

Howden Group Foundation Safeguarding policy

The Howden Foundation (the Foundation) is a registered charity in England and Wales (No. 1156286) set up by Howden Group Holdings (the Group).

The Charity fulfils its charitable purposes, primarily by making grants to other charities. Whilst unlikely, it is possible that some of the Charity's trustees, staff, contractors ("Staff") and employees of the Group ("Volunteers") may come into contact with people who are at potential risk of harm, including children and adults whom the law defines as vulnerable

The Foundation believes that all people have the right to protection from all types of abuse and neglect without discrimination on the basis of gender, ethnicity, disability, sexuality or belief. Abuse can include physical abuse, emotional abuse, sexual abuse and neglect.

About this policy

This policy applies to all Staff and Volunteers who take part in charitable events, coordinated by the Foundation, involving children or vulnerable adults. This policy applies in addition to the relevant partner charity's policies, procedures and guidelines as well as the following Group policies;

- Volunteering policy
- Whistleblowing policy

Charitable partners

The Foundation requires every charity that applies for funding to provide a copy of its safeguarding measures as part of the application and ongoing monitoring procedures. If there is reason to believe that adequate safeguarding is not being upheld, the Foundation may cease grant funding to that charity.

Where Staff and Volunteers take part in an event or a programme, coordinated by the Foundation, a Risk Assessment will be conducted by the Group to identify specific risks. If required, and identified through the Risk Assessment, training and/or DBS checks will be carried out before the event or programme takes place. All Staff and Volunteers are given DBS checks before commencing employment with the Group or Foundation.

Volunteers visiting charitable partners will be provided with Group volunteering guidelines that they must adhere to in addition to this Safeguarding policy.

Code of Conduct

Staff and Volunteers shall comply with the following code of behaviour when interacting with children or vulnerable adults as part of a Foundation organised initiative:

- I acknowledge that the safety of participants shall be the prime consideration at all times.
- I understand all health and safety rules associated with the events and activities I am involved in.
- I shall promote the values of fair play, trust and respect in all activities.
- I shall not physically punish or humiliate any child or vulnerable adult.
- I shall comply with the relevant partner charity's safeguarding policy and procedures.

If any individual breaches this code of conduct or policy, he or she will be required to discuss the matter with the Foundation Manager, who will be entitled to take or recommend disciplinary action if they consider it necessary.

Safeguarding Lead

The Foundation Manager has primary responsibility for safeguarding within the Foundation. Ultimate responsibility remains with the Charity's trustees.

All Volunteers will be made aware of the Foundation's Staff Safeguarding Lead and their contact details.

Reporting Procedures

All Staff and Volunteers are asked to raise any concerns regarding safeguarding by contacting the Safeguarding Lead at info@howdengroupfoundation.com or the Chair of the Foundation, Luis Munoz-Rojas.

If the situation is urgent or immediately dangerous, contact the local police.

Records

The Foundation will record any incident, disclosure or observation relevant to the abuse or potential abuse of a child or vulnerable adult, including the date and time of any incident, the time of any disclosure by a child or vulnerable adult and if a referral is made to an outside agency.

Review

This policy is reviewed by the Foundation trustees on an annual basis to ensure compliance with legislation and best practice for the Foundation.

Q&A

What is safeguarding

Safeguarding means protecting health, well-being and rights so that people, especially children and vulnerable adults, can live free from abuse, harm and neglect. A child is anyone under the age of 18. A vulnerable adult is anyone over 18 who has a need for care and support (for example because of illness, disability, drug and alcohol problems, asylum seeker or refugee status or frailty) regardless of whether these needs are being met by a local authority. Safeguarding risks include sexual harassment, abuse and exploitation; negligent treatment; physical or emotional abuse; bullying or harassment; commercial exploitation; extremism and radicalisation; forced marriage; child trafficking; female genital mutilation and discrimination on any of the grounds in the Equality Act 2010.

Why safeguarding is important

The Charity Commission regulates charities including the Howden Group Foundation. It has detailed guidance on safeguarding that we must follow.

Some of the organisations we fund help people who have lived experience of disadvantage or discrimination, or who are vulnerable. These people are at higher risk of neglect, abuse and exploitation. So, dealing with safeguarding concerns is common for organisations we fund. When looking at safeguarding, we want applicants and grantees to be open about issues and to learn from them. So, we think that appropriate handling and reporting of concerns is evidence of good practice.

How does the Foundation assess safeguarding?

As part of our application process, we ask you to send us your organisation's safeguarding policies and procedures. We will also check our own records and any publicly available information on your organisation. We may contact you if we have questions about them.

Which grants does safeguarding affect?

The Charity Commission says that as a charity, we must only fund organisations that have adequate safeguarding arrangements in place. So, safeguarding applies to every organisation we fund, not just registered charities and not only those working with children or vulnerable adults.

What does having adequate safeguarding arrangements mean?

To be considered for a grant, all organisations must have policies and procedures that demonstrate their commitment to protecting people from harm;

For organisations working directly with children or vulnerable adults, there also needs to be a safeguarding lead, evidence of regular safeguarding training and appropriate checks on trustees, staff and volunteers in eligible roles.