

Safeguarding

Safeguarding is about fostering a safe environment in which everyone is treated with dignity and respect. It requires organisations to operate in ways that prevent harm, harassment, bullying, abuse, and neglect, while also being prepared to respond effectively when concerns are raised. Safeguarding is a shared responsibility and should be embedded in everyday practice. All organisations delivering charitable activities have a duty to protect trustees, volunteers, staff, and those who use their services.

Safeguarding should be a fundamental organisational priority and a key element of good governance. This includes having clear roles, responsibilities, and standards of behaviour in place.

Organisations should promote a culture where safeguarding is understood, individuals feel safe, and people are confident to raise concerns. Safeguarding arrangements should be reviewed regularly and strengthened where necessary.

Understanding and managing risks

Identify, manage, record, and regularly review safeguarding risks for everyone your organisation works with. Understand the types of harm and who may be most at risk, particularly those specific to the nature of your services and activities.

Policies and procedures

Have clear safeguarding policies and procedures in place. Make them public, ensure they are followed, and review them regularly. Don't just copy and paste a template, customise it to suit the nature of your organisation and relevant risks. Ensure your policies are practical and clearly outline steps that should be taken, should an incident occur.



Supporting staff and volunteers

Recruit safely, and carry out DBS checks when required, or alternative safeguards where checks are not suitable. Provide regular training for staff and volunteers and review it often.

Handling and reporting concerns

Ensure everyone knows how to recognise, respond to, record, and report safeguarding concerns, including what to do if there is an immediate risk.

The Role of the Trustees

The Charity Commission has published a range of non-statutory guidance on safeguarding. Its primary safeguarding guidance makes clear that trustees hold ultimate responsibility for ensuring appropriate measures are in place to protect anyone who comes into contact with the charity from harm. This includes beneficiaries, employees, volunteers, and others engaged through the charity's activities. This responsibility is often described as a "duty of care". Failure to follow this guidance may lead to action by the Charity Commission.

To find out more about being a trustee, you can check out [Manchester Community Central](#).

Resources and Contacts

- The [Charity Commission](#) has in depth guidance available for charities on their website
- For organisations based in Manchester, you can contact [Manchester Safeguarding Partnership](#) to report concerns, and access support and guidance
- [NCVO](#) have a plethora of advice and guidance for not-for-profit organisations
- [NSPCC's](#) advice for safeguarding young people
- [Citizen's Advice](#) Bureau's guidance on workplace bullying and harassment
- [CIPD](#) for advice on supporting employees who may be experiencing domestic abuse
- [Manchester Community Central](#) can provide general support and guidance with safeguarding policies

