



# friends

## OF HOLMEWOOD

### **Safeguarding Policy**

Charity Commission guidance regarding safeguarding states the following:

*"Trustees of charities have a duty of care to their charity which, if they work with vulnerable groups including children, will include taking the necessary steps to safeguard and take responsibility for them."*

The Friends of Holmewood has adopted the Safeguarding Policy of Holmewood House School as we believe this offers the best and most appropriate support for children.

<https://www.holmewoodhouse.co.uk/wp-content/uploads/Safeguarding-Policy-June-2018-website-version-final.pdf>

Trustees of the committee will be reminded by the Chair to read the policy each year.

Volunteers responsible for running events should be reminded of the Friends of Holmewood duty of care to children and advised to read the Holmewood House School policy on safeguarding. Any concerns for students that Friends of Holmewood members identify during FOH events will be brought to the Holmewood House School Designated Safeguarding Lead.

### **Safeguarding in relation to new trustees**

All new trustees are required to read and sign the Trustee Eligibility Declaration as recommended by the Charity Commission.

<https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>

This makes reference to having read and understood the safeguarding guidance issued by the Charity Commission.

<https://www.gov.uk/government/publications/safeguarding-children-and-young-people>

The Trustee Eligibility Declaration requires that volunteers:

- are willing and eligible to act as trustees
- understand the charity's purposes
- have passed any checks required if the charity works with children or vulnerable people

Eligibility and suitability checks are therefore required for all new Friends of Holmewood trustees, in the form of a **DBS check** (completed via the school).

The charity's purposes can be viewed in the Constitution.

Links to Charity Commission information:

<https://www.gov.uk/guidance/charities-how-to-protect-vulnerable-groups-including-children>

<https://www.gov.uk/government/publications/safeguarding-children-and-young-people>

#### References

- PTA-UK Insurance Conditions: <http://www.pta.org.uk/Member-Benefits/Insurance>
- PTA-UK conflict of interest guidance: <http://www.pta.org.uk/Info-sheets/Conflicts-of-interest> (login access needed).
- Charity Commission conflict of interest guidance: <https://www.gov.uk/guidance/manage-a-conflict-of-interest-in-your-charity>
- HMRC gift aid donor information retention rules: <https://www.gov.uk/government/publications/charities-detailed-guidance-notes/chapter-3-gift-aid#chapter-330-how-long-records-should-be-kept>
- Information Commission Office Guidance on Information Handling: <https://ico.org.uk/for-organisations/charity>
- HSFG School Safeguarding policy: <http://www.hsfg.org/attachments/download.asp?file=108>