1 Introduction

1.1 This document sets out Foundation Scotland's [FS's] policy on the safeguarding of children and vulnerable adults.

- FS acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults.
- FS believes that all children and vulnerable adults have the right to protection from all types of abuse and neglect.
- FS is committed to safeguarding from harm those children and vulnerable adults that may meet its employees and representatives during its work, including work with its donors, grantees, and partner organisations.

2 Scope

2.1 This policy applies to all board members, committee members, employees, freelance assessors, contractors, and volunteers of FS [FS Representatives].

3 Abbreviations and Definitions

Abbreviations

- CEO – Chief Executive Officer
- GDPR – General Data Protection Regulation
- PVG – Protecting Vulnerable Groups
- SCVO – Scottish Council for Voluntary Organisations

Definitions

- Safeguarding means protecting people's health, well-being and rights so that everyone especially children and adults at risk – can live free from abuse, harm and neglect.
- A child is anyone who has not yet reached the age of 18 years.
- A young person is anyone aged 16 or 17 years.
- A vulnerable adult is someone aged 18 years or over who is, or may be for any reason, unable to take care of themself, or unable to protect themselves against significant harm or exploitation.
- Adults with care and support needs: anyone over the age of 18 who has additional care and support needs (due to disability, illness, mental or physical infirmity) and as a result, may be less able to protect themselves from harm.

- A vulnerable person, over the age of 18, who may be in vulnerable circumstance or who may not have the mental capacity to make a decision to donate.

4 Risks and Concerns

4.1 Key safeguarding risks in our work include but are not limited to:

- intentional harm from people in organisations we fund to their intended beneficiaries or wider public
- harm arising from poorly designed projects we support
- those acting on our behalf doing harm to staff, volunteers or intended beneficiaries in organisations we support
- bullying, harassment, unlawful discrimination or other forms of abuse within our staff, trustee or volunteer team.

4.2 Safeguarding concerns for us could arise in relation to

- organisations applying for or receiving funding
- children or adults at risk applying for or receiving individual grants
- members, donors or potential donors
- those acting on our behalf including staff, volunteers and trustees

5 Policy

Principles

5.1 FS Representatives do not work directly with children or vulnerable adults as part of their roles with FS and so are not required to have PVG Scheme or Disclosure Scotland checks. If a new project were to be taken on where direct contact is part of their role PVG checks would be required.

5.2 In carrying out their role FS Representatives must endeavour to avoid any situation where they are alone with a child or adult who they have reasonable grounds for believing could be vulnerable.

5.3 FS requires all grant applicant organisations, which intend to work directly with children or vulnerable adults, to have an appropriate Safeguarding Policy and Procedures in place.

5.4 FS cannot itself provide advice on safeguarding policies or procedures. Those intending to work with children or vulnerable adult can however be signposted to other sources of support.

5.5 Young people aged 16 or 17 and vulnerable adults may be members of Panels/Boards, grant recipients or donors. This policy should not be used to exclude or discriminate against young or vulnerable people and their involvement in FS activities. However, when working with young or vulnerable people, FS Representatives must consider whether additional safeguards, such as the involvement of a parent/carer/support worker is appropriate to protect the interests of the young or vulnerable person.

5.6 FS will provide information to its Representatives on recognising the signs of abuse and the procedure for the action to be taken if, in good faith, they have reason to believe a child or vulnerable adult may be at risk, or they receive an allegation about possible abuse. This policy makes clear FS's duty to record and report the matter internally and notify the appropriate statutory authorities.

5.7 In carrying our role to establish new funds, securing additional donations from existing fund holders and seeking donations for a particular cause or theme, our aim is to recognise signs of vulnerable circumstances (see appendix 2) in order that we can adapt our approach and put additional steps in place so we never exploit the trust, lack of knowledge or vulnerable circumstances of our donors. The role of FS staff is not to reach a professional judgement about an individual's mental capacity or determine their level of vulnerability.

Grant Applicants

5.8 FS places importance on the safety of children and vulnerable adults. Any organisation whose core work involves any work with children and/or vulnerable adults must have an appropriate Safeguarding Policy and Procedures in place prior to application.

5.9 FS may make awards to individual children and vulnerable adults. If an award beneficiary is under 16, all communications, applications and grant agreements require the involvement of a responsible adult. Children over the age of 16 and vulnerable adults may make applications in their own right and are able to be signatories to contractual agreements, such as grant acceptances. However, if doubts arise as to the young or vulnerable person's capacity to understand the application process or terms of a grant, involvement of an adult or carer should be sought. Notwithstanding section 4.2, assessors may have one to one telephone and video conversations with award applicants aged 16 and 17. When young people aged 16 and 17 are invited to take part in a phone or video assessment, they will be given the option of including a parent/carer in the conversation. The FS employee or representative could also record a video-call or phone-call if they have been given the consent of the child or the young person, having first explained to them why a recording is being made and that it will not be shared out with FS for any purpose. The employee or representative would save the record, and any recording, in line with GDPR.

5.10 During the assessment process, the assessor will check whether the organisation works with children and vulnerable people, and therefore requires a safeguarding policy, whether this policy has been supplied, and whether the policy is adequate [see 4.10].

5.11 Appropriate safeguarding policies and procedures [setting out how the policy is implemented] must as a minimum cover the following:

5.11.1 Recruitment and selection

5.11.2 Employee and volunteer induction and training in safeguarding

5.11.3 Safe arrangements for all work involving vulnerable adult/children and young people, including procedures for responding to and reporting abuse

5.11.4 Contact details, including at least one nominated Safeguarding representative

5.12 As part of our support for groups, FS can signpost them to SCVO for technical advice on such issues.

5.13 As a condition of funding, we require grantee partners to notify us of serious safeguarding incidents.

5.14 FS requires all grantees to notify us in writing of any serious safeguarding incidents that occur during the lifetime of their grant. We include this requirement as FS has an obligation to ensure that the work we fund does not put people at risk of harm. Our role is to act as a critical friend to ensure appropriate action has been taken but responsibility for responding to the concern, including notifying relevant authorities, rests with the grantee and should be undertaken in line with the grantee's own safeguarding procedures.

Donors

5.15 Foundation Scotland staff are guided at all times by our commitment to our donors by acting in a respectful, trustworthy, professional and transparent manner as well as the legal requirements to comply with the Code of Fundraising Practice.

5.16 Where Foundation Scotland are concerned that an individual may lack capacity or be in vulnerable circumstances that affect their decision making, we will not accept any monies from them until additional actions have been put in place to ensure that we are responsive to the needs and situation of the individual.

5.17 Foundation Scotland staff should speak to the person, ask about any support requirements they have, and take extra steps to provide any further information in a way that best suits the individual. Adaptations may include:

5.17.1 providing information in an alternative format and/or with different terminology

5.17.2 reinforcing why you are communicating with them, the purpose of your role and whether they are happy to continue

5.17.3 delaying acceptance of the gift to give the donor further time to consider their donation;

5.17.4 including a 'cooling off' period if the donor changes his or her mind;

5.17.5 or suggesting the donor involves family/friends.

5.18 If, after additional steps have been taken, Foundation Scotland staff know, or have good reason to believe, that a person lacks the capacity to make a decision to donate or is in significant vulnerable circumstances that mean they may not be able to make an informed decision, then the interaction should be stopped. A full note should be written of why the decision to stop the interaction was taken and recorded on the database to inform any future contact (see records).

5.19 Care should be taken in order not to cause offence or upset the individual.

5.20 If we subsequently find that we have taken a donation from a donor while they do not have the capacity to make an informed decision, we will return the money to them.

Foundation Scotland Representatives

5.21 In the course of their work for FS, Representatives may not work alone with one or more children or vulnerable adults. In the event of visiting an organisation or convening a meeting they must endeavour not to be left in isolation with a child or vulnerable adult.

5.22 Any work involving meetings with a child or vulnerable adult should only be carried out under the supervision of an appropriate member of a community group or charity which members may be visiting. No FS Representative should put themselves in a situation that may make them vulnerable to claims of poor treatment or abuse of another person or persons.

5.23 Young people aged 16 or 17 and vulnerable adults may be members of Panels and Boards. FS recognise that young people and vulnerable adults may need additional support to play a full and equal role in these decision-making bodies.

5.24 FS will provide induction for all Panel and Board members. Where an induction is provided to a young person or adult, who FS have reason to believe could be vulnerable, the FS employee providing support to the Panel/Board should consider whether additional support is required for that person to participate fully and without risk to their interests. Inductions with young people or vulnerable adults must be carried out with another adult present.

5.25 FS appreciates that FS Representatives will meet people intending to establish funds or make donations who may be in vulnerable circumstances, or who may not have the mental capacity to make a decision to donate. FS staff must only accept a donation where they are confident that the individual understands the transaction they are entering into, and will make adjustments to ensure this.

Recruiting

5.26 FS is committed to a safe recruitment process which is managed by a member of the Senior Management Team. FS will ask for references from previous employers and will conduct appropriate background checks, as and when required by law.

How to respond to abuse

5.27 Policing of children and vulnerable adults or investigating allegations is not the role of FS. FS Representatives should ensure however that any concerns raised or observed are dealt with timeously.

5.28 FS understands abuse to be the term which 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. Abuse can include physical abuse, emotional abuse, sexual abuse, and neglect. FS acknowledges that FS Representatives must understand how to recognise signs of abuse in children and vulnerable adults, and Appendix 1 is provided as a reference point explaining what the many different types of abuse can be and what these can include.

5.29 FS Representatives will be guided by the following principles when communicating with children and vulnerable adults:

5.30 Listening to what children and vulnerable adults might say and taking what they say seriously.

5.31 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 can never be given.

5.32 Confidentiality is of utmost importance. Information relevant to the alleged abuse should only be disclosed to the necessary persons.

5.33 Concerns and allegations of abuse that may arise during contact with children or vulnerable adults will be taken seriously by FS and responded to appropriately.

5.34 The following steps shall be taken by FS Representatives when they are concerned about a potential instance of abuse:

5.35 The individual will report the incident to the organiser of the programme, event or activity involving the child or vulnerable adult [normally the grantee].

5.36 The CEO [or relevant FS Representative] will be responsible for informing any relevant charitable partners and determining the appropriate course of action, including deciding whether to contact the parents or carers of the individual concerned, social care services or the police.

5.37 In an emergency and where neither the CEO or relevant Representative are available, and the individual considers that the child or vulnerable adult is suffering or is likely to suffer significant harm as a result of the incident, the individual should contact one of the following services:

5.38 If immediate danger is suspected, then call 999

5.39 If it is not an emergency call 101 or visit a police station

5.40 Contact your local social work department

https://socialworkscotland.org/wpcontent/uploads/2018/06/ScottishCouncilsSocialWorkContactSheet.pdf

Records

5.41 FS 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 and if a referral is made to an outside agency. A record of all such incidents will be kept on Risk Mate.

5.42 All interactions with donors should be recorded in line with Foundation Scotland's Privacy and Data Protection Policy.

5.43 Foundation Scotland staff should record a factual record of their own experience of an interaction with a donor or prospective donor, but this should not be any assessment of the individual's condition or circumstance.

5.44 Foundation Scotland staff may only record information about the individual's physical and mental health conditions or any other sensitive personal data with the explicit consent of the individual.

5.45 Where we determine that we are unable to accept a donation due to concerns about the individual's vulnerable circumstances or capacity to consent, a note should be placed on the donor record regarding Foundation Scotland's approach to accepting donations from them in the future.

6 Roles and Responsibilities

6.1 The Board have delegated primary responsibility for child and vulnerable adult protection within FS to the Chief Executive Officer [CEO]. All safeguarding concerns or questions should be addressed to the CEO of FS in the first instance.

7 Training

7.1 The following course is mandatory for FS staff and for Trustees and Co-opted Committee Members. The training is designed so that they understand the minimum requirements, relating to safeguarding, for organisations receiving funding from FS.

- LMS – Safeguarding

7.2 FS will provide additional training to FS Representatives where they believe it would be necessary in accordance with the principles set out in this policy or where it might be helpful for FS Representatives working on specific projects.

8 References

- Institute of Fundraising - Treating Donors Fairly: Fundraising with people in vulnerable circumstances. November 2016
- Foundation Scotland approach to safeguarding
- Foundation Scotland Donor Promise
- https://www.scie.org.uk/safeguarding/adult/introduction/types-and-indicators-of-abuse
- Foundation Scotland's Privacy and Data Protection Policy;
- Code of Fundraising Conduct

9 Review

9.1 This policy is reviewed, approved, and endorsed by the Board of trustees. It is updated when required by legislation, to ensure that it reflects statutory responsibilities, government guidance and best practice for FS, or every 12 months whichever is the soonest.

10 Document Properties

Title	Child and Vulnerable Adults Safeguarding Policy		
Type	Policy	Classification	Operations
Reference Number	35	Version - auto-generated	0.28
Status	Approved	Approval Date	01/03/2021
Author	HOPQ	Approver	FS Board
Last Reviewed regardless of whether changed	31/07/2025	Next Review Date	31/07/2026

11 Appendix 1 Types of abuse and the signs[1]

11.1 Abuse and neglect can take many forms. It may be an isolated incident, a series of incidents or a long-term pattern of behaviour and could affect one person or more, whether in someone's home, in public or in an institutional setting. It may be deliberate or the result of negligence or ignorance. Care and support statutory guidance classifies abuse and neglect into 10 categories, which are listed below, alongside the possible signs.

11.2 Physical Abuse

[1] [1]https://www.scie.org.uk/safeguarding/adult/introduction/types-and-indicators-of-abuse

- Types – assault, rough handling, scalding, physical punishment, inappropriate restraint, involuntary confinement, misuse of medication, forcible feeding or withholding food.
- Possible Signs – Injuries, loss of hair in clumps, unexplained falls, subdued behaviour, malnutrition, failure to seek medical help.

11.3 Domestic Violence or Abuse

- Types – including psychological, physical, sexual, financial, emotional abuse; and so called 'honour' based violence.
- Possible Signs – Lows self-esteem, evidence of violence, fear of out-side intervention, isolation, limited access to money.

11.4 Sexual Abuse

- Types – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- Possible Signs – Bruising, self-harming, excessive fear/apprehension of relationships, fear of receiving help with personal care.

11.5 Psychological Abuse

- Types – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyberbullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Possible Signs – Withdrawal or change in the psychological state of the person, low self-esteem, apparent false claims, by someone involved with the person, to attract unnecessary treatment.

11.6 Financial or material abuse

- Types - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.
- Possible Signs – Missing personal possessions, unexplained lack of money or ability to maintain lifestyle, the person allocated to manage financial affairs is evasive or uncooperative.

11.7 Modern Slavery

- Types - slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment.
- Possible Signs – signs of physical or emotional abuse, appearing unkempt, isolated form the community, seeming under the control or influence of others, fear of law enforcers, lack of personal effects.

11.8 Discriminatory abuse

- Types – including forms of harassment, slurs, or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation, or religion.
- Possible Signs – person appears withdrawn and isolated, expressions of anger, frustration, fear, or anxiety.

11.9 Organisational abuse

- Types – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- Possible Signs – lack of flexibility and choice for people using the service, poor standards of care, lack of adequate procedures, absence of visitors.

11.10 Neglect and acts of omission

- Types – including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.
- Possible Signs – poor environment – dirty or unhygienic, poor physical condition and / or personal hygiene, untreated injuries, inconsistent or reluctant contact with medical and social care organisations.

11.11 Self-neglect

- Types – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
- Possible Signs - poor personal hygiene, unkempt appearance, malnutrition, squalid living conditions, neglecting household maintenance, hoarding, inability, or unwillingness to take medication or treat illness or injury.

12 Appendix 2 Donors in vulnerable circumstances

Factors to consider when identifying donors with vulnerable circumstances or without capacity to consent**,** include:

- any physical or mental-health condition the person may have;
- any disability the person may have;
- any learning difficulties the person may have;
- whether the person is facing times of stress or anxiety (for example, following the death of a loved one or redundancy);
- whether a donation is likely to affect the person's ability to sufficiently care for themselves or leave them in financial hardship;
- how well the person can communicate and understand what they are being told; and

- whether the person is under the influence of alcohol or drugs.