



The Sir Peter Rigby Charitable Trust

CHARITY NO. 1209638

Safeguarding Policy

Created by	Date	Approved By	Date
SB	June 2025	Trustees	October 2025

1. Who is covered by this policy?

- 1.1. All staff, trustees, beneficiaries and other stakeholders of The Sir Peter Rigby Charitable Trust ('TSPRCT').

2. What is covered in this policy?

- 2.1. This policy outlines TSPRCT's commitment to safeguarding and explains what to do if you have a safeguarding concern.

3. Purpose

- 3.1. The purpose of this policy is to ensure that through its work and behaviours TSPRCT demonstrates its commitment to protecting the rights of people to live in safety, free from abuse and neglect. Everybody has the right to be safe no matter who they are or what their circumstances are. Through safeguarding, TSPRCT will promote the well-being and welfare of all those whom it comes into contact with, which includes trustees, beneficiaries, staff and other stakeholders.
- 3.2. A **child** is as anyone under the age of 18 years. An **adult at risk** is any person aged 18 years or over at risk of abuse or neglect but who is unable to protect themselves because of their need for care and support.

4. The policy

- 4.1. Safeguarding is defined as the range of measures in place to protect people within an organisation, or those it comes into contact with, from abuse and maltreatment of any kind.
- 4.2. This means:
 - protecting the rights of adults to live in safety, free from abuse and neglect;
 - protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best outcomes.

- 4.3. TSPRCT is committed to ensuring that all trustees, staff, beneficiaries, and other stakeholders are safeguarded from harm and from situations in which they feel vulnerable. All of TSPRCT's policies and procedures support this commitment.
- 4.4. TSPRCT will provide adequate resources to ensure that all staff and stakeholders are aware of this policy and committed to its effective implementation.

5. The procedure

- 5.1. In the context of TSPRCT and its work, safeguarding protection issues include (but are not limited to):
 - sexual abuse and exploitation;
 - negligent treatment;
 - physical or emotional abuse;
 - commercial exploitation;
 - extremism.
- 5.2. We will make all efforts to comply with the Charity Commission's guidance on safeguarding. We must be confident that every organisation we fund has in place adequate safeguarding policies and procedures. We will have written funding agreements setting out the role of each organisation, responsibilities for safeguarding and relevant monitoring and reporting arrangements.
- 5.3. While safeguarding is a key part of our grant process, TSPRCT will not directly advise organisations on effective safeguarding practice. Instead, we will ensure that all partners have in place a robust safeguarding process and appropriate policies.
- 5.4. All Foundation partner organisations must demonstrate the following in relation to safeguarding:
 - A commitment to protecting beneficiaries, Trustees, staff and volunteers from harm.
 - Practices that ensure everyone in the organisation is made aware of safeguarding.
 - Policies that are publicly available, regularly reviewed and put into practice.
 - Suitable health and safety, conduct, welfare and discipline arrangements.
 - Procedures so people can raise concerns or complaints, for whistleblowing, for handling allegations and incidents, and for reporting to TSPRCT and to the relevant authorities.
 - **For organisations working directly with children or adults at risk**, we also require there to be an appropriately trained Designated Safeguarding Lead (DSL), evidence of regular safeguarding training for all staff and volunteers and clear policies and confirmation that individuals eligible for DBS checks have undergone such a check.
- 5.5. TSPRCT team will risk assess roles considering the working environment to determine if they are eligible for a Disclosure or Barring Service (DBS) check, and if so, at what level. We will request an enhanced DBS check (with a barred list check if the role is deemed to be a 'regulated activity') for TSPRCT's representatives where our risk assessment suggests individuals are legally eligible for such a check. We acknowledge the Charity Commission's guidance which states that where a role is not eligible for an enhanced DBS check (with or without a barred list check) then TSPRCT should risk assess the individual role and decide whether obtaining a basic DBS check would be appropriate.
- 5.6. A safeguarding concern may relate to you or to the way someone else is being treated. If you have a safeguarding concern, including a concern about a young person that you come into contact with at an event organised by a partner organisation, you should do the following:

- First, raise any concerns with TSPRCT’s Executive Director Sonia Chhatwal, Sonia.chhatwal@rigbygroupplc.com.
- If you believe that the Executive Director is involved, or you feel for whatever reason unable to raise it with them, raise the issue with the Chair of Trustees, Sir Peter Rigby
- If your concern involves a trustee, go to the Executive Director.
- Put your name on the complaint. If requested, your identity will be kept confidential for as long as possible, provided that this does not prejudice the enquiry. Anonymous complaints may be investigated if the person receiving the complaint believes it to be appropriate, having taken into account the seriousness of the issue, the complaint’s credibility, the ability to investigate an anonymous complaint and fairness to any individual mentioned in the complaint.

5.7. Any concerns raised will receive a response. Either a senior staff member or a nominated investigating officer will investigate the concern.

5.8. Within ten working days of a concern being raised, the senior member of staff or nominated investigating officer will write to you:

- acknowledging the concern has been received;
- indicating how it is proposed to deal with the matter;
- giving an estimate of how long it will take to complete the investigations;
- telling you whether any initial enquiries have been made.

5.9. The amount of contact between you and the person considering the matter will depend on the nature of the matter raised, the potential difficulties involved and the clarity of the information provided.

5.10. TSPRCT will take steps to minimise any difficulties which you might experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, it will make arrangements for you to receive advice about the procedure. TSPRCT will ensure that there is no detriment at all to you if you report a safeguarding concern in good faith.

5.11. If your concern is not substantiated, you should not take any subsequent action or make any disclosure to anyone other than those referred to in this policy. The exception is disclosure within the parameters of the Rigby Group’s Whistleblowing Policy if you feel that is required.

5.12. The matter will be recorded in accordance with the Rigby Group’s Grievance Procedure and any wrongdoing will be dealt with according to the Rigby Group’s Disciplinary and Dismissal Procedure.

5.13. If any representative of TSPRCT has any concerns about a young person taking part in an event organised by a partner organisation, they should contact the Foundation’s DSL.

5.14. In the case that someone acting on our behalf believes there is a significant risk of immediate harm to a person, they should contact the Executive Director as soon as possible and within one working day, providing as much information as possible.

6. Risk assessment and management

6.1. Under usual circumstances, TSPRCT will risk-assess any situation in which a potentially vulnerable employee, volunteer or associate may find themselves or that might cause someone to become vulnerable. It will then take appropriate measures.

6.2. TSPRCT will ensure that trustees, staff and volunteers learn about protection issues and their responsibilities in line with statutory guidance.

7. Incident investigation

- 7.1. TSPRCT will report and investigate allegations and concerns to improve its safeguarding processes. It will use any lessons learned from such events to take corrective action to prevent recurrences.
- 7.2. Where there are alleged incidents of abuse, the police are responsible for investigating whether a criminal offence may have been committed. TSPRCT will report a suspected crime (e.g. assault or indecency) to the police.

8. Trustees' responsibilities

- 8.1. Prevention is the primary responsibility of trustees. Trustees must take reasonable steps to protect staff, volunteers and those connected with the activities of TSPRCT from harm.
- 8.2. The Executive Director will inform trustees immediately when they become aware of a safeguarding issue and advise of the action being taken.
- 8.3. Trustees are responsible for making reports, where necessary, to the police, social services and other agencies, and, where the criteria are met, sending a serious incident report to the charity regulator.
- 8.4. This policy will be reviewed every three years.