

1. Purpose

The D'Oyly Carte Charitable Trust ("the Trust") is committed to promoting the safety and wellbeing of all individuals who may come into contact with its work, directly or indirectly. Although the Trust does not provide direct services to children or adults at risk, safeguarding is a fundamental governance responsibility.

This policy sets out how the Trust ensures that:

- Organisations it funds have appropriate safeguarding policies and procedures in place.
- Trustees and representatives of the Trust act responsibly and safely when attending events or meeting beneficiaries.
- Any safeguarding concerns that come to the attention of the Trust are dealt with appropriately and reported to relevant authorities when necessary.

2. Scope

This policy applies to all Trustees of the D'Oyly Carte Charitable Trust, the Clerk, and any outsourced administrators or advisers acting on behalf of the Trust.

It covers safeguarding assurance in grant-making and safe conduct by Trustees or representatives during external events or visits.

3. The Trust's Commitment

The Trust will:

- Promote a culture of safety, respect and accountability.
- Take all safeguarding concerns seriously and act appropriately.
- Require that all funded organisations working with children or adults at risk have up-to-date safeguarding policies, procedures, and training in place.
- Ensure Trustees and representatives understand how to respond if they witness or are informed of a safeguarding concern.

4. Safe Recruitment and Vetting of Trustees

The Trust is committed to ensuring that individuals appointed to positions of responsibility uphold the highest standards of conduct and integrity. Although Trustees do not work directly with children or adults at risk, they may attend events or visit funded organisations where such contact could occur.

To promote safe governance, the Trust will:

- Request two independent references for all prospective Trustees before appointment.
- Require all Trustees to declare any criminal convictions, safeguarding concerns, or disqualifications under charity law.
- Request that all Trustees hold a current enhanced Disclosure and Barring Service (DBS) certificate, renewed every three years or as required.
- Keep records of DBS status checks and declarations securely, accessible only to the Chair and Clerk.
- Ensure that any concerns arising from vetting or references are reviewed by the Chair before a recommendation is made to the Board.

5. Definitions

Children: anyone under the age of 18.

Adults at risk: individuals aged 18 or over who are in need of care or support and may be unable to protect themselves from harm or exploitation.

Safeguarding: protecting people's health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect.

Serious incident: an adverse event, actual or alleged, that results in or risks significant harm to beneficiaries, staff, volunteers, or others who come into contact with the charity.

6. Safeguarding in Grant-Making

Before approving a grant to an organisation working directly with children or adults at risk, the Trust will confirm that the applicant:

- Has a safeguarding policy appropriate to its activities.
- Has designated safeguarding leads and appropriate reporting procedures.
- Provides safeguarding training to staff and volunteers.
- Has systems to report and respond to incidents, including to statutory authorities.
- The Trust requests within its grant term and conditions that grantees report any safeguarding incidents.
- If a safeguarding concern arises involving a grantee, the Trust will discuss the issue with the grantee, assess whether there has been a failure of safeguarding practice, and report a serious incident to the Charity Commission where required.

7. Conduct of Trustees and Representatives

Trustees and representatives of the Trust must:

- Treat everyone with dignity and respect.
- Avoid any behaviour that could be perceived as inappropriate or exploitative.
- Maintain professional boundaries when attending events or interacting with beneficiaries or bursary recipients.
- Not be alone with children or adults at risk during visits or events.
- Immediately report any safeguarding concerns or disclosures to the Chair.

When attending events, site visits, or award ceremonies where beneficiaries may be present, Trustees should:

- Be clear that they represent the Trust in an observer or supporter capacity only.
- Follow the safeguarding guidance and supervision requirements of the host organisation.
- Avoid taking or sharing photos of beneficiaries without express permission.
- Refer any disclosures or concerns to the host organisation's safeguarding lead and notify the Chair of Trustees.

7. Reporting and Responding to Concerns

If a Trustee or representative witnesses or receives a disclosure, they must:

1. Listen and record what is said, without asking leading questions.
2. Report immediately to the Clerk and Chair of Trustees.
3. Inform the host organisation's safeguarding lead (if at an event).
4. Not investigate the concern themselves or promise confidentiality.

The Clerk will assess the information, ensure any immediate risks are addressed, liaise with statutory authorities or the Charity Commission where required, and keep a confidential written record of all reports and actions taken.

8. Reporting to the Charity Commission

The Clerk will make a Serious Incident Report to the Charity Commission if:

- A safeguarding incident has occurred involving a funded organisation where the Trust's reputation or oversight responsibilities could be questioned; or
- A safeguarding concern arises in connection with a Trustee, contractor, or representative of the Trust.

Reports will follow the Commission's current guidance on "[Safeguarding and protecting people for charities and trustees.](#)"

9. Record-Keeping

All safeguarding reports, correspondence, and actions will be logged and stored securely by the Clerk. Access will be restricted to the Chair and the Clerk.

10. Training and Review

Trustees will review this policy annually and refresh their safeguarding awareness as needed. New Trustees will be briefed on this policy during induction. The policy will be reviewed every three years or sooner if guidance changes.

11. Contact Details

Chair of Trustees: Andrew Wimble
Clerk to the Trustees: Johanna Tompsett
Email: admin@doylycartecharitabletrust.org