

The Charles and Elsie Sykes Trust

Safeguarding Policy

1. Introduction

The Charles and Elsie Sykes Trust (Sykes Trust) always aims to act with care and diligence and takes safeguarding and protecting people seriously. This policy follows guidance from the Charity Commission for England & Wales and the Association of Charitable Foundations. This policy has been formulated so that the Trustees can ensure they have appropriate systems and procedures in place should an incident occur, and to ensure they, and the registered charities they fund, are safe. Our core belief is that everyone, without exception and regardless of any personal circumstances or characteristics, has the right to be protected from all forms of harm, abuse, neglect, exploitation, and harassment.

Most of the grants that the Trust makes are up to £10,000, so most of this Policy reflects what the Trustees feel is appropriate and proportionate to the size of the Trust and the level of grants it gives out. The Sykes Trust only makes grants to registered charities [and we check that they have a safeguarding policy before any grant is awarded](#). Taking a risk-based approach, our primary safeguarding focus is on those charities we give grants to that support children or vulnerable adults.

2. Relevant Dates

Policy Adopted: March 2024

Date of next Review: March 2025

3. Objectives

The objectives of this policy are to:

- Protect people from any harm that may be caused to them because of engaging with the Sykes Trust.
- Make sure that our beneficiaries have policies and procedures to safeguard everyone.
- Describe how we recognise, respond to and report safeguarding concerns.
- Operate as a group of Trustees in a manner that is safe.

4. Key Principles

- We will operate in ways that as far as possible ensure everyone is protected from harm that may arise from the way we work.

- We will ensure that our workplace is free from discrimination, bullying and harassment, and those with whom we deal are treated with fairness, dignity and respect.
- We will take reasonable, proportionate steps to check that our beneficiaries have adequate safeguarding policies and procedures in place, and that they engage with clients safely.
- We will recognise, respond to, and report any safeguarding concerns raised with us promptly and confidentially.

5. What is Safeguarding?

Safeguarding means protecting the health, wellbeing and human rights of children and adults and enabling them to live free from exploitation, harm, abuse, and neglect.

The Charity Commission defines safeguarding as the range of measures to protect people in a charity, or who come into contact with it, from abuse and maltreatment of any kind. This includes the people a charity benefits, staff and volunteers.

Safeguarding includes having safe, healthy, inclusive workplaces where people are treated fairly and with respect, and where people can work without coercion and free from bullying and harassment.

6. Responsibilities and Obligations

The Sykes Trust will:

- Keep this policy under review and up to date (reviewed at least annually).
- Ensure that our trustees and associated personnel are aware of and understand this policy.
- Ensure that trustees receive safeguarding training appropriate to their role, but not limited to, people who:
 - Have contact on a regular basis with children or adults at risk of harm in the course of their work.
 - Assess and monitor grants.
- Take any reports of safeguarding concerns seriously, respond to them promptly, investigate them appropriately, and deal with them effectively.
- Keep confidential, detailed and accurate records of all safeguarding concerns, and store these securely.
- Appoint a trustee as a Lead Trustee for Safeguarding.

Our Trustees and associated personnel must:

- Familiarise themselves and comply with this policy and any guidelines provided.
- Not engage in any of the prohibited behaviours described in this policy. Any trustee found to have engaged in any of those behaviours will be removed from the Board of Trustees. Any associated personnel found to have engaged in any of those behaviours will be barred from working for the trust.
- Report all safeguarding concerns promptly, whether these relate to our trustees, our associated personnel or a beneficiary.

7. Grant Making

Our primary safeguarding focus is to assess the safeguarding arrangements of current and prospective beneficiaries.

Given the number and diversity of the charities to whom we award grants, there is considerable variation in the safeguarding risk profile of each of them. Some of the beneficiaries may never come into contact or deal with children or deal with adults at risk of harm. Others may have significant involvement.

For all beneficiaries we aim to conduct a reasonable and proportionate assessment of their approach to safeguarding. We will take several factors into account, including:

- Scope and scale of the funding.
- Nature of the beneficiaries' activities.
- The risks of abuse, neglect, or exploitation of people that the grantee may encounter in its work.

The trustees will ensure that clear guidelines are in place in respect of:

- Assessing applications
- Recommending prospective grantees
- Monitoring grants
- Acknowledging, responding to, and reporting safeguarding concerns.

These guidelines will ensure that reasonable and proportionate assessments and monitoring are conducted, both at the application stage and over the life of any funding. The guidelines will be regularly reviewed and updated as necessary to ensure they remain fit for purpose. Our guidelines follow a reflect – review - recognise – respond - report framework:

- **Reflect:** set out the trust's safeguarding requirements clearly; require all beneficiaries to confirm they have a safeguarding policy and that it has been reviewed in the last 2 years.
- **Review:** consider the safeguarding risks and obligations of the beneficiary and decide if sight of their safeguarding policy is required considering the risk profile or the scale and scope of the grant being considered.
- **Recognise:** be alert to safeguarding concerns on visits to beneficiaries, in grant reports, and in the press and on the Charity Commission website.
- **Respond:** report safeguarding concerns promptly to the Trustee Board and decide whether further action is necessary.

8. Code of Good Practice

This code has been developed to provide the trustees and associated personnel with advice that not only will help to protect children and vulnerable adults but will also help them identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse. If in doubt, consider how an action or activity may be perceived as opposed to how it is intended.

Wherever possible, the trustees and associated personnel should be guided by the following advice:

- Visits to charities should be to an office or venue which is a public meeting place, rather than to a private home.
- Avoid unobserved situations of one-to-one contact with a child or vulnerable adult.
- Never invite a child or vulnerable adult to your home or into your vehicle.
- Develop a culture within the Trust where the trustees and associated personnel feel comfortable enough to point out inappropriate attitudes and behaviours to each other.
- Never make suggestive remarks or discriminatory comments.
- Don't engage in or tolerate any bullying.
- Don't engage in or tolerate inappropriate physical activity involving children or vulnerable adults.
- Never enter a room where a child or vulnerable adult may be changing their clothes or not be fully dressed.
- Respect all children and vulnerable adults, regardless of their age, gender, ethnicity, disability, or sexual identity.
- Never trivialize child abuse or abuse of vulnerable adults.
- Never let allegations by a child or vulnerable adult go unreported, including any made against you.

9. Procedure for reporting safeguarding concerns

- If any of the trustees or associated personnel for any reason become concerned that a child or vulnerable adult may be at risk of abuse, is being, or has been abused, they must immediately report this to the Trust Chair and Lead Trustee for safeguarding. This can be done by telephone, in person, or by email.
- If any of the trustees or associated personnel feel that they have experienced or witnessed inappropriate behaviour (eg bullying, harassment or discriminatory comments) by another trustee or associated personnel, they must immediately report this to the Trust Chair and Lead Trustee for safeguarding. In the event the behaviour concerned is by the Chair or Lead Trustee for safeguarding then they should report the matter to the Legal Secretary for the Trust.
- The Trust Chair and Lead Trustee for safeguarding will discuss the concerns with the individual reporting the concern to clarify their cause for concern and obtain all the known relevant information. This discussion will take place within 5 working days of being reported. Advice will be sought from the Legal Secretary to the Trust.
- Where appropriate the Chair or Legal Secretary will then contact the relevant Local Authority Designated Officer (LADO) OR Safeguarding Board contact, stating that it concerns child or vulnerable adult protection. Contact with the relevant authorities will take place within 3 working days where contact is deemed appropriate.