

Safeguarding Policy

Organisation Name: Prosper Wakefield District

Approved By: Trustees

Approval Date: 2nd September 2026

Review Date: September 2028

Version: 1

1. Purpose

Prosper Wakefield District is committed to promoting the welfare and safety of all people who may be affected by our work. Although we are a funder and do not deliver services directly to beneficiaries, we recognise that our funding decisions, partnerships, programmes and activities can influence safeguarding outcomes.

This policy sets out our commitment to safeguarding and describes how safeguarding risks are identified, prevented, managed, and reported within our organisation and across our funded portfolio.

2. Scope

This policy applies to:

- Board members, trustees and committee members
- Employees
- Contractors and consultants
- Grant applicants and grant recipients where specified in funding agreements
- Any partners and intermediaries acting on behalf of an organisation in an agreement with Prosper.

This policy applies to all organisational activities, including:

- Grant making
- Due diligence and assessment processes
- Monitoring and evaluation activities
- Site visits and meetings
- Work and activities carried out by funded organisations
- Events and conferences
- Research and learning activities
- Communications and fundraising activities.

3. Safeguarding Statement

Prosper Wakefield District adopts a zero tolerance stance on:

- Abuse
- Exploitation
- Neglect
- Harassment
- Bullying
- Discrimination
- Sexual misconduct
- Any conduct that causes harm to children or adults at risk.

We are committed to:

- Creating a culture of safeguarding
- Taking all concerns seriously
- Responding promptly and appropriately to safeguarding concerns
- Ensuring that safeguarding responsibilities are understood throughout the organisation
- Supporting funded organisations to maintain effective safeguarding practices.

4. Definitions

Safeguarding

Safeguarding refers to actions taken to protect people's health, wellbeing, and human rights and to enable them to live free from harm, abuse, neglect, exploitation, and harassment.

Child

Any person under the age of 18 years.

Adult at Risk

An adult who may be unable to protect themselves from abuse, neglect, or exploitation due to age, illness, disability, circumstances, or other vulnerabilities.

Safeguarding Concern

Any suspicion, disclosure, allegation, observation, or incident indicating that a person may have experienced, or be at risk of, harm.

5. Guiding Principles

We will:

- Put the safety and wellbeing of individuals first
- Take a survivor-centred and person-centred approach
- Act in a timely and proportionate manner
- Respect confidentiality while ensuring appropriate information sharing
- Comply with relevant legal and regulatory requirements
- Promote equality, diversity, and inclusion
- Foster a culture of openness, learning, and accountability.

6. Roles and Responsibilities

Board of Trustees

The Board is responsible for:

- Approving and overseeing this policy
- Ensuring safeguarding arrangements are adequate and effective
- Receiving appropriate safeguarding reports
- Providing strategic oversight of safeguarding risks.

Senior Management Team

The Senior Management Team is responsible for:

- Ensuring effective implementation of the policy
- Promoting a positive safeguarding culture
- Ensuring adequate resources are available.

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Providing safeguarding advice and guidance
- Receiving and managing safeguarding concerns
- Escalating serious incidents where required

- Maintaining safeguarding records
- Supporting staff and relevant stakeholders.

Designated Safeguarding Lead (DSL)

- Name: Sarah Tudor
- Position: Head of Impact
- Email: sarah@prosperwakefielddistrict.org
- Telephone: 07399 225 281 / Personal: 07581 310 151 (emergency contact)

Second Contact

- Name: Emma McKee
- Position: Head of Grants
- Email: emma@prosperwakefielddistrict.org
- Telephone: 07949 193 246

Trustee Oversight

- Name: Jody Poole
- Position: Trustee
- Email: jody.poole@youth-association.org
- Telephone: 07854 864 400

Staff and Representatives

All staff and representatives must:

- Comply with this policy
- Complete required safeguarding training
- Report concerns promptly
- Cooperate with safeguarding investigations and reviews.

7. Safeguarding in Grant-Making

Due Diligence

The organisation will assess safeguarding arrangements proportionately according to the level of safeguarding risk associated with each grant.

This may include reviewing:

- Safeguarding policies and procedures

- Codes of conduct
- Safer recruitment procedures
- Training arrangements
- Reporting mechanisms
- Governance arrangements
- Previous safeguarding incidents and responses.

Funding Conditions

Grant recipients may be required to:

- Maintain appropriate safeguarding measures
- Notify us of serious safeguarding incidents
- Cooperate with safeguarding reviews or investigations
- Take corrective actions where weaknesses are identified.

Monitoring

The organisation may:

- Review safeguarding practices during monitoring activities
- Request safeguarding updates and assurances
- Conduct safeguarding spot checks where appropriate
- Provide guidance and support to funded organisations.

8. Safer Recruitment

Where recruitment is undertaken by Prosper Wakefield District, we will seek to minimise safeguarding risks through processes that may include:

- Appropriate references
- Identity verification
- Employment history checks
- Criminal record checks (where justified and lawful)
- Safeguarding-related interview questions (where applicable)
- Clear expectations regarding conduct.

9. Code of Conduct

All representatives of the organisation are expected to:

Always

- Treat everyone with dignity and respect
- Behave professionally
- Maintain appropriate boundaries
- Report safeguarding concerns
- Follow organisational policies and procedures.

Never

- Abuse or exploit anyone
- Engage in harassment, bullying, or discriminatory behaviour
- Ignore safeguarding concerns
- Retaliate against individuals who raise concerns
- Use their position for personal gain at the expense of others.

10. Reporting Safeguarding Concerns

Any safeguarding concern should be reported immediately to the Designated Safeguarding Lead.

Reports should include, where possible:

- What happened
- Who was involved
- When and where the incident occurred
- Any immediate risks
- Actions already taken.

Emergency Situations

If someone is in immediate danger, emergency services and/or relevant authorities should be contacted without delay before following internal reporting procedures.

11. Responding to Concerns

When a concern is reported, the organisation will:

1. Assess any immediate risk
2. Take steps to protect individuals from further harm
3. Record the concern accurately
4. Determine appropriate next actions
5. Refer concerns to relevant authorities where necessary
6. Maintain confidentiality on a need-to-know basis
7. Keep appropriate records securely.

The organisation will not investigate matters that are the responsibility of statutory agencies unless advised otherwise.

12. Managing Concerns Relating to Funded Organisations

Where a safeguarding concern relates to a funded organisation, Prosper Wakefield District may:

- Request information about the incident and response
- Assess whether safeguarding obligations have been met
- Require an improvement plan
- Suspend payments where appropriate
- Terminate funding in serious cases
- Refer concerns to regulators or authorities where necessary.

The primary responsibility for safeguarding remains with the funded organisation.

13. Whistleblowing

Anyone associated with the organisation may raise concerns about misconduct or poor safeguarding practice without fear of retaliation.

Concerns should be reported through:

- The Designated Safeguarding Lead; or
- The Whistleblowing Procedure.

All concerns will be handled fairly and confidentially.

14. Confidentiality and Data Protection

Safeguarding information will be:

- Handled sensitively
- Shared only where necessary and lawful
- Stored securely
- Managed in accordance with data protection legislation and organisational policies.

15. Training and Awareness

The organisation will ensure that relevant personnel receive:

- Safeguarding awareness training
- Role-specific safeguarding training where appropriate
- Regular refresher training
- Guidance on grant-making safeguarding responsibilities.

16. Risk Management

Safeguarding risks will be considered within:

- Organisational risk management processes
- Grant approval processes
- Monitoring arrangements
- Events and public engagement activities
- Partner and supplier management.

Significant safeguarding risks will be escalated through governance structures as appropriate.

17. Policy Breaches

Failure to comply with this policy may result in:

- Disciplinary action
- Termination of contracts or agreements
- Withdrawal of funding
- Referral to external authorities or regulators where appropriate.

18. Review

This policy will be reviewed at least every 24 months or sooner if:

- Legal or regulatory requirements change;
- Significant safeguarding incidents occur; or
- Organisational activities change materially.

Appendix A:

Safeguarding Reporting Form

Date of Report:

Person Reporting Concern:

Contact Details:

Details of Concern:

People Involved:

Location:

Immediate Safety Risks:

Actions Taken:

Reported To:

Date Referred:

Outcome/Follow-Up: