Safeguarding Policy

1. Introduction

The Charity fulfils its charitable purposes, primarily by making grants to other charities. Whilst unlikely, it is possible that some of the Charity's trustees and/or volunteers may come into contact with people who are at potential risk of harm, including children and adults whom the law defines as vulnerable. Further, the Charity Commission's guidance notes that "safeguarding goes beyond preventing physical abuse, and includes protecting people from harm generally, including neglect, emotional abuse, exploitation, radicalisation, and the consequences of the misuse of personal data."

The purpose of this policy is to provide trustees and volunteers with the overarching principles that guide our approach to safeguarding. It also outlines the actions that trustees and volunteers are required to take when dealing with safeguarding concerns.

2. Scope

This policy applies to everyone associated with Red Trouser Day, including:

- Trustees
- Volunteers
- Contractors or consultants
- Donors
- Partners and suppliers
- Anyone representing or working on behalf of the charity

3. Policy statement

The Charity is committed to safeguarding the well-being of all individuals who come into contact with the Charity and its activities. We commit to ensure:

- All concerns or suspicions of a safeguarding nature arising in the course of the Charity's work will be taken seriously and responded to swiftly and appropriately.
- All trustees and volunteers are clear about their safeguarding responsibilities and know how to respond to concerns appropriately.
- All children and vulnerable adults, regardless of gender, age, ethnicity, disability, sexuality, or beliefs have the right to protection from all types of harm or abuse and the right to be treated with respect and dignity.
- Safe recruitment, selection and vetting for individuals working with the Charity whether paid or in a voluntary capacity is undertaken for all affected positions.
- All grantees share our commitment to safeguarding and have policies and procedures in place which are appropriate to the level of risk of their work.
- We have effective complaints measures in place.
- We create and maintain an anti-bullying environment and ensure that any bullying that does arise is dealt with effectively.
- All personal information is recorded and stored professionally and securely.

4. Accountability and responsibility

Ultimate responsibility for this policy lies with the trustees.

All trustees and volunteers have duties in relation to safeguarding and to know what action to take if an individual is at risk as a result of issues arising in the course of the Charity's work. It is essential that all trustees and volunteers:

- Take all reasonable steps to ensure that they do not have unsupervised access to children or vulnerable adults during the course of working for the Charity;
- Consider any potential safeguarding issues when planning new activities and when assessing any potential grantees; and
- Report any safeguarding concerns promptly to the Board of Trustees.

The Charity will ensure that appropriate procedures are in place for keeping records of any safeguarding concerns reported with due regard to confidentiality and for monitoring areas of activity in which safeguarding concerns have arisen.
This policy will be kept up to date to reflect changes in legislation/best practice and will be reviewed annually by the Trustees.

5. Getting help or raising a concern

All volunteers are asked to raise any concerns regarding safeguarding using any of the following routes:

- Raising them with the person responsible for the activity or event in which the concern has arisen.
- Referring the issue to the Board of Trustees.
- If working within a school, hospital or other organisation, by reporting the concern to their safeguarding lead officer as well as to the Charity.

If the situation is urgent or immediately dangerous, contact the police.

6. Review and Monitoring

This policy will be reviewed annually by the Board of Trustees to ensure it remains current, effective, and proportionate for our charitable activities.

RTD Policy Framework

Policy Area	Lead Policy	Linked Policies
Risk	Risk Management	SIR, AML, Anti Bribery, ***Safeguarding***
People	***Safeguarding***	SIR, Complaints
Finance	Anti Money Laundering	Tainted Donations, Anti Bribery
Conduct	Conflict of Interest	Complaints, SIR , Data Protection, Privacy
Information	Privacy	Acceptable IT Use, Complaints, Social Media, Data Protection

SIR – Serious incident Reporting AML – Anti Money Laundering