DISS SURVEYORS' ALLOTMENT CHARITY
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Safeguarding Vulnerable Beneficiaries Policy

1. Purpose

The purpose of this policy is to ensure that Diss Surveyors' Allotment Charity ("the Charity") takes reasonable and proportionate steps to safeguard children, young people and vulnerable adults who may benefit from activities funded by the Charity.

The Trustees are committed to promoting the welfare of those who may be affected by the Charity's activities and grant funding arrangements.

2. Scope

This policy applies to all Trustees and to all grant applications received by the Charity.

3. Principles

The Charity:

- Recognises its responsibility to consider safeguarding risks as part of its governance arrangements.
- Expects organisations receiving funding to comply with relevant safeguarding legislation and guidance.
- Will take a proportionate approach consistent with its role as a grant-giving charity.
- Will act appropriately if safeguarding concerns are brought to the attention of Trustees.

4. Responsibilities

The Trustees are collectively responsible for ensuring that safeguarding risks are considered when awarding grants.

Administrative support may be provided by officers of Diss Town Council, however responsibility for safeguarding oversight remains with the Trustees.

5. Grant Applications

Where an application involves activities with:

- Children or young people;
- Vulnerable adults; or
- Other individuals at increased risk of harm,

the Trustees may request evidence that appropriate safeguarding arrangements are in place.

Such evidence may include:

- A safeguarding policy;
- Appropriate procedures for reporting concerns;
- Evidence of staff or volunteer training;
- Evidence of Disclosure and Barring Service (DBS) checks where required by law.

Trustees shall take any information provided into account when considering an application.

6. Monitoring

The Charity may request confirmation that funds have been used for their intended purpose and that funded activities have been undertaken in accordance with any safeguarding arrangements declared during the application process.

Nothing in this policy overrides the requirements of the Charity's Allocation of Funds Policy relating to grant applications and monitoring.

7. Safeguarding Concerns

If a safeguarding concern relating to a funded organisation comes to the attention of the Charity, Trustees shall:

- Record the concern;
- Consider whether the relevant organisation has been informed;
- Consider whether any immediate action is required regarding funding;
- Seek appropriate advice where necessary.

The Charity shall refer matters to appropriate statutory agencies where required.

8. Confidentiality

Information relating to safeguarding concerns shall be handled sensitively and in accordance with applicable data protection requirements.

9. Monitoring and Review

This policy shall be reviewed every four years, or earlier if required by changes in legislation, Charity Commission guidance or the Charity's operations.