

Charity of Thomas Dawson
Safeguarding Policy
(adaptation of an existing policy)

1. Introduction.

The Charity of Thomas Dawson (CoTD) Board has carefully considered whether a formal Safeguarding Policy is required due to the particular circumstances of the CoTD. Those circumstances are that: Trustees do not deal directly with children or vulnerable adults; there is only one employed member of staff; and the CoTD (currently and for the foreseeable future) has no volunteers. CoTD recognises that safeguarding is everyone's responsibility. The Board also recognises the importance of including a carefully considered Safeguarding Policy that is proportionate to the present circumstances and needs of the CoTD. It therefore adopts the Charity Commission's broader definition of safeguarding as meaning protecting people who come into contact with the Charity from abuse or mistreatment of any kind ([https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees.](https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees))

2. Background.

The CoTD Board has already approved a number of good governance policies which complement safeguarding and provide a firm foundation for a Safeguarding Policy: a Code of Conduct; a risk register; an outline policy which acknowledges the steps that would need to be taken were volunteers to be enlisted; clear terms of reference for the Board and its subcommittees; a scheme of trustee responsibilities; a remuneration policy; a record keeping process; a process which ensures proper checks on data access and application of GDPR provisions; and the requirement that beneficiary organisations who distribute grants to children and vulnerable adults do themselves have a Safeguarding Policy

3. Scope.

It is clear to Trustees that the policies above do not cover all circumstances in which safeguarding issues might arise e.g. harassment, abuse and exploitation could still happen. Hence the need for a mechanism which can respond if any of them were to occur, especially as a core CoTD value is that any interactions with others by CoTD employees or Trustees should at all times be conducted with honesty, integrity and courtesy. The Trustees therefore commit to observe these three standards in all our interactions, including any 1:1 interactions and other meetings between the General Manager (GM), Trustees, PCC and PCs contacts, Advisers and others with whom the CoTD has been working.

In addition:

- The GM or Trustees may from time to time have contact with others – including those enquiring about grants, tenants or prospective tenants. This contact will generally be by email, letter, telephone, or video conference – but may include meetings or visits in person.
 - Individuals who wish to enquire or make a grant application for themselves will be asked to write, email or phone [and not to visit] the GM. He will send them the necessary details. Completed application forms are returned to the GM by post, email or by hand (through letterbox, or passed across at the doorstep). The application is passed to the Education Committee for a formal decision, after any additional information has been sought and obtained. In the usual course of business, there should therefore be no need for the GM to meet in person.
 - Where the GM or Trustees do need to meet with tenants, prospective tenants or grant applicants/enquirers, this will wherever possible be undertaken in a public place. If for any reason this is not possible, we will ask that the Tenant or grant applicant ensures they have a person of their choice with them during the meeting. In addition, we will always stipulate that if the tenant/prospective tenant or grant applicant/enquirer is 18 or younger, they must be accompanied by their parent, guardian or other adult with professional locus (e.g. teacher or social worker), even when meeting in public.
 - The CoTD always checks that organisations to whom grants have been given for onward distribution have their own approved safeguarding policies.
 - Finally, safeguarding in relation to the GM takes place through regular meetings he has with the Chair, and his attendance at the Board, where all of his contributions are valued and where he is welcome at any time to raise any issues of concern. Were the GM to wish to speak to another person about safeguarding issues he is encouraged to do so through the Vice-chair
4. Handling, Responding and Reporting any Safeguarding issues or concerns which may arise.
- The Charity's first point of contact for safeguarding lead will be the GM (GM). The Chair or Vice Chair are alternative contacts (and they are contacts for GM himself to report his concerns). Unless the area of concern should be reported directly to the LADO or the police.
 - In event of issue reported – the GM reports and/or seeks advice from the Chair of Charity and through the Chair. The Chair is also Rector of St Clement's, so the GM can draw advice as needed/appropriate from St Clement's PCC P.S.O. and the Diocesan Safeguarding Adviser.

- The GM will report any safeguarding issue confidentially at the earliest opportunity to the Chair and will report on advice being sought.
- Local Authority Safeguarding Team Designated Officer (LADO) may also be approached if appropriate, including for any safeguarding concerns regarding for the trustees or general manager.
- The GM will report in general terms at each Board whether any safeguarding issues have been arisen and whether any learning or adaptations are needed in the light of any concerns raised.

After careful consideration, Trustees believe that none of the above interactions require formal safeguarding checks or training.

Approved on: May 2025

Due for renewal on: May 2026