



Safeguarding Policy

Purpose

Our goal is to be a crossroads, connecting people in need with those who can make a difference. Our charitable activities include working with vulnerable people. The purpose of this policy is to protect them and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

Lead Trustees

A safeguarding committee will be appointed to provide oversight of safeguarding and to lead on any incident investigation and reporting.

Lead Trustees	Natalya Hanley, Laura Davis, Richard Payne
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Applicability

This policy applies to anyone working on our behalf, including our trustees and other volunteers.

CGVUK works with and alongside many different types of organisations. We will respond to any safeguarding concerns raised with other organisations we work with. Safeguarding should be appropriately reflected in other relevant policies and procedures.

Principles

We believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of our beneficiaries, those participating in our simulations, staff and volunteers, to keep them safe and to work in a way that protects them. Safeguarding is a shared responsibility.



- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

Types of Abuse

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse are at Appendix 1.

Reporting Concerns

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.

If you are a beneficiary, or member of the public, make your concerns known to a member of our team, who will alert a senior member of the charity. This can be done in person or via email at safeguarding@cgvuk.org.

If you are a member of the charity, make your concerns known to your supervisor. If you feel unable to do so, email the Safeguarding Committee at safeguarding@cgvuk.org.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of [Serious Incident Reporting](#) and, if applicable, another regulator. They are aware of the Government [guidance on handling safeguarding allegations](#).

Responsibilities

Trustees. This safeguarding policy will be reviewed and approved by the Board annually or after a serious safeguarding incident.

Trustees are aware of and will comply with the Charity Commission guidance on [safeguarding and protecting people](#) and also the [10 actions trustee boards need to take](#) to ensure good safeguarding governance. These will be reviewed by trustees annually.

The Safeguarding Committee will be given responsibility for the oversight of all aspects of safeguarding. This will include:

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- An annual review of safeguarding, with recommendations to the Board.
- Including a recurring Safeguarding Agenda item in regular trustees meetings, to ensure this and related policies are being applied consistently.
- Providing oversight of any lapses in safeguarding.
- Ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
- Planning programmes/activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.
- Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept updated.
- Ensuring that safeguarding requirements (e.g. DBS) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- Listening and engaging, beneficiaries, staff, volunteers and others and involving them as appropriate.
- Responding to any concerns sensitively and acting quickly to address these.
- Ensuring that personal data is stored and managed safely in accordance with GDPR and relevant policies.
- Making staff, volunteers and others aware of:
 - Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
 - The signs of potential abuse and how to report these.

Everyone. To be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately (see above).

Fundraising

We will ensure that:

- We comply with the [Code of Fundraising Practice](#), including [fundraising that involves children](#).
- Staff and volunteers are made aware of the Institute of Fundraising guidance on [keeping fundraising safe](#) and the NCVO Guidance on [People who need safeguarding while fundraising | NCVO](#).
- Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- We do not either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
- We are sensitive to any particular need that a donor may have and take this into account when time, money, goods or services are solicited or offered.

Additional commitments for contact with children and vulnerable adults

Representatives of CGVUK must:

- Challenge bullying and abuse in all its forms.
- Raise any concerns about grooming or grooming type behaviour.
- Disclose all charges or convictions if they relate to abuse or exploitation.

Representatives of CGVUK must NOT:

- Engage in any type of sexual activity or sexualised behaviour with any person under the age of 18 or under the local age of sexual consent where higher. This applies to all CGVUK representatives regardless of the age of consent locally. Mistaken belief in the age of the child is not a defence. Any disclosure which confirms such behaviour will result in a job or volunteer offer being withdrawn or, if discovered later, termination of employment.
- Engage in any type of sexual activity or sexualised behaviour with any vulnerable adult. Any disclosure which confirms such behaviour will result in a job or volunteer offer being withdrawn or, if discovered later, termination of employment.

- Physically abuse any child or vulnerable adult, even where this is culturally acceptable. Representatives of CGVUK must use non-violent methods to manage behaviour in all contexts.
- Carry out tasks of a personal nature for a child or vulnerable adult with whom they come into contact as part of their work for CGVUK that the child can do for themselves (e.g., toileting, bathing, dressing).
- Recruit any child or vulnerable adult for any labour which is inappropriate to their age, developmental stage or physical/mental capacity, or which interferes with their time available for education and recreational activities, or which places them at risk of harm.
- Seek to make personal contact or spend time alone with any child or vulnerable adult with whom they come into contact as a part of their work with CGVUK, except as required by their duties and in accordance with relevant safeguarding policy.
- Share a bedroom or sleep in proximity to any unsupervised child or vulnerable adult with whom they come into contact as part of their work for CGVUK.
- Visit the home of any child or vulnerable adult alone or invite any child or vulnerable adult unaccompanied into their own accommodation, where the individual is one with whom they come into contact as part of their work for CGVUK.
- Shame, belittle or degrade any child or vulnerable adult.
- Touch any child or vulnerable adult in a manner which is considered culturally insensitive or inappropriate.
- Show favour to any particular child or adult to the exclusion of any other(s).

Online Safety

We will identify and manage online risks by ensuring:

- Volunteers, staff and trustees understand how to keep themselves safe online. We may use high privacy settings and password access to meetings to support this.
- We protect people's personal data and in accordance with GDPR. Our privacy statement can be found [on our website](#).
- We have permission to display any images on our website or social media accounts, including consent from an individual, parent, etc.

- We clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process. If you are unsure, you can contact one of [these organisations](#), who will help you.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	05/12/2025	Initial draft approved	Annually
1.1	Safeguarding Committee	09/01/2026	Updates approved	

Next review due by: December 2026.

This policy will be reviewed as part of any safeguarding incident investigation, to test that it has been complied with and to see if any improvements might realistically be made to it.

Statutory Guidance

[Gov.UK – The role of other agencies in safeguarding](#)

[CC: Infographic; 10 actions trustees need to take.](#)

[CC: Safeguarding duties of charity trustees](#)

[CC: Safeguarding - policies and procedures](#)

[CC: How to protect vulnerable groups](#)

[CC: Managing online risk.](#)

Useful Links

[NCVO: Online safeguarding resources.](#)

[NSPCC: Writing a safeguarding policy](#)

Appendix 1 – Signs of Abuse

Physical Abuse.

- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or under dose medications.
- individual's report being hit, slapped, kicked, or mistreated.
- vulnerable adult's sudden change in behaviour.
- the caregiver's refusal to allow visitors to see a vulnerable adult alone.

Sexual Abuse.

- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- an individual's report of being sexually assaulted or raped.

Mental Mistreatment/Emotional Abuse.

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- an individual's report of being verbally or mentally mistreated.

Neglect.

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.

- unattended or untreated health problems.
- hazardous or unsafe living condition (e.g., improper wiring, no heat or running water).
- unsanitary and unclean living conditions (e.g., dirt, fleas, lice on person, soiled bedding, faecal/urine smell, inadequate clothing).
- an individual's report of being mistreated.

Self-Neglect.

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.
- hazardous or unsafe living conditions.
- unsanitary or unclean living quarters (e.g., animal/insect infestation, no functioning toilet, faecal or urine smell).
- inappropriate and/or inadequate clothing, lack of the necessary medical aids.
- grossly inadequate housing or homelessness.
- inadequate medical care, not taking prescribed medications properly.

Exploitation.

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.
- adding additional names on bank signature cards.
- unauthorized withdrawal of funds using an ATM card.
- abrupt changes in a will or other financial documents.
- unexplained disappearance of funds or valuable possessions.
- bills unpaid despite the money being available to pay them.
- forging a signature on financial transactions or for the titles of possessions.
- sudden appearance of previously uninvolved relatives claiming rights to a vulnerable adult's possessions.



- unexplained sudden transfer of assets to a family member or someone outside the family.
- providing services that are not necessary.
- individual's report of exploitation.