Safeguarding for Trustees

Handbook

thirtyone:
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Creating safer places. Together.

Checklist

Work through each section of the checklist below.

Explore and evaluate your organisation's current safeguarding arrangements.

Provide a safe and trusted environment

□ Is your organisation's commitment to safeguarding stated consistently in all your key documents?

□ Do you review, audit and update your information about safeguarding regularly and share it in board meetings?

□ Do you display contact details for social care, the police and emergency services in all settings where your activities take place?

□ Do you have a senior board level lead for safeguarding?

□ Does your board level lead have a person specification and job description?

□ Do you have a designated safeguarding officer in your staff/volunteer team?

□ Does your designated safeguarding officer have a role description, person specification and access to training and appropriate support?

□ Do you know what safeguarding training is offered by your organisation to staff, volunteers and board members?

□ Do your staff members and volunteers receive regular supervision and annual appraisals (for employees, or 'informal feedback chat' for volunteers)?

□ How do you know that your staff and volunteers are competent?

□ Do you have a risk register that is reviewed regularly at board level?

Set an organisational culture that prioritises safeguarding

□ Does everyone in your organisation (staff, volunteers, adults and children) know about their right to be safe?

□ Does everyone in your organization (staff, volunteers, adults and children) know what safeguarding is and why it is important?

□ Does everyone in your organization (staff, volunteers, adults and children) know what to do if they have a concern about a child and/or adult at risk?

□ Do staff and volunteers know who they are accountable to?

□ Is your board able to critically challenge and evaluate the information presented to it by your management/staff team?

□ Does your organization have a survivor-centred approach?

□ Is there a culture in your organisation of listening to adults and children, and taking account of their wishes, both in individual situations and in the development of new services?

□ Do you have evidence that your organisation learns from feedback it receives from service users?

□ Are you an outward-facing organisation?

Have adequate safeguarding policies and procedures in place

□ Is your Safeguarding Policy reviewed annually & agreed at board level?

□ Do you have a clear system for dealing with complaints and is everyone who needs to be, aware of it?

□ Do you have clear arrangements for handling data and also sharing information with other agencies?

□ Does your organisation have in place the policies and procedures that support your beneficiaries and staff and/or volunteers?

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□ Do you have a whistleblowing policy and procedure?

□ Are you satisfied that your recruitment processes are robust and have inbuilt safeguards?

□ Have those on the staff team and trustee board who lead on recruitment undertaken safer recruitment training?

□ Are you aware of the system for obtaining criminal records checks, including the use of the update service?

□ Do your new recruits have a mandatory induction and a probationary working period?

Handle incidents as they arise

□ Would your board know what to do or where to get help if it needed to become involved in issues such as:
- managing allegations against a member of staff or a volunteer;
- recruiting senior staff members;
- disciplinary,
- whistleblowing or complaints matters;
- an audit or inspection;
- or an accident involving a service user?

□ Do you know how to contact your Local Authority safeguarding teams and do you have a relationship with them?

□ Are you clear about your organisation's responsibilities to report allegations made against staff and volunteers to the relevant Social Care team and/or LADO (for England and Wales), and to report serious incidents to other bodies such as the charity regulator?

□ Are you aware of your organisation's duty to refer to the relevant criminal records office (DBS/PVG/Access NI)?

Case Scenario A

A female member of your church disclosed experiencing domestic abuse to your minister who supported her pastorally for a while until she reported the matter to the police. Your minister was approached by the husband (who is also the Men's ministry leader) making counter-allegations about his wife. The wife has now left the church and has written to the Trustees outlining her concerns that the church had failed to support her appropriately. You are a member of the Board/eldership team and the couple have attended your church for a long time.

•**What actions should now be taken and who can and should be notified?**

•**What would a satisfactory outcome look like?**

Case Scenario B

Your Safeguarding officer has been contacted by the police following a report made to them by the parents of a young person (aged 15) who occasionally attends the youth group in your organisation. The parents allege that one of your youth workers has been contacting their child privately and sending them inappropriate messages via Instagram. The worker in question is an intern on your trainee leadership programme who disclosed recently to their line manager that they have a pornography addiction. As such, there are accountability arrangements in place to support them.

What actions should now be taken and who can and should be notified?

What would a satisfactory outcome look like?

Case Scenario C

Your Chair of Trustees, Trustee for Safeguarding and Safeguarding Coordinator have been responding to a case that has recently hit the media. It relates to a series of allegations made against a current trustee, who in the past was a church minister. Your local press has approached you saying that the individual has had a record of historic concerns and want you to comment. The Board are keen to demonstrate that your organisation has robust policies in place and that you take safeguarding seriously.

•**How should you respond to the press and who should be notified?**

•**Any other action?**

Additional resources:

Charity Commission for England and Wales:

https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

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

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740348/revised_safeguarding.pdf

https://assets.publishing.service.gov.uk/government/uupload/system/uploads/attachment_data/file/406885/Safeguarding_strategy.pdf

Working internationally:

https://www.gov.uk/guidance/charities-how-to-manage-risks-when-working-internationally

https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#working-overseas

Risk management (& risk register template):

Charities and risk management (CC26) (publishing.service.gov.uk)

Wales Safeguarding app:

https://www.safeguarding.wales/

Reporting Serious safeguarding incidents:

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

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752170/RSI_guidance_what_to_do_if_something_goes_wrong_Examples_table_deciding_what_to_report.pdf

Charity Commission Faith Outreach Team: faithoutreach@charitycommission.gov.uk

Scottish Charity Regulator (OSCR):

https://www.oscr.org.uk/guidance-and-forms/safeguarding-guidance-keeping-vulnerable-beneficiaries-safe/charity-trustees-duties/

Cross border guidance from OSCR:

https://www.oscr.org.uk/guidance-and-forms/cross-border-charity-regulation-in-scotland/

Reporting notifiable events:

https://www.oscr.org.uk/news/oscr-encourages-more-charities-to-come-forward-with-notifiable-events/

https://www.oscr.org.uk/media/2155/2016-03-15_guidance-for-notifiable-events_web-version.pdf

Trauma-informed support for adult survivors of child abuse:
https://www.gov.scot/policies/child-protection/supporting-child-abuse-survivors/

Charity Commission Northern Ireland:

https://www.charitycommissionni.org.uk/charity-essentials/safeguarding-resources/

Reporting serious safeguarding incidents:
https://www.charitycommissionni.org.uk/media/1514/20190710-serious-incident-reporting-guidance-v30.pdf

Thirtyone:eight resources:

Spiritual abuse:

Training: https://thirtyoneeight.org/training/webinars/spiritual-abuse-webinar/?subject=understanding+spiritual+abuse&eventtype=webinar&page=1

Escaping the Maze of Spiritual Abuse book: https://thirtyoneeight.org/escaping-the-maze

Safeguarding in an international context:

Training: https://thirtyoneeight.org/training/webinars/safeguarding-in-an-international-context/?subject=international+context&eventtype=webinar&page=1

International audit tool: https://thirtyoneeight.org/our-services/international-child-protection/

International research report: https://thirtyoneeight.org/news-and-events/publications/icw-research-report/

Safer recruitment:

safer recruitment training: https://thirtyoneeight.org/training/advanced-level/safer-recruitment/

Reviews:

Emmanuel Church Wimbledon review: https://thirtyoneeight.org/get-help/independent-reviews/jonathan-fletcher-review/

The Crowded House review: https://thirtyoneeight.org/get-help/independent-reviews/crowded-house-review/

Whistleblowing:

Protect: https://protect-advice.org.uk/

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NSPCC whistleblowers helpline: https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/

Managing allegations:

Office for Civil Society – guidance on handling safeguarding allegations in a charity: https://safeguarding.culture.gov.uk/

Children England:

Everyone's Business Safeguarding for Trustees: https://www.childrenengland.org.uk/everyones-business-safeguarding-for-trustees

Bond:

Developing and Modelling a Healthy Safeguarding Culture Toolkit: https://safeguarding-tool.bond.org.uk/

NCVO:

Lead trustee for safeguarding: https://knowhow.ncvo.org.uk/safeguarding/checklists-training-and-other-support/specialist-guides/safeguarding-for-trustees/lead-trustee-for-safeguarding

NSPCC:

Safeguarding lead role description template: https://learning.nspcc.org.uk/research-resources/templates/nominated-child-protection-lead-role

Links commonly used throughout the webinar

Please note: As above, these links are accurate at the time of course preparation. Thirtyone:eight don't recommend organisations, but you may find these links useful when looking for support and guidance.

These are shared in the order they're likely to be mentioned during our webinar. Some of these are also included in our signposting section.

Charity Regulator Guidance for Trustees:

Charity Commission for England and Wales -
The essential trustee: what you need to know, what you need to do (CC3) - GOV.UK (www.gov.uk)
Safeguarding and protecting people for charities and trustees - GOV.UK (www.gov.uk)

Scottish Charity Regulator (OSCR) -
OSCR | Charity Trustees' duties
OSCR | Trustee Duties

Charity Commission Northern Ireland -
Safeguarding resources | The Charity Commission for Northern Ireland (charitycommissionni.org.uk)
Annual reporting | The Charity Commission for Northern Ireland (charitycommissionni.org.uk)

NCVO (National Council for Voluntary Organisations):
NCVO | NCVO

Independent Inquiry into Child Sexual Abuse:
www.iicsa.org.uk

Scottish Child Abuse Inquiry:
https://www.childabuseinquiry.scot/

Truth Project:
Truth Project | IICSA Independent Inquiry into Child Sexual Abuse

Joint regulators guidance about reporting:
https://www.gov.uk/government/publications/reporting-relevant-matters-of-interest-to-uk-charity-regulators

OSCR Cross-border guidance:
OSCR | Cross-border charity regulation in Scotland

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Gov.UK How to manage risk when working internationally:
[Charities: how to manage risks when working internationally - GOV.UK (www.gov.uk)](#)
[Safeguarding and protecting people for charities and trustees - GOV.UK (www.gov.uk)](#) (link goes directly to overseas guidance in this document)

Thirtyone:Eight International Self-Audit Tool:
[Self-audit Tool | Thirtyone:eight (thirtyoneeight.org)](#)

Thirtyone:Eight International Child Protection:
[International Child Protection | Thirtyone:eight (thirtyoneeight.org)](#)

Charity Inquiry – Rigpa Fellowship:
[[Withdrawn] Charity Inquiry: Rigpa Fellowship - GOV.UK (www.gov.uk)](#)
NB: This link says 'Decision withdrawn' – this doesn't mean any decision was changed or overturned, it refers to the report being archived as it is over 2 years old.

NCVO – lead trustee for safeguarding:
[Responsibilities of a lead trustee for safeguarding | NCVO](#)

NSPCC safeguarding lead role description template:
[Named child protection or safeguarding lead | NSPCC Learning](#)

Charity Risk Management Guidance:
[Charities and risk management (CC26) (publishing.service.gov.uk)](#)

Advice for vetting and checks for potential trustees:
[Finding new trustees: what charities need to know (CC30) (publishing.service.gov.uk)](#)
(England and Wales)
[Disclosure Scotland - mygov.scot](#) (Scotland)
[Recruiting new charity trustees | The Charity Commission for Northern Ireland (charitycommissionni.org.uk)](#) (NI)

Harm test flow referring to DBS (England):
[CCS0119367774-001_Barring_Referrals_Document__Flowchart_A5_Booklet_V3_DG-2.pdf (publishing.service.gov.uk)](#)

Safeguarding Wales:
[Safeguarding Wales](#)

Children England Everyone's Business – Safeguarding for Trustees:
[Everyone's Business: Safeguarding for Trustees | Children England](#)

Charity regulators guidance on reporting safeguarding incidents:
Scotland:
[https://www.oscr.org.uk/news/oscr-encourages-more-charities-to-come-forward-with-notifiable-events/](#)

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https://www.oscr.org.uk/media/2155/2016-03-15_guidance-for-notifiable-events_web-version.pdf

England and Wales:
https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity   and
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752170/RSI_guidance_what_to_do_if_something_goes_wrong_Examples_table_deciding_what_to_report.pdf

Northern Ireland:
https://www.health-ni.gov.uk/publications/co-operating-safeguard-children-and-young-people-northern-ireland

ACAS (Advisory, Conciliatory and Arbitration Service):
Acas | Making working life better for everyone in Britain

Bond Leaders Tool – Healthy Culture
Bond Safeguarding - Bond Safeguarding tool

Thirtyone:Eight Review Reports:
Publications | Thirtyone:eight (thirtyoneeight.org)
Crowded House: the-crowded-house-learning-review-full-report.pdf (thirtyoneeight.org)
Emmanuel Church Wimbledon: independent-lessons-learned-review-report_march-2021.pdf (thirtyoneeight.org)

Charity Commission Guidance for Criminal Reporting of Safeguarding Offences:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/780846/Criminal_reporting_of_safeguarding_offences_including_overseas_v3.pdf

Appendix:

Case scenario A – Key considerations and actions

- Are children involved? How does this change things?
- Welfare and wellbeing of all affected is paramount.
- Respond to letter outlining proposed response and time scale.
- Work in conjunction with police / other external agencies.
- Review the actions and support offered:
    - Any records?
    - Was expert Domestic Abuse advice sought?
    - Was policy followed? If not, why not? Does policy need to change or does practice need to change?
- Is there merit to the complaint I.e. a failure on the part of the church? Or is there confidence that everything possible was done in line with policy? Either way, need to reflect and learn from the conclusions.

Case scenario B – key considerations and actions

- Safety and wellbeing of the young person is paramount.
- Are any other young people at risk? Minimise this risk.
- Work in conjunction with police / other agencies.
- Ascertain what actions were taken around the assessment and management of risk (review internal procedures):
    - Was there monitoring / review in place?
    - Are there written records?
    - What was the safeguarding coordinators involvement?
    - Identify why existing processes did not work
- Appropriate pastoral support for the young person, the trainee youth minister & other young people.
- Report to charity regulator and criminal records office.
- Follow through employment related actions.
- Reflect and embed learning into policy and practice.

Case scenario C – key considerations and actions

- Media response:
  - Single point of contact
  - Limited, generic statement
- Internal statement to congregation/organisation:
  - Limited, generic statement advising who to direct press enquiries to the right person and share any concerns with safeguarding coordinator
- Stand the trustee down pending outcome of investigation
- If allegations are criminal, liaise with police
- Review recruitment processes
- Have there been any other concerns recorded about this individual?
  - If so, how were these handled?
- Did the alleged abuse occur in your organisation?
- Report to charity regulator and criminal records office.
- Reflect and embed any learning in policy and practice.
- Share information as appropriate.

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