



# The Duchess's High School Trust

## Safeguarding Policy

The Duchess's High School Trust is committed to ensuring that the welfare of all children and vulnerable adults is promoted and they are protected from harm.

The Duchess's High School Trust recognises that the welfare of children and vulnerable adults is paramount and that no individual or group should be treated any less favourably than others when it comes to accessing services particular to their needs. The Trust believes that all children and vulnerable adults have the right to protection from all types of abuse and neglect without discrimination on the basis of age, disability, gender, ethnicity, religion or belief, marital status, pregnancy, maternity or sexuality.

This policy applies to all trustees, volunteers and contractors of the Trust. The Trust does not employ any staff.

The Duchess's High School Trust (DCHS Trust) exists to provide activities, facilities and resources which support children and young people's learning, development and wellbeing. The beneficiaries supported by the Trust are:

- (i) Students of the Duchess's Community High School (DCHS) aged 11-18
- (ii) Siblings and other children within our school families
- (iii) Children at feeder primary and middle schools

Many of the activities facilitated by the Trust are delivered via the school or appropriate organisations in the community (e.g. Community@NE66, feeder schools). However, there are circumstances where the Trust's trustees and volunteers do come into contact with children and/or vulnerable adults. This includes:

- (i) Fundraising events which are attended by students, staff and members of the community
- (ii) Meetings or presentations in school which are attended by students, staff, parents and members of the community
- (iii) Attendance at events, performances, activities which have been facilitated by the Trust
- (iii) Social media including public pages and private messaging apps
- (iv) Email (the Trust email, hosted by DCHS, has access to all student and staff email addresses)

We recognise that, as the charity grows, we will develop new activities that may not fall under the list stated above.

### Our commitment

The Trust will ensure trustees, volunteers and delivery partners are aware of their responsibilities with regard to safeguarding. We will:

- Nominate a **Safeguarding Designated Person** on the trustee board : **Rosie Bush = Safeguarding Designated Person for trustees, appointed Nov 2022;**
- Ensure names of all trustees are provided to DCHS so that they can be registered on the **Single Central Record** for visits into school;



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- Provide appropriate **safeguarding training** for trustees;
- Provide a **Code of Conduct** for volunteers supporting events and other activities;
- Risk assess any Trust event/activity which is out of school and share the risk assessment with all trustees and volunteers running the event;
- Maintain a **list of events** when trustees or volunteers have had contact with children and/or vulnerable adults (to be reviewed at each board meeting);
- Invite DCHS Co-Headteachers to attend every board meeting to, amongst other things, provide safeguarding support and maintain an overview of Trust activities and their potential impact on children and vulnerable adults within the DCHS community;
- Make this policy available to all trustees, volunteers, beneficiaries and others on the Trust website.

## Working with DCHS

For all activities which are on the DCHS site or accompanied by DCHS staff, the school will maintain responsibility for safeguarding and the [DCHS Safeguarding & Child Protection Policy and Guidelines](#) will take precedence.

The **DCHS Designated Persons for Safeguarding** are Mr A Rogers ([alan.rogers@dchs-alnwick.uk](mailto:alan.rogers@dchs-alnwick.uk)) and Mrs A Alexander ([ann.alexander@dchs-alnwick.uk](mailto:ann.alexander@dchs-alnwick.uk)). Out of hours phone numbers will be made available for events.

## Working with other partners

The Trust shall ensure all delivery partners undertake the following as a condition of their partnership:

- Arrange any necessary DBS or other background checks on staff or volunteers;
- Provide the Trust with contact details for their Safeguarding Designated Person (or equivalent position);
- Share their policies, guidelines and other information relating to safeguarding of their beneficiaries;
- Ensure their staff and volunteers have appropriate training prior to commencing their work with the Trust.

A Terms of Reference will be agreed with any delivery partner and a list of partners will be kept and reviewed at Board meetings.

## Digital engagement

The Trust recognises that contact with children and vulnerable adults does not only happen in a face to face situation. The Trust also has a responsibility to safeguard people who come into contact with them via social media and email.

The Trust will maintain a list of trustees who have access to the shared email address (hosted by DCHS) and any social media accounts. At least two trustees will have access to and actively participate in any social media platform/group with a direct messaging facility.



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Trustees are advised not to engage with DCHS students who they do not know personally (e.g. their own children and their children's friends who they have met) via their own personal accounts.

All passwords will be changed if any trustee with access leaves the organisation for any reason.

## Recruiting trustees and volunteers

Trustee vacancies are advertised or, when appropriate, an individual may be recommended by another trustee. All potential trustees must apply in writing, providing a summary of any current and previous employment and other relevant experience. Two written references are sought for all trustees. All trustees will have a DBS check through DCHS when they are registered on the *Single Central Record*. Trustees are also required to complete the Charity Commission Eligibility Declaration. Trustees will provide their full name, address, email, phone number and next of kin.

The Trust is supported by a number of volunteers who tend to provide help on an ad-hoc basis (for example, a parent may offer to volunteer to sell raffle tickets at a performance that their child is involved in). Volunteers will never have unsupervised access to children in school. At other events, all volunteers will be provided with a simple **Code of Conduct**. Expectations of volunteers will be made clear. A record will be kept of names, addresses and contact email/phone number for all volunteers and the dates on which they have volunteered.

The Trust currently does not have any regular volunteers. If ad-hoc volunteers start to volunteer more regularly, or if the need for new volunteer roles are identified, the Trust will review this section of the policy to introduce additional checks and training.

## Training

Safeguarding training will be provided for all trustees. If a trustee is not able to attend training for any reason, they must make reasonable efforts to organise an alternative date. If a trustee is not able to or refuses to participate in training, they will not be able to continue as a trustee. A record will be kept of all training completed by trustees.

All trustees will also be provided with a copy of this policy, the [DCHS Safeguarding & Child Protection Policy and Guidance](#) and the [Charity Commission guidance on Safeguarding and protecting people for charities and trustees](#).

## What to do if a concern is raised

Abuse can occur wherever there are children or vulnerable people. The term "abuse" describes all the ways in which a child or a vulnerable adult's development and health are damaged by the actions or in-actions of others, usually adults. Abuse can include physical abuse, emotional abuse, sexual abuse and neglect. The Trust acknowledges that trustees and volunteers must understand their responsibilities to safeguard children/vulnerable adults from abuse, recognise signs of abuse in children/vulnerable adults, respond appropriately to any concerns and make a referral to the appropriate services if needed.



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Trustees and volunteers will be guided by the following principles when communicating with children and vulnerable adults:

- Listening to what children and vulnerable adults might say and taking what they say seriously;
- If a child or vulnerable adult has disclosed information that indicates the child or vulnerable adult is suffering or has suffered abuse, this must be disclosed to someone that can help in accordance with this policy. Promises to keep information secret should not be given; and
- Confidentiality is of utmost importance. Information relevant to the alleged abuse should only be disclosed to the necessary persons.

Concerns and allegations of abuse that may arise during contact with children or vulnerable adults will be taken seriously by the Foundation and responded to appropriately. Trustees or volunteers acting on behalf of the Trust may be seen as trusted adults and, for this reason, children, vulnerable adults or others may choose to confide in them.

The following steps shall be taken by staff and volunteers when they are concerned about a potential instance of abuse:

1. If the activity is on the DCHS site or supported by DCHS staff, the individual must report the incident to a member of school staff and the ***DCHS Safeguarding & Child Protection Policy and Guidance*** must be followed.
2. If the Trust is acting independently of DCHS, any incident must be reported to the ***Safeguarding Designated Person***.
3. If the Safeguarding Designated Person considers that the child or vulnerable adult is suffering or is likely to suffer significant harm as a result of the incident, they should contact one of the following services:
  - (a) police;
  - (b) The Local Authority Designated Officer and relevant children's services;
  - (c) Child Exploitation Online Protection Centre;
  - (d) NSPCC.
4. If the Safeguarding Designated Person is unavailable, any trustee at the event should take forward any urgent referral. If needed they could seek advice from the DCHS Safeguarding Leads or the NSPCC Helpline 0808 800 5000.

Many Trust events which are out of school are likely to take place on evenings or weekends. Phone numbers for Safeguarding Leads will be provided.

## Records

The Trust will record any incident, disclosure or observation relevant to the abuse or potential abuse of a child or vulnerable adult, including the date and time of any incident, the time of any disclosure by a child or vulnerable adult and if a referral is made to an outside agency.

## Review



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The Trust recognises the importance of reviewing this policy and monitoring our activities to ensure that we are prepared for any eventuality and to keep up to date with any legislative changes. The policy will be reviewed annually or more frequently if needed.

The **10 actions trustee boards need to take to ensure good safeguarding governance** will be reviewed annually (Appendix 1).

Proposed by: Katherine Williams, Chair

First proposed: 28/11/21

Date adopted: 04/12/22 (agreed by email)



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## Appendix 1: Ten Actions Trustee Boards Need To Take To Ensure Good Safeguarding Governance

Action (recommended by the Charity Commission)	Do we meet this standard?	Date
1. Ensure your charity has an adequate safeguarding policy, code of conduct and any other safeguarding procedures. Regularly review and update the policy and procedures to ensure they are fit for purpose	New policy proposed Code of conduct and other supporting docs to be developed by Jan 23	Dec 2022
2. Identify possible risks, including risks to your beneficiaries or to anyone else connected to your charity and any emerging risks on the horizon	Risk assessments to be produced for any events where DCHS Trust is the lead organisation	Dec 2022
3. Consider how to improve the safeguarding culture within your charity	New policy proposed in 2022 and training to be organised for 2023. Reminded all trustees of the Charity Commission guidance	Dec 2022
4. Ensure that everyone involved with the charity knows how to recognise, respond to, report and record a safeguarding concern	Trustees to take part in training early in 2023. Policy shared with all trustees DCHS SLT also represented at trustee meetings to provide direct contact point and safeguarding support as needed.	Dec 2022
5. Ensure people know how to raise a safeguarding concern		
6. Regularly evaluate any safeguarding training provided, ensuring it is current and relevant		
7. Review which posts within the charity can and must have a DBS check from the Disclosure and Barring Service	All trustees to be added to Single Central Record for DCHS. School will hold contact details for all trustees and carry out DBS checks.	Dec 2022
8. Have a risk assessment process in place for posts which do not qualify for a DBS check, but which still have contact with children or adults at risk	Any volunteers who have contact with children/vulnerable adults will always be supervised by a trustee and/or staff from DCHS. Records of events will be kept of volunteers.	Dec 2022
9. Periodically review your safeguarding policy and procedures, learning from any serious incident or 'near miss'	Annual review agreed, more often if needed	Dec 2022
10. If you work overseas, find out what different checks and due diligence you need to carry out in different geographical areas of operation	n/a	Dec 2022



# **The Duchess's High School Trust**

Taylor Drive, Alnwick, Northumberland NE66 2DH Telephone: **01665 602166** Email: [Admin@dchs-alnwick.org](mailto:Admin@dchs-alnwick.org)

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