



Safeguarding Policy

Sidney Cooper Arts Trust

Table of contents:

Purpose	Page 3
Scope	Page 3
Principles	Page 3
Responsibilities	Page 3
Safeguarding Vulnerable Beneficiaries	Page 3
Procedures	Page 4
Safer Recruitment	Page 4
Training	Page 4
Review	Page 4
Breaches	Page 4

1. Purpose

Sidney Cooper Arts Trust (“the Charity”) is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. This policy sets out how trustees, staff, and volunteers will protect those at risk and respond to concerns.

2. Scope

This policy applies to:

- Trustees
- Employees
- Volunteers
- Contractors and partners engaged in Charity activities

3. Principles

- **Zero tolerance** of abuse, neglect, or exploitation.
- **Best interests** of the child or vulnerable adult are paramount.
- **Shared responsibility**: safeguarding is everyone’s duty.
- **Transparency**: concerns are reported and recorded promptly.
- **Compliance**: with UK law, Charity Commission guidance, and local safeguarding boards.

4. Responsibilities

- **Trustees**: ensure policy is in place, reviewed annually, and that safeguarding is embedded in governance.
- **Designated Safeguarding Lead (DSL)**: appointed by trustees, responsible for receiving concerns, liaising with statutory agencies, and maintaining records.
- **Staff & Volunteers**: must follow procedures, attend safeguarding induction/training, and report concerns immediately.

5. Safeguarding Vulnerable Beneficiaries

The Charity recognises that some beneficiaries may be particularly vulnerable due to age, disability, illness, or personal circumstances. Trustees, staff, and volunteers must take extra care to ensure these individuals are protected from harm, exploitation, or neglect.

Additional measures include:

- **Risk Assessments**: carried out for activities involving vulnerable beneficiaries.

- **Accessibility:** reasonable adjustments made to ensure inclusion and safety.
- **Tailored Reporting Routes:** concerns raised with sensitivity to individual needs.
- **Training:** staff and volunteers trained to recognise and respond to vulnerability.
- **Respect & Dignity:** all beneficiaries treated fairly, with their rights upheld.

6. Procedures

- **Raising Concerns:** any suspicion or disclosure must be reported to the DSL without delay.
- **Recording:** concerns documented factually, dated, and signed.
- **Escalation:** DSL decides whether to refer to local authority safeguarding services or police.
- **Confidentiality:** information shared only with those who need to know.
- **Emergency:** if immediate danger, call 999.

7. Safer Recruitment

- All staff and volunteers working with children/vulnerable adults must undergo appropriate checks (e.g. DBS).
- References and identity verification required before appointment.

8. Training

- Trustees, staff, and volunteers receive safeguarding induction.
- DSL receives advanced training.
- Refresher training provided at least every two years.

9. Review

- Policy reviewed annually by trustees.
- Updated in line with changes to legislation or Charity Commission guidance.

10. Breaches

- Any breach of this policy will be taken seriously and may result in disciplinary action, termination of contract, or referral to statutory authorities.