

William Robinson Gravetye Charity (WRGC) Safeguarding and Welfare Policy

1. Introduction/Background

1.1 WRGC is committed to safeguarding and promoting the welfare of its stakeholders and ensuring they come to no harm.

1.2 This policy outlines WRGC's commitments to safeguarding its stakeholders and users. For suspected wrongdoing related to contractors, tenants, or the public, refer to WRGC's Complaints Policy.

1.3 WRGC ensures the protection of vulnerable groups, including children, from harm, abuse, neglect, and exploitation.

2. Understanding Risks

2.1 Vulnerable individuals can be harmed by organizations, either unintentionally or deliberately. Unintentional harm may result from negligence or lack of policies, while deliberate harm comes from intentional abuse.

3. Scope of this Policy

3.1 **Stakeholders:** Compliance with this policy is mandatory for all WRGC stakeholders, including staff, contractors, agency staff, consultants, and volunteers.

3.2 **Directors/Trustees:** Must act in WRGC's best interests and comply with this policy.

4. Statement of Commitments

4.1 WRGC commits to protecting vulnerable groups impacted by its projects from harm, including exploitation, neglect, and abuse.

WRGC's Commitments:

- Ensure all stakeholders adhere to WRGC's Visitor Code of Conduct for the Gravetye Estate
- Take appropriate action for non-compliance with the Visitor Code of Conduct for the Gravetye Estate
- Integrate protection considerations into all aspects of the organization. –
- Address safeguarding concerns promptly.
- Report incidents to external authorities when appropriate.
- Keep privacy statement updated to protect individuals and report wrongdoing.

5. Embedding Organizational Commitment

5.1 WRGC stakeholders will receive training on this policy, which will be included in new staff and trustee inductions.

5.2 Breaches of this policy will be taken seriously and may result in disciplinary action.

6. Reporting & Responding to Concerns

6.1 WRGC personnel must report any concerns of harm, including abuse, exploitation, and neglect, to the Designated Safeguarding Officer immediately.

7. Safeguarding and Welfare for Volunteering and Educational Opportunities

7.1 Introduction/Background

WRGC provides volunteering and educational opportunities for children and young people, including those with special educational needs and disabilities (SEND). WRGC is committed to safeguarding their welfare.

7.2 Policy Purpose and Scope

- Protect children and young people receiving WRGC's services.
- Guide staff, volunteers, and families on our child protection approach.

This policy applies to WRGC staff, volunteers, trustees, and anyone working on behalf of WRGC.

7.3 Principles and Beliefs

- Children and young people should never experience abuse.
- WRGC promotes the welfare and safety of all children and young people.
- All children have an equal right to protection from harm.
- Some children need extra safeguards due to previous experiences or dependencies.

7.4 Keeping Children Safe

- Value, listen to, and respect children and young people.
- Appoint a child protection lead and a safeguarding trustee.
- Follow best practices in policies, procedures, and staff conduct.
- Recruit safely with necessary checks.
- Handle information professionally and securely.
- Provide clear reporting channels for concerns.
- Manage allegations against staff and volunteers appropriately.
- Ensure a safe physical environment.
- Foster a respectful and open safeguarding culture.

8. Reporting & Responding to Concerns

- Report any harm, abuse, exploitation, or neglect concerns to the Designated Safeguarding Officer immediately.
- Maintain confidentiality and do not investigate the incident personally.

9. Contact Information

- **Designated Safeguarding Officer:** Fiona Humphreys, Development Manager
- **Safeguarding Lead Trustee:** Julia Grant
- **Reporting Email:** hello@wrgc.org.uk
- **Reporting Phone:** 07934 527231

10. Other Relevant Policies

- Complaints Procedure
- Code of Conduct
- Privacy Statement
- General Data Protection Policy

11. Policy Review

- Reviewed annually or when needed due to changes in law, best practice, or incidents.

Publishing this Policy

- Publicly accessible on WRGC's website.

Date of Policy: July 2024 **Next Review Date:** July 2025