

# Dame Vera Lynn Memorial Charity

## SAFEGUARDING POLICY

Dame Vera Lynn Memorial Charity recognise safeguarding as a key governance priority for all charities, regardless of size, type or income, and not just those working with those groups who have traditionally been considered to be vulnerable or 'at risk'; namely children and young people and vulnerable adults. The charity is committed to ensuring the safety and wellbeing of all its volunteers and those connected to the activities of the charity.

### The policy aims to:

- Promote and prioritise the safety and wellbeing of all volunteers and others who come into contact with Dame Vera Lynn Memorial Charity.
- Provide assurance that we take reasonable steps to manage safeguarding risks.
- Ensure that everybody understands their roles and responsibilities with regards to safeguarding matters.
- Ensure that appropriate action is taken in the event of any allegations or suspicions of harm from contact with the Dame Vera Lynn Memorial Charity.

This policy applies to all who volunteer for Dame Vera Lynn Memorial Charity.

### Principles

Legislative protection exists to ensure the safeguarding of those who are typically considered to be vulnerable or at risk of abuse or neglect. This includes:

- Children and young people under 18 years of age.
- Adults (aged 18 and over) who are considered to be vulnerable or at risk.

Dame Vera Lynn Memorial Charity do not provide services where we would have direct contact to members of the public and do not usually work with those who fall within the remit of the legislation. However, we will take all reasonable steps to protect from harm all volunteers and those who come into contact with us.

Dame Vera Lynn Memorial Charity will take a risk-based approach to manage safeguarding concerns. Safeguarding will be built into our risk management processes by ensuring issues of safeguarding are considered as part of the risk assessment process. Safeguarding will be included in our risk register and will be kept under review by our board of Trustees to which risk matters are reserved.

Dame Vera Lynn Memorial Charity will ensure appropriate due diligence is undertaken on donors and volunteers and Trustees.

### Taking action

A volunteer, or a person who has come into contact with Dame Vera Lynn Memorial Charity who has suspicions, or concerns that safeguarding malpractice has occurred, shall contact the Chair of Trustees, who shall ensure the case is investigated and reported to the appropriate authorities. If the person feels unable to raise their concerns with the charity directly, they may raise the issue with the Charity Commission.

Dame Vera Lynn Memorial Charity will ensure serious safeguarding incidents are reported adequately and appropriately to the Charity Commission via a Serious Incident Report (SIR). Reports to other external authorities, police and regulators will be made as is appropriate to the safeguarding incident. Decisions regarding whether reports to external authorities, other than the Charity Commission, will be fully risk assessed and not made if they are likely to cause further harm to the victim/survivors, or due process or the rule of law is not reasonably assured. A SIR will be made in any event and will include an explanation of the charity's decisions on other external reporting.

#### **Associated relevant legislation and guidance**

- **Charities Act 2011**
- **Equality Act 2010**
- **Health and Safety at Work Act 1974**
- **Human Rights Act 1998**
- **Protection of Freedoms Act 2012**
- **Safeguarding Vulnerable Groups Act 2006**
- **Charity Commission Guidance 'Safeguarding duties for charity Trustees'**
- **Charity Commission Guidance 'How to report a serious incident in your charity'**

#### **How to make contact and how concerns are dealt with**

Anyone wishing to raise a concern under this policy can either speak to, email or write to the Chair of Trustees. Please say if you want to raise the matter privately so that they can make appropriate arrangements.

The Chair of Trustees will provide you with information about the process and will assess what action should be taken. Dame Vera Lynn Memorial Charity will confirm its response in writing.

Dame Vera Lynn Memorial Charity may not be able to tell you the precise action we take if this would involve us breaking the confidentiality of another person. Dame Vera Lynn Memorial Charity will deal with all matters raised fairly and properly.

#### **Contact details**

You can contact Dame Vera Lynn Memorial Charity Chair of Trustees by telephoning 01428 853313.

The address is:

Dame Vera Lynn Memorial Charity  
84 Valebridge Road  
Burgess Hill  
West Sussex  
RH15 0RP

You can contact Dame Vera Lynn Memorial Charity Chair of Trustees by writing, marking the envelope Private and Confidential, care of the head office address above.

**Who regulates Action for A-T's work and how to contact them?**

Dame Vera Lynn Memorial Charity is a charity registered in England & Wales (No. 1194622) and our work is regulated by the Charity Commission.

If you have any concerns about Dame Vera Lynn Memorial Charity work that you would like to bring to the attention of the Charity Commission, they can be contacted by telephone on 0844 248 2658. If you would like to email them you can do this through their website: [Charity Commission](https://www.charitycommission.gov.uk). Their postal address is:

Charity Commission Direct  
PO Box 1227  
Liverpool  
L69 3UG

**Approval and Review****Approval By****Date****Next Review Date**