



RUNNING AN EFFECTIVE BOARD SAFEGUARDING - NEW GUIDANCE OCT 2018

Do your trustees understand the safeguarding duties you have towards the board, clients, volunteers and staff?

As a board, you must show that you have put the correct policies and procedures in place to safeguard all those who come into contact with your organisation.

These includes, but are not limited to: staff, volunteers, client or users and those who benefit from your charity.

Depending on the nature of the work your organisation does, this will influence the level of safeguarding procedures that need to be implemented. However, as a minimum, the Charity Commission expects all trustees as part of their duty to:

- Ensure all those involved in the organisation are aware of safeguarding, its importance and how it works. This includes staff, trustees, volunteers and beneficiaries
- Ensure the right and appropriate procedures are in place
- Ensure all staff or volunteers are acting appropriately in their role
- Spot and refer or report any concerns
- Have a clear process or system which includes referring or reporting to the relevant organisations as soon as the concerns are identified .
- Ensure there is a risk register which both identifies the risks and solutions on how these will be managed.
- Ensure the board are quick to respond to concerns and carry out appropriate investigations
- Ensure the board work collectively and that no one trustee dominates the work

More information can be found one the [Charity Commission guidance website](#) on Safeguarding and protecting people for charities and trustees

Does your trustee board know the risks relevant to your organisation?

There are many types of risk that your board may need procedures in place to mitigate. These can include:

- Sexual harassment, abuse and exploitation
- Negligent treatment
- Physical or emotional abuse
- Bullying or harassment
- Health and safety
- Commercial exploitation
- Extremism and radicalisation
- Forced marriage
- Child trafficking
- Female genital mutilation
- Discrimination on any of the grounds listed in the Equality Act 2010
- People targeting your charity
- A charity's culture allowing poor behaviour (people abusing a position of trust they hold within a charity)

The charity must have the following, which all trustees, staff and beneficiaries are aware of and must follow:

- Safeguarding policy
- Code of Conduct
- Health and Safety policy
- Suitable procedures around checks — DBS, References, Confirmations of working status and health checks (if needed).
- Bullying and harassment policy
- Whistleblowing policy