

# Safeguarding policy

# Introduction

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

This document outlines the safeguarding policy for the Foundation to ensure that people, particularly children and vulnerable adults, are protected from any harm that may be caused in the course of the Foundation's work.

The policy has been written with due regard for [Charity Commission guidance](#) on safeguarding.

## Statement of Policy

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.

This policy states our expectations on how we as a Foundation will prevent and respond to safeguarding concerns and applies to everyone working for us or on our behalf in any capacity, including staff, trustees, seconded workers, volunteers, interns, contractors and external consultants (referred to in this policy as Foundation representatives) as well as our grantees.

### Definitions

**Child:** an individual under the age of 18.

**Vulnerable Adult:** a vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

**Safeguarding:** describes the steps taken to protect people from harm, including beneficiaries, staff and volunteers, and other people who come into contact with the Foundation and/or their grantees. While safeguarding principally refers to the prevention of harm, it also encompasses practices to handle incidents and/or complaints.

**Abuse:** any action that causes harm to another person including physical abuse, emotional abuse, sexual abuse and neglect.

**Grantee:** any organisation that receives funding from the Foundation.

**Beneficiary:** a person or organisation that is designated to receive the benefits of funding from the Foundation.

**Funding Agreement:** a legal agreement between the Foundation and the Grantee.

**Strategic Grantee:** an organisation that has been awarded a larger, multiyear grant from the Foundation in line with its strategic focus.

## Safeguarding in the Foundation

The Foundation fulfils its charitable purposes by making grants to other organisations. It is possible that Foundation representatives may come into contact with people who are at potential risk of harm, including children and vulnerable adults.

It is a requirement that all Foundation representatives adhere to our Safeguarding Code of Conduct and report any concerns that indicate actual or potential abuse or issues regarding the safety or welfare of a child or vulnerable adult in line with our reporting procedures. Failure to do so may result in disciplinary procedures.

Where Foundation representatives take part in an event, programme or site visit, coordinated by the Foundation, appropriate checks should be made by the Foundation, or delegated to the Group, to identify specific risks. If required, training and/or DBS checks will be carried out before the event, programme or site visit takes place.

# Safeguarding in our Grantmaking

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.

The Foundation seeks to ensure that every organisation that applies for funding takes its responsibility to safeguarding seriously and, for strategic grantees, safeguarding measures will be monitored throughout the duration of the grant. To be considered for a strategic grant, all organisations should have an appropriate written safeguarding policy and set of procedures in place or be in the process of developing them by the time a grant decision is made. The safeguarding policy and procedures should;

- Commit to protecting all people from harm including the employment of safe recruitment practices
- Explain how safeguarding concerns are raised and escalated
- Include the details for a designated safeguarding lead responsible for managing safeguarding within the organisation
- Ensure that anyone working on behalf of the organisation understands their roles and responsibilities in relation to safeguarding
- Explain what happens if someone does not uphold the policy and procedures

It is a requirement that all strategic grantees adhere to their own safeguarding policy and procedures and report safeguarding issues in accordance with national laws. Where an incident is linked to the Foundation's funding or where it would likely be regarded as a serious incident by the Charity Commission for England and Wales, strategic grantees should also report this to the Safeguarding Lead at the Foundation. Failure to do so may result in the Foundation withholding, suspending, and/or requiring repayment of the funding under the Funding Agreement.

Grantees are also responsible for any third parties contracted to carry out its work including partners, consultants and volunteers who perform any part of the activities funded by the Foundation.

Organisations that receive funding from the Foundation through employee nominated causes such as matched funding or smaller charity awards will be subject to proportionate safeguarding checks and requirements depending on grant size and area of operation.

## Safeguarding Lead

The Foundation Manager has primary responsibility for safeguarding within the Foundation and is supported in this role by a Lead Safeguarding trustee. Ultimate responsibility remains with the Foundation's board of trustees.

All Foundation representatives and grantees will be made aware of the Safeguarding Lead and their contact details.

## Reporting Procedures

Any concerns regarding safeguarding should be made to the Safeguarding Lead within three (3) working days. If the Safeguarding Lead is implicated, concerns should be sent to the Lead Safeguarding trustee. If the situation is urgent or immediately dangerous, please contact the appropriate local authorities.

Concerns will be treated in a confidential and time sensitive manner. The Safeguarding Lead will write up a confidential incident report within three (3) working days of receiving the concern, and in conjunction with the Lead Safeguarding trustee, consideration will then be given as to what further action is necessary within five (5) working days of the incident report being produced.

Information will be only shared with the police and/or other authorities if required by law or otherwise appropriate.

Any safeguarding incident report will be shared with the board of trustees at the subsequent trustee meeting to ensure lessons are learned and practice is improved. Where appropriate, a Serious Incident Report will be filed with the Charity Commission for England and Wales.

## Related Policies

Group Volunteering policy  
Whistleblowing policy

## Review

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

## Contact Details

Safeguarding Lead: [Clare.Ballantine@howdengrp.com](mailto:Clare.Ballantine@howdengrp.com)  
Lead Safeguarding trustee: [Heather.Goodhew@dualgroup.com](mailto:Heather.Goodhew@dualgroup.com)

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