



Safeguarding means protecting people's health, well-being, and rights so that everyone –especially children and vulnerable adults – can live free from abuse, harm, neglect, and exploitation.

SAFEGUARDING POLICY

1. The Company wishes to be clear and open regarding its commitment, responsibilities, and arrangements for safeguarding to ensure the obligations of all are encouraged, regulated, and enforced, in compliance with the Care Act 2014 and associated legislation.
2. The Company shall act with care and diligence to safeguard the actions of and to its members, trustees, and staff, especially any children and vulnerable adults with whom we may have direct contact.
3. The Company believes all disclosures of abuse or neglect should be taken seriously.
4. The Company will also seek to ensure that the organisations it funds have adequate safeguarding policies.

THE BASICS

5. Applicability. This policy applies to anyone working on behalf of the Company, and its associated Trusts, including senior managers, co-opted members, members of the Corporate Trustee, and staff. All individuals to whom this policy is applicable should, at the very least, familiarise themselves with the safeguarding policy and be aware of what constitutes a safeguarding incident.
6. Visibility. This policy should be easily accessible to all those who interact with the Company (via a website link), and on request.
7. Scope. This policy does not cover Anti-Harassment, Bullying or Health and Safety.

SPECIFIC RESPONSIBILITIES

8. The Company. Ultimate responsibility for compliance with this policy is vested in the Court.
9. The Clerk. Oversight of safeguarding activity is vested in The Clerk. This includes reviewing the Policy periodically to ensure it embraces not just the statutory obligations, but all other systems, procedures and lessons that would be considered reasonable under a system of continuous improvement. The Clerk and the Deputy Clerk have qualifications and experience relevant to safeguarding.
10. The Head of Secretariat and designated Trust leads. The Head of Secretariat coordinates routine safeguarding matters, including regular liaison with the designated staff members monitoring safeguarding responsibilities on behalf of each Trust. All three will keep up to date with relevant guidance and appropriate training.
11. Tasks. Using the structure detailed above, the following tasks are to be discharged:
 - a. Ensure all staff receive safeguarding training appropriate to their role.
 - b. Provide clear information for Company and Trust representatives on keeping themselves safe and raising safeguarding concerns.
 - c. Monitor safeguarding activities within the organisation, including the conduct and recording of risk assessments.
 - d. Support and advise staff who are dealing with safeguarding concerns.
 - e. Understand when it is appropriate to raise a safeguarding concern with the local authority.
 - f. Keep abreast of changes and developments in safeguarding across the UK.
12. Committee. Although specific issues are dealt with by Company or Trusts whenever required, the Health and Safety and Security Committee, which is chaired by the Clerk and normally sits biannually, will review the Safeguarding Policy annually. It comprises a cross-section of managers and staff. The standing agenda includes:
 - a. Updates on legislation or wider policy.
 - b. Analysis of any accidents or incidents.
 - c. Adjustments to Company Policy, Risk Assessments and Training needs.

POTENTIAL CONCERNS

13. Safeguarding risks include sexual harassment, abuse, and exploitation; negligent treatment; physical or emotional abuse; bullying or harassment; commercial exploitation; extremism and radicalisation; forced marriage; child trafficking; female genital mutilation;

discrimination on any of the grounds in the Equality Act 2010. This list is not exhaustive.

14. In practical terms, safeguarding concerns for our members or staff could arise in relation to:
- a. Organisations or individuals at risk applying for or receiving funding.
 - b. Visits to schools, cadet units, youth charities, or prisoner rehabilitation, mental health, homeless and other similarly oriented organisations, where contact with individuals at risk can be expected.

THE REQUIREMENT

15. Contact with Children or Vulnerable Adults. Employees may have occasional direct contact with children and vulnerable adults when running events and meetings, and when visiting funded organisations. In addition to our normal risk assessments, the Company requires:
- a. No member, trustee or employee may be left, and must not request to be left, in sole contact with children or vulnerable adults when travelling to or visiting an organisation or when attending an event. They must refuse to do so if asked.
 - b. Children and vulnerable adults at Company or Trust events or meetings must be accompanied by an appropriate representative of an organisation whose safeguarding arrangements we have checked, or by a family member or carer. We will take reasonable steps to ensure we know who is attending any event or meeting in advance.
 - c. No Company member, Trustee or employee should have undisclosed contact digitally with children or vulnerable adults supported by an organisation in receipt of a grant from the Company or Trust. Contact details should only be passed to a pupil via a teacher. The school should be informed of any digital contact, and this should be on the pupil's school email address and not their personal email. Should there be any doubt, for transparency, any occasional or unexpected contacts can always be reported to the Clerk.
 - d. No Company member, Trustee or employee should take photographs or video footage of children or vulnerable adults supported by an organisation in receipt of a grant from the Company or Trust unless a suitable representative of the organisation has given permission for this. Any photographs or video footage of children must be stored on the Company's computer system in a designated area and not on personal devices.

DUE DILIGENCE

16. Adequacy and Proportionality. The Company and the Trusts do not work directly with children or vulnerable adults but gives funding to charities and organisations which do. Therefore, each has a responsibility to ensure that adequate and proportionate due diligence checks are carried out before any organisation receives funding.
17. Third Party Policies. All grant applicants/recipients will be required to confirm that they have safeguarding policies and procedures in place which meet UK legal requirements. The Trust may also request to see an applicant's safeguarding policy as part of due diligence carried out during the assessment of an application.
18. Written Agreements. All major new grants will have a written grant agreement making clear their responsibilities for reporting to the Trust any serious incidents which have been reported to the Charity Commission, and for complying with the Safeguarding Vulnerable Groups Act 2006 if applicable. While safeguarding is a key part of our grant assessment process, the Trust does not directly advise organisations on effective safeguarding practice, nor do we investigate safeguarding concerns ourselves.
19. The Trust wants to encourage grant recipients to address any shortcomings and to implement robust safeguarding policies. Reporting a safeguarding incident does not therefore automatically mean the withdrawal of a grant. Lack of response to safeguarding concerns, or failure to disclose them to us, may mean we will not consider further funding to an organisation until improvements are made.

RAISING SAFEGUARDING CONCERNS

20. If either a Court Member, Trustee or employee has any concerns about a possible safeguarding incident, or they are made aware of an allegation of abuse, they should raise it as soon as possible (and certainly the same day) with the Clerk or Deputy Clerk. If the staff member does not feel comfortable reporting to the Clerk (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any Court Member or Executive Director.
21. The Company or Trust will also accept complaints from external sources such as members of the public, partners and official bodies.

RESPONSE TO A SAFEGUARDING CONCERN/COMPLAINT

22. The Company or Trust will follow up safeguarding reports and concerns promptly according to policy and procedure, and legal and statutory obligations. All concerns and how they were dealt with must be documented. The priority will be the safeguarding of the individual(s) potentially at risk. In the case that an employee, or trustee believes there is a significant risk of immediate harm to a person, they must first call 999 and then inform the Clerk or Deputy Clerk of the action taken and any follow up contacts. The Company or Trust should not attempt to carry out an investigation of suspected or alleged abuse by

interviewing people as this could cause more damage and spoil possible criminal proceedings.

23. If there is a safeguarding concern at an applicant/grantee organisation or school, it should be reported to the Clerk or Deputy Clerk who will be responsible for ensuring that the allegation is reported without delay to the Safeguarding Lead at the school or organisation, unless they are implicated, in which case the allegation should be reported to the Head of the school or organisation (unless the school/organisation's Safeguarding Policy sets out different procedures). A prompt written record of the information should be made, which should include as much detail as possible (the name of the complainant, the individual who has allegedly been abused, when and where the incident took place, who was present, and the account of what happened). It is important that no promises of confidentiality are given to the complainant.

Safeguarding concerns and allegations made about staff or Company Members

24. In the case of serious harm, the Police should be informed from the outset. If the allegation concerns abuse of a child, the matter should be referred to the Local Authority Designated Officer (LADO) and their advice should be followed. If they are satisfied that the child or children is/are not at risk of significant harm and that a reportable criminal offence has not been committed, then internal disciplinary action will be considered, and an internal investigation can take place.
25. Any alleged breach of policy by a member of the company will be reported to the Prime Warden or Chair of the Corporate Trustee in the first instance and ultimately could result in disqualification as a member or director of the corporate trustee.

CONFIDENTIALITY

26. It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should always be kept secure.

THE SMALL PRINT

27. There is a rich volume of detail in the Care Act 2014 and associated legislation. Further guidance is available from HM Governmentⁱ and the [Charity Commission \(10 Safeguarding Actions for Trustees\)](#)ⁱⁱ. These are only the principal points of reference.
28. As neither Company nor Trusts conduct regular activity directly involving persons at risk, there is no requirement for standard or enhanced Disclosure or Barring Service (DBS) checks.

SUMMARY

29. Safeguarding is not an everyday risk in the normal run of business at Fishmongers' Company or within its Trusts. However, it is no less important to identify any such risk at the earliest opportunity, and to prevent, manage or mitigate any occurrence, or potential for occurrence, with professionalism, diligence, timeliness, and transparency. Not everything can be regulated for, but if something does not feel right to you, do not wait for it to go wrong or to make claims informed by hindsight, tell someone now.

Toby Williamson
Clerk to The Fishmongers' Company

January 2021

Review and Amendments

To be reviewed at least annually.

Reviewed by The Clerk: August 2024

Last reviewed by Trustees: 9 November 2023

Last reviewed and amended by Wardens 13 April 2023.

ⁱ <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

ⁱⁱ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/756636/10_safeguarding_actions_for_charity_trustees_infographic.pdf