

Norfolk Community Foundation is dedicated to being a responsible funder, which includes ensuring the groups it supports have appropriate Safeguarding policies and procedures in place. The aim of a Safeguarding policy is to ensure an organisation understands its duty to protect everyone with whom it comes into contact, operates in a safe environment, and is able to act upon any concerns spotted or raised. It should be noted that **Safeguarding is everyone's responsibility within an organisation.**

The following information is what NCF expects organisations to include in their Safeguarding policies:

Section	What we want to see	Why it's important
Policy statement	A short paragraph outlining the organisation's commitment to ensuring the safety of its service users, staff, volunteers, and anyone else with whom it comes into contact. This should include the scope for the policy, i.e. vulnerable adults or children, and what defines this group.	This is the introduction to the policy and sets out the intentions and priorities of the organisation.
Definitions	We expect groups to demonstrate their understanding of different forms of abuse.	This will help staff/volunteers/trustees to identify abuse if it occurs, including spotting more subtle signs.
Recruitment and selection	An overview of staff and volunteer recruitment and selection processes. This may include the need for references, or DBS checks where appropriate.	To confirm the organisation have the appropriate procedures in place to ensure staff and volunteers are suitable to work with children and young people and vulnerable adults.
Training and induction	Who in the organisation receives training in Safeguarding and how frequently. This may include staff, volunteers and trustees.	To ensure that staff and volunteers have the up-to-date knowledge and understanding that is needed to recognise and appropriately report any Safeguarding issues that could arise.
How to raise a concern	This section should detail the ways in which Safeguarding concerns can come to the attention of the organisation, and how these concerns are dealt with.	This demonstrates the organisation is prepared for handling a Safeguarding concern efficiently and safely.
Contact details	Someone from the organisation's committee should be named as the Designated Safeguarding Lead, and their contact details should be available. Other useful contact details should be included, for example for local authorities, the police, and the local Safeguarding board.	It is important to have someone to oversee Safeguarding within an organisation so there is a clear point of contact for all Safeguarding related matters. Having their details in the policy means people know how to get in touch if they need to raise a concern. A deputy Safeguarding lead is also a good idea.
Review date	Date the policy was adopted by the organisation and date for the next review of the policy.	Safeguarding requirements can change regularly, so it is important that groups review their policies regularly to stay up-to-date with best practices.
Access details	Details of how the policy can be accessed by all people who come into contact with the organisation. This may be that it's available online, or in the clubhouse, or that a copy is shared with all new members, for example.	It's important that the policy is publicly available so individuals are able to recognise abuse if they witness or experience something unsettling and are aware of how to report it.

There are some alternative scenarios where we might require something different. Please see the below table:





Scenario	What we want to see	Why it's important
Work with other organisations	<p>If you are an organisation such as a village hall that lets your premises to other user groups, your policy should make clear that hirers are responsible for ensuring that appropriate safeguarding arrangements are in place.</p> <p>Similarly, if you are engaging external organisations to deliver services for you (for example running a youth group), the policy should make clear that the group delivering the work should have appropriate safeguarding arrangements in place.</p> <p>In both cases your own policy should make clear how you check that groups comply with this requirement.</p>	<p>In these sort of situations there needs to be clarity on who has responsibility for safeguarding.</p> <p>These arrangements may also form part of your Terms & Conditions of Hire.</p>
Local groups that are part of a national body	<p>For small groups who use a national policy, for example that of a Sport National Governing Body, we would expect you to provide a supplementary document containing the following details:</p> <ul style="list-style-type: none"> • A short statement to say how and when the group has adopted the national policy locally. • The name and contact details of your local Designated Safeguarding Lead. • A brief overview of what would happen if an issue was raised. • A sentence to say where members can access the Safeguarding details. • The date the local policy was agreed, and a date for when it will next be reviewed. 	<p>It is not enough to just have a national policy. We also need to see that the local group has considered how it will respond in the event of a safeguarding concern being raised, including who locally will be responsible for making contact with the national safeguarding lead.</p>

NCF supports organisations of various sizes, and always aims to be proportionate in its expectations. If you are in doubt about whether you meet our Safeguarding requirements, please contact the Programmes team.

Please note: NCF are experienced in reviewing Safeguarding policies for grant making purposes, however, are not experts in creating tailored Safeguarding policies. The following organisations can support with Safeguarding queries:

- Action with Communities in Rural England - 01285 653477
- Active Norfolk - info@activenorfolk.org
- Community Action Norfolk - 01362 698216
- Diocese of Norwich - 01603 882345
- Norfolk Safeguarding Adults Board - nsabchair@norfolk.gov.uk
- Norfolk Safeguarding Children Partnership - 01603 223409

Find out more or get in touch

-  www.norfolkfoundation.com
-  01603 623958
-  grants@norfolkfoundation.com
-  First Floor, Carmelite House, 2 St James Court, Norwich, NR3 1SL



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