



QUEEN VICTORIA FUND READING

Charity number 1212950

QVFR Safeguarding Policy

QVFR is committed to safeguarding the welfare of everyone who comes into contact with the charity including employees, contractors, volunteers, recipients of grant funding and other stakeholders.

What is safeguarding?

Safeguarding means protecting individuals, especially vulnerable adults, children and young people from harm, abuse and neglect. Abuse may be physical, sexual, psychological, financial, and discriminatory or neglect such as failure to provide for health or other care needs. A child is anyone under the age of 18 and a vulnerable adult is a person 18 or over who has or may have a need for care and support and who is or may be unable to take care of him or herself or unable to protect him or herself against harm and exploitation.

QVFR is a grant-making charity and so does not provide services directly to members of the public. Every organisation we fund must demonstrate that they have adequate safeguarding arrangements in place. This includes all organisations, including those that are not registered charities and those that do not work directly with children, young people and vulnerable adults.

What does having adequate safeguarding arrangements mean?

1. Show a commitment to protecting people from harm;
2. Make sure everyone in the organisation is aware of safeguarding;
3. Are publicly available, regularly reviewed and put into practice;
4. Enable people to raise safeguarding concerns; and
5. Set out how to handle allegations and incidents and report to relevant authorities.

For organisations working directly with children or vulnerable adults, there also needs to be a safeguarding lead, evidence of regular safeguarding training and appropriate checks on trustees, staff and volunteers in eligible roles.

What about organisations that do not work directly with the public?

Organisations that do not work directly with the public such as community centres or church halls may come into contact with children, young people and vulnerable adults on their premises or at events. Such organisations must demonstrate their commitment to safeguarding by making sure that groups working with children and young people on their premises or at events have adequate safeguarding policies and procedures in place.



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Organisations that never come into contact with children, young people or vulnerable adults, must still demonstrate an awareness and commitment to safeguarding.

What about local organisations affiliated to national bodies?

This may include local branches of national organisations who may be using the safeguarding arrangements of an umbrella or membership body. Where this applies, the applicant will need to send a copy of the national or umbrella body's policy together with a declaration stating when it was adopted by the local group and who is responsible for safeguarding locally.

Independent groups working from another organisation's premises, for example a community centre, will need their own safeguarding arrangements.

What happens where we do not consider safeguarding arrangements to be adequate?

If an organisation does not meet our safeguarding requirements, we will have to reject their application for funding. If safeguarding arrangements are in place, but we think they need significant improvement, we may suggest that the applicant seeks advice or training before we consider the application. If any improvements are minor, we may be able to offer funding, but with a condition that changes are made before we award the grant.

Review and Monitoring

This policy will be reviewed annually or in response to changes in legislation or practice