Training
Module

Safeguarding responsibilities for C4C trustees

Created & facilitated by
Elaine Dunn with Ann Start

Carano4children trustee basic safeguarding responsibilities

It is the responsibility of trustees to:

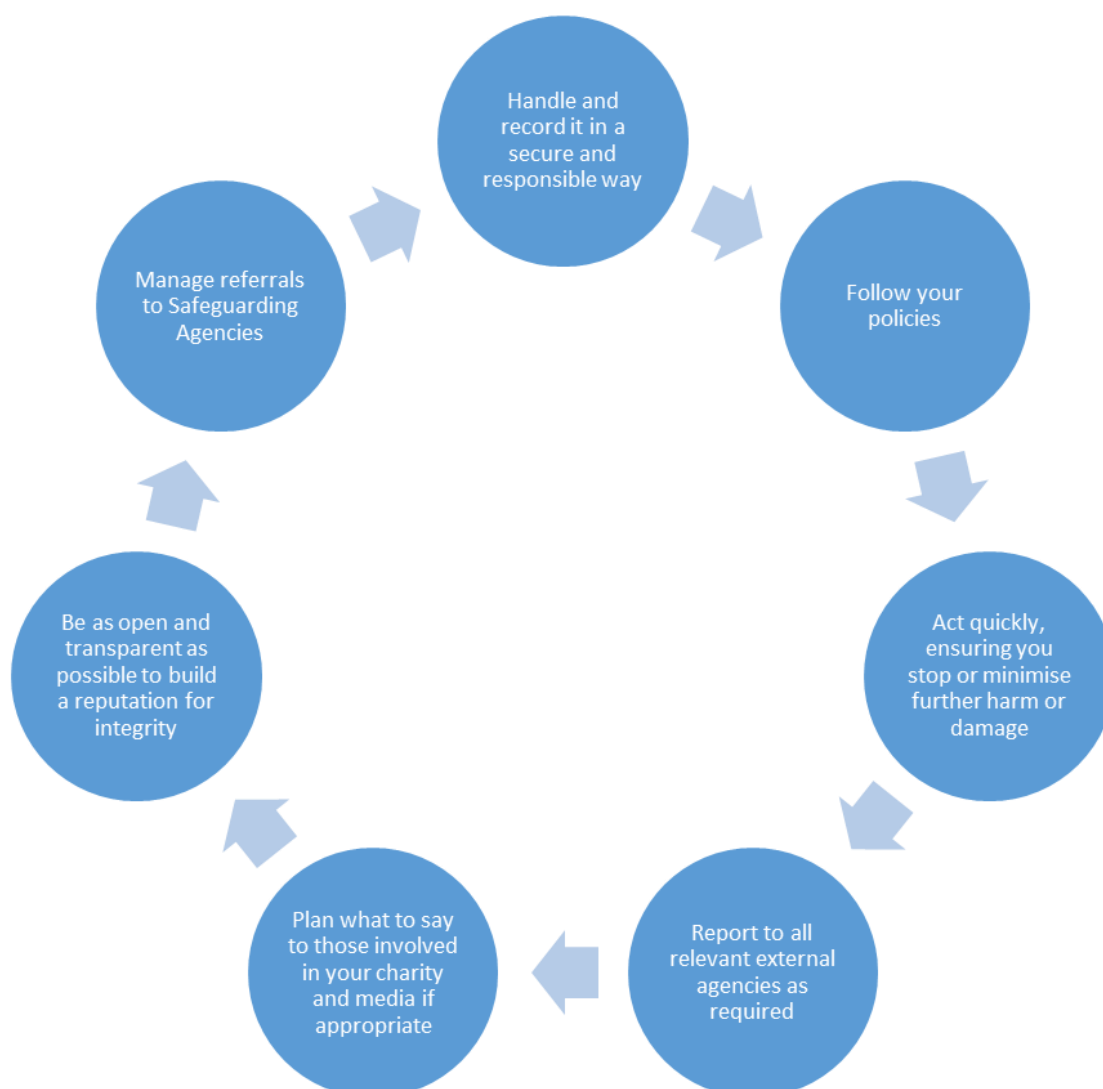|			
Ensure policies are up to date, fit for purpose and are responsive to change. Policies need regular review and to be publicly available.	Ensure everyone in C4C is aware of their safeguarding responsibilities and knows how to respond in the case of an incident occurring.	Appoint designated safeguarding trustee (see below).	Manage allegations of abuse against someone in Carano4Children.
Report serious incidents if and when necessary.	Safe recruitment: -Safe policies and procedures -Background checks (also from abroad if necessary) -Responding to concerns identified in those.	Protect staff and volunteers.	Set out and identify risks and how mitigated or managed. - Carry out due diligence checks on Partner organisations. - For all events, concerts, workshops etc(virtual or in-person), ensure risk assessments are undertaken.
Ensuring a balance of trustees so that no one trustee dominates meetings.	Make Safeguarding a standing agenda item at all trustee meetings	Make sure that protecting people from harm is central to the Carano4Children culture.	Consider how to improve the safeguarding culture of Carano4Children. (See below under 'Further Considerations'.)
ffer advice and support, and ensure Learning & Development opportunities for staff and volunteers (Briefing sessions for volunteer parents included).	Ensure policies, procedures and resources are coordinated throughout Carano4Children.	Monitor and review the Safeguarding Plan.	Manage concerns & referrals to Safeguarding Agencies

Add your own additional notes:

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How to handle an incident

Add your own additional notes:

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Further resources

- NCVO https://www.ncvo.org.uk/help-and-guidance/safeguarding/specialist-guides/certain-roles/trustees/introduction/
- Keeping Children Safe Coalition   https://www.keepingchildrensafe.global/child-safeguarding/
- Introduction to the International Child Safeguarding Standards: Free self-guided course (Coming soon! https://learning.keepingchildrensafe.global/
- Save the Children (International) https://www.savethechildren.net/about-us/our-commitment-safeguarding#
- https://www.unicef.org.uk/accountability-and-governance/safeguarding-children-adults/ee
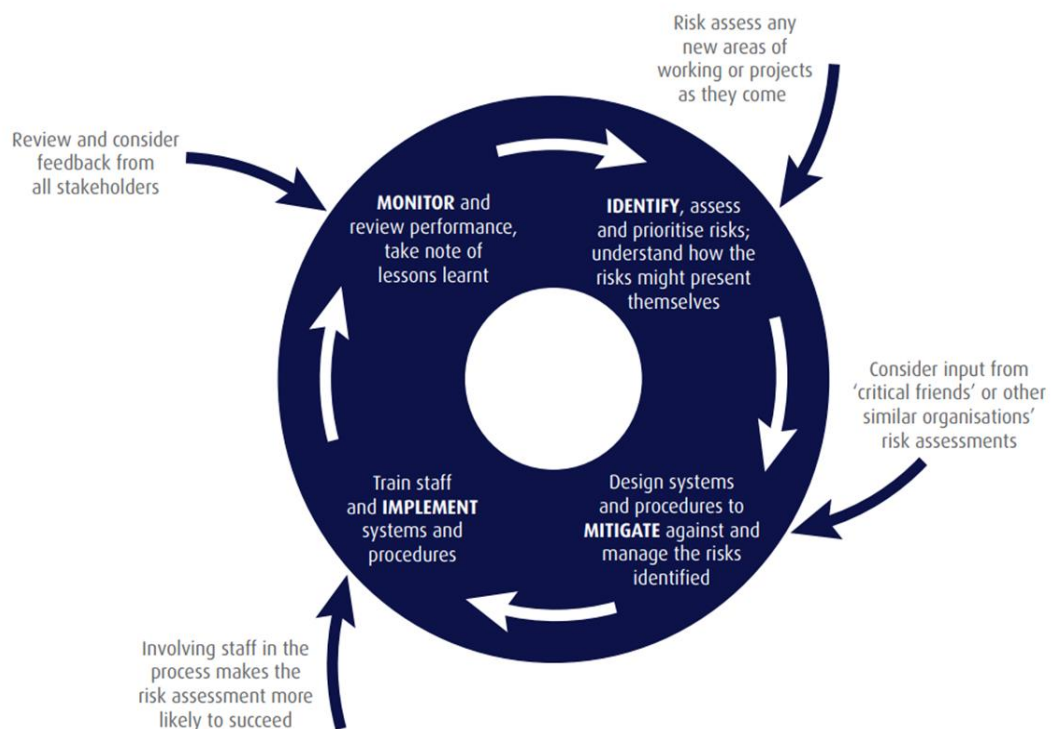
Further considerations

- Health and Safety arrangements – First Aid, Fire Safety, Digital Safety, making sure all staff and volunteers are aware of these.
- Code of Conduct is available to, and read by for all staff and volunteers where the charity's culture and values are clearly set out.
- Welfare, Discipline, Whistleblowing policies and complaints procedures.
- Online concerns are well managed – control over content, contact (passwords, contact with named parent rather than direct contact with child), conduct (what is said and written), GDPR, Permissions to display images.
- Due Diligence checks on other charities or bodies with whom you work (See below 'The Risk Assessment Cycle'):
  https://assets.publishing.service.gov.uk/media/5a7f6387e5274a2e87db58da/Tool_1.pdf

CHARITY COMMISSION
FOR ENGLAND AND WALES

Tool 1: Risk management

The risk assessment cycle

Risk assess any new areas of working or projects as they come

Review and consider feedback from all stakeholders

MONITOR and review performance, take note of lessons learnt

IDENTIFY, assess and prioritise risks; understand how the risks might present themselves

Consider input from 'critical friends' or other similar organisations' risk assessments

Train staff and **IMPLEMENT** systems and procedures

Design systems and procedures to **MITIGATE** against and manage the risks identified

Involving staff in the process makes the risk assessment more likely to succeed

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