities should be a governance priority for all charities. It is a fundamental part of operating as a charity for the public benefit.' and:

The Charity Commission will hold trustees to account if things go wrong and will check that trustees followed this guidance and the law. Trustees are expected to take responsibility for putting things right.

4.4 **What the charity needs to do**

The CC expects the charity to:

- make sure all trustees, volunteers and beneficiaries know about safeguarding and people protection
- have appropriate policies and procedures in place
- check that people are suitable to act in their roles
- know to spot and refer or report concerns
- have a clear system of referring or reporting to relevant organisations as soon as you suspect or identify concerns
- set out risks and how you will manage them in a risk register which is regularly reviewed
- be quick to respond to concerns and carry out appropriate investigations
- not let one trustee dominate your work - trustees should work together

5.0 **Operating online**

The CC states:

Operating online carries specific safeguarding risks connected to protecting people from abuse and protecting sensitive information. You must make sure these are managed and reflected in your policies and practices.

- **Content:** does your charity have adequate control over its website and social media accounts? Who can post information and is all content suitable for your charity?
- **Contact:** how do people talk to each other when using your online services and how do you keep users safe? Do people need passwords to access services?
- **Conduct:** how do you monitor what people do, say and share when using your services?

5.1 In carrying out these responsibilities WF online activities are limited to website and Facebook content. These are used to:

- promote fundraising activities (both),
- provide information about the charity including AGM minutes, FAQs,

- and policies (website)
 - inform the public about grants and bursaries including the application process (website)
- 5.2 Monitoring and managing online material is carried out by two Trustees agreed by the Committee.
- 5.3 No Trustee or committee member will enter into any form of communication with members of the public online directly. The Chairperson and Vice Chairperson are the only committee members who will communicate with members of the public and this will only be done via email following discussion and agreement of the content.
- 5.4 No Trustee or member must use their own social media platforms to communicate with the public or post images relating to the charity. The only exception is to promote fundraising activities.

6 General Roles and Responsibilities

6.1 Trustees

- 6.1.1 As part of fulfilling their duties, Trustees must take reasonable steps to protect people who come into contact with the charity from harm. This includes:
 - people who benefit from the charity's work
 - volunteers
 - It may also include other people who come into contact with the charity through our work.
- 6.1.2 Trustees are required to familiarise themselves with this policy, the requirements of the Charity Commission (CC) and reporting procedures.
- 6.1.3 Trustees bear ultimate responsibility for ensuring the charity makes a report, and does so in a timely manner.
- 6.1.4 Trustees will ensure that they are conversant with and follow, where appropriate, the document entitled '10 actions trustee boards need to take to ensure good safeguarding governance' produced by the CC.

6.2 Members

- 6.2.1 Members can report things that have happened to the CC, are happening or are likely to happen. Only report issues to the CC that could seriously harm:
 - the people a charity helps
 - the charity's volunteers
 - the charity's reputation

7 Procedures

- 7.1 Trustees/Members must be able to recognise potential safeguarding concerns and understand the process for reporting.
- 7.2 Trustees/Members should report an actual or alleged incident promptly. This means as soon as is reasonably possible after it happens, or immediately after the charity becomes aware of it.
- 7.2.1 The Trustee/Member with a concern they believe should be reported may wish to discuss their concerns confidentially with a Trustee before reporting the matter. This should be done without delay.

- 7.2.2 The purpose of sharing and discussing concerns is to agree the following:
- whether immediate action is required and what this should be
 - whether the matter is a concern that is reported locally or a serious concern that requires reporting to the CC in addition to local reporting
 - who will make the report and inform the Chairperson of action taken (where they are not involved in the discussion)

7.3 Types of safeguarding incident to report

The charity needs to make a report to the CC if a serious safeguarding risk materialises. This will usually be if any of the following occur:

- incidents of abuse or mistreatment (alleged or actual) of beneficiaries of the charity (adults or children) which have resulted in or risk significant harm to them and:
- this happened while they were under the care of the charity
- someone connected with the charity, for example a trustee or member, was responsible for the abuse or mistreatment (alleged or actual)
- other incidents of abuse or mistreatment (alleged or actual) of people who come into contact with the charity through its work, which have resulted in or risk significant harm to them and are connected to the charity's activities
- breaches of procedures or policies at the charity which have put people who come into contact with it through its work at significant risk of harm, including failure to carry out relevant vetting checks which would have identified that a person is disqualified in law from holding their position within the charity. This might be, for example, because they are disqualified under safeguarding legislation from working with children and/or adults at risk, or financial impropriety

NB: this is the full list. WF acknowledges that not all these situations apply to its work

7.4 Action to take

If something does go wrong a Trustee should take immediate action to:

- prevent or minimise any further harm, loss or damage
- report it to the CC as a serious incident
- report it to the police (and/or other relevant agencies) if you suspect a crime has been committed, and to any other regulators the charity is accountable to
- plan what to say to your volunteers, members, the public, the media
- review what happened and prevent it from happening again – this may include reviewing internal controls and procedures, internal or external investigation and/or seeking appropriate help from professional advisers

The Chairperson or Vice Chairperson should report what happened and explain how WF is dealing with it, even if it has already been reported to the police or another regulator.

7.5 All safeguarding concerns must be reported to Swindon Borough Council (SBC) in the first instance. Serious incidents must also be reported to the Police and CC.

7.5.1 Where the person reporting the incident is unsure whether the concern is serious in nature the advice is to report to all organisations. The contact details are set out below:

7.5.2 Swindon Borough Council (SBC)
Children's Safeguarding

Children and Families, Contact Swindon serves as the 'front door' to access the Council's children's social care services. It is available to families, residents and professionals across the Borough.

If you believe a child or young person is at risk of significant harm or is injured, please contact us immediately:

- **Phone:** 01793 464646
- **Email:** contactchildrenandfamilies@swindon.gov.uk
- **More Information:** Visit the [Swindon Safe Guarding Partnership website](#)

Out of hours

The Emergency Duty Service (EDS) provides an emergency contact point for all aspects of social work in Swindon outside normal office hours. This includes cover during the night, weekends and bank holidays.

The EDS is available on 01793 436699

Adult Safeguarding

Any concern about an adult can be reported online following this link:

https://www.swindon.gov.uk/info/20011/adult_social_care_and_support/1120/report_a_safeguarding_concern_about_an_adult_at_risk_of_or_experiencing_harm/2

By phone:

If you have any questions, or would prefer to make an anonymous report, contact 01793 463555. Our office hours are Monday to Friday between 9.00am and 5.00pm excluding public holidays.

If you need to contact us out of office hours, you can call on 01793 436699.

7.5.3 Police

- If any Trustee or member is concerned a child or young person is in immediate danger, call the **Police on 999**

Non emergencies and out of hours) call 101

7.5.4 Charity Commission:

The Chairperson or Vice Chairperson will report serious incidents by completing the online form here:

<https://rsi.charitycommission.gov.uk/web/register/reporting-or-updating-a-serious-incident>

8 Policy Review

- 8.1 The policy will be reviewed on an annual basis as required by the Charity Commission.

9 Resources

- 9.1 Further information about safeguarding can be found at:
<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>
<https://www.gov.uk/government/news/regulatory-alert-to-charities-safeguarding>
<https://www.gov.uk/guidance/charities-how-to-protect-vulnerable-groups-including-children>
<https://www.swindon.gov.uk/info/20043/safeguarding>