



Safeguarding information for grant recipients, Groundwork UK

Last updated: September 2021

1. Groundwork UK's commitment to safeguarding

Groundwork commits to doing everything it can to ensure the safety of those involved in our projects, programmes and services.

Groundwork believes that a child, young person or adult at risk should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults at risk and to keep them safe. We are committed to practice in a way that protects them.

Our commitments include ensuring that the grant money we award is used responsibly and that the projects we fund minimise the risk of people coming to harm. Information about Groundwork UK's approach to Safeguarding and our Policy and Procedures can be found [here](#).

2. Responsibilities of grant holders

By accepting the terms and conditions of your grant, you are agreeing to adhere to our safeguarding requirements in full.

Whilst Groundwork UK will undertake due diligence checks and monitoring processes to provide assurances that safeguarding risks are being managed, your organisation is fully responsible for the safeguarding arrangements needed to deliver your grant-funded activity safely.

We require all organisations who's grant-funded activities involve (or have the potential to involve) children, young people or adults at risk to:

- Be committed to ensuring the safety and wellbeing of all children and adults at risk that come into contact with your organisation
- Have your own policy and procedures for safeguarding and protecting children and adults at risk which is regularly reviewed to ensure it is up to date with current legislation
- Ensure that any partners working with you to deliver your grant have their own robust safeguarding policies and procedures in place

- Have a named Designated Safeguarding Lead who has the knowledge and skills to promote a safe environment for children and adults at risk and respond to any concerns or disclosures raised
- Ensure that all trustees, staff and volunteers understand their safeguarding responsibilities and are regularly trained in how to recognise and respond to signs or disclosures of abuse
- Have a clear procedure in place to follow in the event of a disclosure or concern being raised about a child or adult at risk
- Have a clear procedure in place to follow in the event of an allegation of abuse or misconduct about a trustee, staff member or volunteer within your organisation
- Follow safe recruitment procedures including obtaining references and an appropriately detailed DBS check for staff and volunteers who come into contact with children and adults at risk.
- Be proactive about safeguarding and ensure that your policy and procedures are available to your beneficiaries so they know how to report concerns to you
- Report any safeguarding incidents within the scope of our reporting requirements to Groundwork UK and work collaboratively with us on these

3. Your Safeguarding Policy

We will ask you to confirm that you have a suitable safeguarding policy in place when you apply for a grant. We may request a copy of your policy at any time during your grant delivery period, in order to check it meets our minimum standards. This includes (but may not be limited to):

- Content relevant to your target beneficiaries and those you come into contact with through your work (children/ young people or adults at risk, or both)
- Evidence that the policy is regularly reviewed and updated
- An outline of the organisation's commitment to safeguarding children and adults at risk
- Details of your named Designated Safeguarding Lead and how to contact them
- Procedures for checking the suitability of people who work or volunteer for your organisation e.g. references, DBS checks
- Procedures for reporting incidents or concerns, including allegations raised about staff or volunteers (including how these are escalated to relevant authorities)
- An outline of the safeguarding training in place for your staff and volunteers

4: Your reporting requirements to Groundwork UK

By agreeing to the Terms and Conditions of Grant you are committing to notifying Groundwork UK of certain safeguarding incidents that may occur. We require this because:

- Groundwork UK are required to report serious safeguarding incidents reported to us to the grant funder
- We have a responsibility to ensure that the grant money is used responsibly and projects we fund do not put people at risk of harm
- We want to learn from incidents so that we can continually improve the help and support we offer grant holders in the future

How to notify Groundwork UK of any incidents:

Any incidents or concerns should be reported to:

Groundwork UK Safeguarding team

0121 236 8565/ gwuksafeguarding@groundwork.org.uk

What you need to report to us:

- Allegations of harm, abuse or misconduct which have resulted in an internal investigation and/ or referral to a relevant authority such as social services, the police or regulatory body against:
 - staff, volunteers or others working on Groundwork UK funded projects
 - staff, volunteers or others not working on Groundwork UK funded projects but where their actions may have placed our beneficiaries at risk
 - trustees and senior staff members who have a significant influence on the culture and operation of the organisation
- Any serious breach or failure in safeguarding procedures or policies which may have put beneficiaries at risk and/ or have resulted in a referral to any regulatory body or relevant authority such as social services or the police.
- Any allegations related to your organisation which is likely to lead to adverse publicity irrespective of the individual's role.

We do not require you to notify Groundwork UK of the following:

- Minor breaches of policies and procedures by your organisation or a partner organisation that are dealt with internally without the need for a formal investigation or referral to relevant authorities.
- Referrals to relevant authorities about harm or abuse alleged against individuals outside of your organisation (e.g. family members, member of the public).

- Referrals to relevant authorities about the behaviour of a child or adult at risk that raises safeguarding concerns (e.g. running away, threats of suicidal behaviour)

When should you notify Groundwork UK?

Whenever a safeguarding concern arises, we recognise that the priority is ensuring the safety and well-being of those affected and taking appropriate action to prevent any further risk to others.

Where the organisation expects media attention, we would expect to be **notified immediately**, once you are assured that affected parties are safe, even if a referral to the authorities and/ or internal investigation has not yet been initiated.

For other incidents, we would expect to be notified **within 1 working week** after a referral to relevant authorities has been made or after an internal investigation has been initiated.

Please do not wait until you submit your grant monitoring form to notify us of safeguarding incidents. It is always better to inform us at the time. Early notification also helps us to prevent delays to your next payment upon submission of your monitoring report.

What information does Groundwork UK require?

We recognise that safeguarding issues are highly sensitive and that confidentiality of all those must be upheld. We do not, therefore, require organisations to provide any personally identifiable information and only a top line summary of the safeguarding incident itself. This should include:

- A brief summary of the nature of the concern
- When and where the incident took place
- The category of employment of the individual who has been accused (e.g. manager, project worker, volunteer etc)
- The organisations relationship with the alleged victim (e.g. beneficiary, staff member, community member). Where the victim is a child, this must be clearly stated.
- What action has been taken to ensure the safety of the victim and others who may be at risk
- Any further action planned with estimated timelines for action
- Details of any referral to relevant agencies

What will happen to the information you provide?

- The information will be documented and stored on a secure electronic drive at Groundwork UK
- Groundwork UK will inform the grant funder of the incident and where appropriate share the information provided with relevant staff within their organisation
- Groundwork UK will follow up to make sure the organisation has initiated an appropriate response and that the relevant authorities have been informed

If we feel that your organisation has not acted appropriately, we may make a referral to your local safeguarding board or the police and we may stop any future grant payments until we are satisfied that the situation has been satisfactorily resolved.