

SYCF Safeguarding Vulnerable Persons Policy

Review Date: September 2026

1. PURPOSE AND SCOPE

1.1 South Yorkshire's Community Foundation is committed to protecting people in contact with our organisation from risk of harm, including those within our organisation and at those we fund. We have policies and procedures for this, including on recruitment, conduct, bullying and harassment, health and safety, risk, complaints and whistleblowing. This policy sets out the approach to, and responsibilities for, safeguarding at the Foundation.

1.2 The policy and associated procedures apply to anyone acting on behalf of the organisation, including all employees (including secondees and those on work experience), trustees (directors), volunteers (including grant panel members) and consultants.

2. DEFINITIONS

2.1 Safeguarding means protecting people's health, well-being and rights so that everyone, especially children and adults at risk – can live free from abuse, harm and neglect.

2.2 Safeguarding is covered by legislation and related regulations including, and most relevant to us, the Charity Commission 2022 guidance 'Safeguarding and protecting people for charities and trustees' and the HM Government 2026 guidance 'Working together to safeguard children'. We also aim to support statutory requirements under the Children Acts 1989 and 2004, the Counterterrorism and Security Act 2015 and the Care Act 2014.

2.3 A child is defined as anyone under the age of 18. An adult at risk is any person aged 18 or over at risk of abuse or neglect but who is unable to protect themselves because of their need for care and support.

2.4 Key safeguarding risks in our work include but are not limited to:

- intentional harm from people in organisations we fund to their intended beneficiaries or wider public;
- harm arising from poorly designed projects we support;



**UKCOMMUNITY
FOUNDATIONS**



- those acting on our behalf doing harm to staff, volunteers or intended beneficiaries in organisations we support;
- bullying, harassment, unlawful discrimination or other forms of abuse within our staff, trustee or volunteer team in person or online.
- Risks within our workplace when employing work experience students and/or volunteers under the age of 18.

2.5 Safeguarding concerns for us could arise in relation to:

- organisations applying for or receiving funding;
- children or adults at risk applying for or receiving individual grants;
- members, donors or potential donors;
- those acting on our behalf including staff, volunteers and trustees
- Volunteers or students under the age of 18 working temporarily or otherwise for or on behalf of the organisation.

3. PRINCIPLES

3.1 We will make all efforts to comply with the Charity Commissions' guidance on safeguarding. We must be confident that every organisation we fund has in place adequate safeguarding policies and procedures. We will have written funding agreements setting out the role of each organisation, responsibilities for safeguarding and relevant monitoring and reporting arrangements.

3.2 Most organisations we fund support people experiencing or at risk of disadvantage or discrimination. Many will be at higher risk of neglect, abuse and exploitation. When looking at safeguarding, we will encourage applicants and grantees to be open about issues and to learn from them.

3.3 While safeguarding is a key part of our grant process, the Foundation will not directly advise organisations on effective safeguarding practice. Instead, we will signpost organisations to appropriate sources of advice and training including the Local Safeguarding Children Partnership or Safeguarding Adults Board or to peer-led support. Similarly, we are not responsible for making arrangements to protect people affected by harm in grantee organisations, but we will make appropriate referrals to statutory agencies if necessary.



**UKCOMMUNITY
FOUNDATIONS**



3.4 We will risk assess all our roles considering the working environment to determine if they are eligible for a check and if so, at what level. This work will be led by the DSL within the Foundation. At time of writing, no trustee, staff or volunteer roles at the Foundation are involved in regulated activity relating to children or adults at risk. Therefore, it is not necessary to seek enhanced Disclosure or Barring Service (DBS) checks. We will seek a basic or standard check for roles where our risk assessment suggests they may have frequent contact with children, or adults with care and support needs. We will exercise Safer Recruitment by ensuring staff and volunteers are carefully selected, screened, trained and supervised, with a clear process of identifying, investigating, managing and preventing abuse. As an organisation we are committed to promoting equality of opportunity to all members of our community.

3.5 We will share information about the right to be safe and safeguarding practices to all engaged in our work, including through induction and training. Any new staff member or volunteer will, as a minimum, be provided with this and any related policies and will need to sign to confirm they have read and agree to abide by our policies and procedures.

3.6 We will provide effective management for staff and those acting on our behalf through supervision, support and quality assurance. Anyone who believes they are not receiving the support necessary to meet their safeguarding duties should raise this with their line manager as appropriate without fear of penalty or victimisation.

3.7 Those designing new programmes, projects or activity will ensure risks of harm are identified and designed with safeguarding in mind, and regularly reviewed as part of monitoring activities.

3.8 We will ensure that risks of harm from our online and digital activities are effectively managed. In line with our information security and acceptable use of ICT policy, we will put in place appropriate technical solutions, including security, filtering and monitoring, to reduce access to inappropriate content on devices or platforms used by our team members. We will also consider risks of harm for those who engage in our online activities, seeking to ensure awareness of safety proportionate to potential risks. Those acting on our behalf must follow the terms and conditions of third-party platforms and applications they use and take reasonable steps to report any safeguarding concerns.



**UKCOMMUNITY
FOUNDATIONS**



3.9 We recognise that safeguarding is everyone's responsibility. Where appropriate, we will cooperate with relevant statutory agencies and safeguarding partners, including through timely information sharing, to support the protection of children and adults at risk.

3.10 We recognise that effective safeguarding is anti-discriminatory and antiracist

4. SAFEGUARDING AND GRANT-MAKING TO ORGANISATIONS

4.1 As set out in our grant-making policy, the Foundation requires grant applicants to demonstrate that they are committed to safeguarding and to have the appropriate policies and procedures in place. All organisations must demonstrate the following on safeguarding.

- A commitment to protecting beneficiaries, staff, volunteers and Trustees from harm including online or through any digital delivery.
- Practices that ensure everyone in the organisation is made aware of safeguarding.
- Policies that are publicly available, regularly reviewed and put into practice.
- Suitable health and safety, conduct, welfare and discipline arrangements.
- Procedures so people can raise concerns or complaints, for whistleblowing, for handling allegations and incidents, and for reporting to relevant authorities.

For organisations working directly with children and/or adults at risk, we also require there to be an appropriately trained designated safeguarding lead (DSL) and Deputy, evidence of logged, regular safeguarding training for all staff and volunteers. They should have clear policies and workable procedures publicly available, appropriate to the individuals they work with. They will also need to demonstrate evidence of implementation for assessing whether checks are needed for each role paid or unpaid.

4.2 We will reject applications where the above requirements are not clearly demonstrated but will refer organisations to sources of advice and training. Where safeguarding arrangements are in place but require minor improvements, we may offer funding but with the condition that the organisation makes such changes before we award the grant. There may be stated changes to this approach, dependant on each separate grant-making programme.

4.4 Our grant terms and conditions require grantees to maintain adequate safeguarding policies and procedures including online safety where relevant, and to notify us of any safeguarding concerns and how they have been dealt with. We also ask about safeguarding on



**UKCOMMUNITY
FOUNDATIONS**



review visits to grantees where appropriate. Lack of response to safeguarding concerns, or failure to disclose them to us, may mean we will not consider further funding to an organisation until improvements are made.

4.5 Grantees are responsible for managing safeguarding concerns connected to their activities. The Foundation will only act where a grantee is unwilling or unable to act and any failure to intervene by the Foundation may place individuals at risk of further harm.

5. SAFEGUARDING AND GRANT-MAKING TO INDIVIDUALS

5.1 The Foundation has some funds which award grants to individuals who may include children and adults at risk. Our approach when setting up and managing such funds is to require the involvement of appropriate adults (parents, guardians, carers or representatives of statutory bodies) as referrers and intermediaries and to keep a log of any incidents which present concern. Our procedures will be followed in these instances.

5.2 Contact with these individuals will mostly be limited to telephone or email contact which will require some training, understanding and agreement to abide by our policies and procedures by staff and volunteers involved in the relevant programmes. It is SYCF's approach that basic DBS checks will be in place for those working on these programmes for and on behalf of the Foundation. Reviews will remain in place to ensure these arrangements are appropriate and further training will be provided should it be necessary.

6. OTHER FOUNDATION CONTACT WITH CHILDREN OR ADULTS AT RISK

6.1 SYCF may also have direct contact with children and adults at risk when working with:

- work-experience students
- young panel members
- running events and meetings
- visiting funded organisations
- and/or meeting donors.

6.2 As well as following our codes of conduct, policies and procedures, those in contact with children and adults at risk are responsible for their own actions and behaviour. They should work and be seen to work openly and transparently, including self-reporting via our procedures, if their conduct falls short of expected standards of behaviour.



**UKCOMMUNITY
FOUNDATIONS**



6.3 In addition to our normal risk assessments, we do the following.

- Trustees, employees and volunteers are not permitted to be left in sole contact with children or adults at risk when travelling to or visiting an organisation or a donor, or when attending an event. They must refuse to do so if asked.
- Children and adults at risk at Foundation events or meetings must be accompanied by an appropriate representative of an organisation whose safeguarding arrangements we have checked, or by a family member or carer. We will take reasonable steps to ensure we know who is attending any event or meeting in advance.

6.4 SYCF may work with adult donors and/or volunteers who may present and/or experience vulnerabilities that will need to be assessed and managed on a case-by-case basis. At all times, SYCF will adhere to the advice and procedures set out within our policies and look to change or in some cases, end a relationship, where a breach of policy is noted or there is a risk or harm to individuals involved. Causes for concern should be reported to and logged by the DSL and reported and followed through if necessary.

7. DEALING WITH SAFEGUARDING CONCERNS

7.1 Someone acting on the Foundation's behalf, including a trustee, staff member or volunteer, may become aware of a safeguarding concern because:

- a grantee has reported an incident at their organisation to us;
- a whistle-blower or member of the public raises a concern about a grantee;
- an allegation is about the conduct of someone acting on the Foundation's behalf;
- an individual (e.g. an employee, a trustee, a volunteer, a donor or a beneficiary of a grantee) discloses a concern about themselves; or
- we observe something of concern ourselves.

All staff, trustees, volunteers and others acting on our behalf are responsible for reporting all concerns following our procedures, allegations or disclosures of abuse, harm and neglect.

7.2 In the case that someone acting on our behalf believes there is a **significant** risk of immediate harm to a person, they should contact and share relevant information with appropriate agencies as soon as possible (please see Appendix Two and SYCF's procedures, Appendix One) and then inform the Foundation's Designated Safeguarding Lead (DSL) or Deputy DSL.



UKCOMMUNITY
FOUNDATIONS



7.3 In any of these circumstances, the person who first becomes aware of the safeguarding concern must inform the Foundation's DSL or Deputy, if necessary, within one working day, providing as much information as possible and following our procedures.

7.4 There are several possible actions dependant on the reported concern:

- If the concern relates to (or is notified to us by) a funded organisation, the DSL will normally contact its safeguarding lead, chair or most senior employee and require follow up from them to give assurance that appropriate measures to investigate the concern have been taken, including notifying relevant statutory agencies.
- If the DSL has reason to think that an organisation may not deal appropriately with a concern raised, or the organisation fails to follow notification procedures or provide follow up to us, or it is considered that the Foundation might reasonably be expected to do so, they may decide to inform relevant statutory agencies directly.
- If the concern relates to an external person not linked to a funded organisation, the DSL will refer the matter directly to the appropriate statutory agency or signpost to other support or welfare services.
- If the concern relates to alleged conduct by an employee, volunteer or trustee of the Foundation, the DSL (or Deputy if the complaint is about the DSL) to SYCF's Chief Executive (or to a member of the Board if the complaint is about the Chief Executive) and to statutory agencies where appropriate. Action may be taken in line with the Foundation's wider policies and procedures, including its disciplinary procedures.

7.5 In managing the concern, the DSL is responsible for:

- ensuring engagement with agencies with skills, duties or powers to best take action;
- considering any further support the Foundation could and should offer those affected by the concern;
- when an allegation is made about an individual connected to the organisation, considering whether to inform the subject of concern and if so, who and how this should be done and what further support to provide;
- providing relevant and appropriate information to the Foundation's CEO and Board, including advice as to whether a report to the Charity Commission is required;
- capturing any learning and using this in future policy and procedure reviews;
- ensuring a confidential recording system for safeguarding concerns and keeping or destroying records in line with the Foundation's confidentiality and data protection



policies.

8. RESPONSIBILITY FOR IMPLEMENTING THIS POLICY

8.1 Overall responsibility for this policy lies with the Foundation's Board of Trustees. The trustees have delegated operational responsibility to the Grants and Partnerships Manager who is the Foundation's designated safeguarding lead (DSL). In their absence, or where any concerns relate to them, the CEO will act as Deputy.

8.2 The DSL's responsibilities are to ensure:

- employees are made aware of this policy and related procedures, and receive appropriate information and training on recognising signs of abuse and dealing with disclosures;
- maintained awareness of local authority safeguarding children partnership or safeguarding adults board and their relevant local procedures and thresholds;
- any concerns raised or reported are discussed, recorded and dealt with appropriately and where necessary referred to the appropriate statutory agencies
- procedures are reviewed, and the policy updated as agreed at least annually.
- Annual reporting to the Board

8.3 All employees, trustees and volunteers are responsible for ensuring that they are familiar with this policy and any related procedures.

9. BREACHES OF THE POLICY

9.1 Concerns around safeguarding should be dealt with as above. Where the concern is not around safeguarding but other aspects of compliance with this policy, employees and trustees must notify the appropriate staff member as soon as possible.

Volunteers should notify their normal point of contact within the Foundation in the first instance. Where any concern relates to the DSL, the Deputy should be notified.

9.2 Any alleged breach of this policy by an employee will be dealt with under the Foundation's disciplinary procedure and could result in dismissal for gross misconduct.

9.3 Any alleged breach by a trustee will be investigated by the CEO in the first instance and could result in disqualification from the Board.



**UKCOMMUNITY
FOUNDATIONS**



9.4 Any alleged breach by volunteers or others associated with the Foundation will be investigated by the DSL and could result in individuals being removed from voluntary roles or contracts being terminated.

10. MONITORING AND REVIEW

10.1 The Foundation's senior management team will monitor the effectiveness of this policy and review it annually to ensure its suitability, adequacy and effectiveness. Any improvements identified will be reported to the Board and necessary changes agreed.

Appendix One: SYCF Procedures, Reporting and Recording a Concern

1. **Use factual, objective language** – describe exactly what you observed, what was said and by whom. Avoid speculating or giving your personal opinion.
2. **Note time, date and location** – be precise; details such as exact dates and times help investigators understand what happened and when.
3. **Record direct quotes** – if the individual uses particular words (e.g., “she hit me with a stick”), record them word for word in quotation marks.
4. **Describe any injuries** – use body maps or diagrams if appropriate noting the size, colour and position of bruises or marks.
5. **Identify who you told and when** – record the names, roles and contact details of each person you informed, along with the date and time.
6. **Keep records secure** – store information according to your organisation's data protection policy, maintaining confidentiality and limiting access to authorised staff.

This information should be shared with the appropriate DSL or Deputy DSL within one working day of the reported or received concern. They will record and log the concern, take appropriate action to inform relevant individuals and/or agencies to the concern noting sensitivities and the safety of the individual who has experienced harm.



**UKCOMMUNITY
FOUNDATIONS**



Appendix Two: Contact Details and local resources

Barnsley Safeguarding Resources

[Safeguarding children](#)

[Safeguarding adults](#)

Doncaster Safeguarding Resources

[Safeguarding Adults - City of Doncaster Council](#)

[DSCP - Working to make our children's lives safer - Doncaster Safeguarding Children Partnership](#)

Rotherham Safeguarding Resources

[Report a concern about an adult – Rotherham Metropolitan Borough Council](#)

[Safeguarding children and young people in Rotherham – Rotherham Safeguarding Children Partnership](#)

Sheffield Safeguarding Resources

[Sheffield Children Safeguarding Partnership –](#)

[Sheffield Adult Safeguarding Partnership - Professionals - report an adult safeguarding concern](#)

Name	Contact Details	Role
Jess O'Neill	JOneill@sycf.org.uk ; 0114 2424857	Designated Safeguarding Lead Grants and Partnerships Manager
Martin Singer DL	martinsinger@sycf.org.uk ; 0114 2429009	DSL Deputy Chief Executive
Sheffield LADO contact and reporting form: LADO@sheffield.gov.uk https://www.safeguardingsheffieldchildren.org/assets/d504ee07/lado_referral_form_-_revised_april_26_v2.docx		

E Signed by: Chris Booth Mayblin, chair



**UKCOMMUNITY
FOUNDATIONS**





President

Professor Dame Hilary A Chapman DBE RN
H.M. Lord Lieutenant of South Yorkshire

Chair

Professor Chris Booth-Mayblin

Chief Executive

Martin Singer

Date: 14/09/26

Review Date: September 2027



**UKCOMMUNITY
FOUNDATIONS**

