

1. Definitions

- 1.1 “You” and “your” means the organisation or individual that is in receipt of, or applying for, a grant from The Boston Prayer Trust CIO a charity registered in England and Wales under number 1211833, that is bound by our terms and conditions of funding.
- 1.2 “We”, “us” and “our” means The Boston Prayer Trust, and includes our trustees, employees, volunteers and those acting for us.
- 1.3 “Abuse” can be physical, sexual, psychological or emotional harm, neglect, maltreatment, radicalisation or exploitation. Abuse may consist of a single or repeated act, affecting one or more people. It can take place in person or online, and it can be carried out by any person or organisation.
- 1.4 An “Adult at risk of abuse” is defined by the Care Act 2014 as someone who is aged 18 and over and is experiencing or at risk of abuse and has needs for care and support which means that they are unable to protect themselves against the abuse or neglect or the risk of it.
- 1.5 “Children and young people at risk of abuse” refers to any person who has not yet reached the age of 18 and that may be vulnerable to abuse. This may be because of their age, mental health, disability, illness, gender, race, religion or belief, sexual orientation, economic status or because they are unable to take care of themselves.
- 1.6 The “Funding Agreement” includes and incorporates any requirements as set out in relevant Guidance for Applicants as well as any additional terms and conditions of funding, that you have accepted.
- 1.7 A “Grant Holder” is any organisation or individual that holds a Funding Agreement with The Boston Prayer Trust.
- 1.8 “Safeguarding” is the action that is taken to promote the welfare of children, young people and adults at risk of abuse and to protect them from harm

2. How we will work with you

- 2.1 When you apply for a grant from us, we will ask you to confirm that you will have safeguarding policies and procedures in place that are appropriate and proportionate to the way in which children, young people and adults at risk will experience your activity if your application for funding is successful.
- 2.2 If you become a Grant Holder:
 - 2.2.1 You will provide a named Safeguarding Lead, who has the knowledge and skills to promote safe environments for children, young people and adults at risk, and who can respond to concerns and disclosures (If you are an individual Grant Holder, this will be you), and
 - 2.2.2 We shall set out our expectations in relation to this policy which may include additional conditions that relate to safeguarding children, young people and adults at risk of abuse.

3. Requirements for all Grant Holders

- 3.1 As a Grant Holder you are expected to take a proactive, common-sense approach to prevent the risk of harm to children, young people or adults at risk of abuse. In doing so, we expect you to be considerate of how children, young people and adults at risk of abuse experience your activities – for example, as participants, visitors or volunteers – recognising the need to tailor safeguarding policies and procedures proportionately.
- 3.2 By signing a Funding Agreement with us, you agree all of the following:
- 3.2.1 To accept responsibility for the safeguarding and protecting of children, young people and adults at risk, at any activity funded by us.
 - 3.2.2 If you are an organisation, to have your own policy for safeguarding and protecting of children, young people and adults at risk, which is proportionate and relevant to your activities (further advice on what is expected is provided in the Appendix).
 - 3.2.3 To ensure that all organisations and third parties appointed by you to carry out any part of the funded activity that involves working with children, young people and adults at risk will have their own, appropriate safeguarding and protection policies and procedures in place.
 - 3.2.4 To notify us where there are potentially serious concerns or disclosures about the safeguarding or protection of any child, young person or adult at risk of abuse.
 - 3.2.5 Regularly reviewing Safeguarding policies and procedures, with appropriate and ongoing training offered to employees, volunteers, trustees, partners or contractors who will supervise, care for, or otherwise have significant direct contact with children, young people and adults at risk.

4. Reporting a concern

- 4.1 From time to time, safeguarding incidents may occur. All incidents you identify should be reported, logged, managed and, if applicable, escalated to appropriate agencies for further action or support.
- 4.2 You should also report to us any serious or significant incidents (including those that are potentially serious or significant). We may then ask for further details and to provide copies of policies and procedures for review.
- 4.3 We will then consider whether any incident may have breached the conditions of our Funding Agreement and will let you know what, if any, action we shall then take.

5. Publication and review

- 5.1 This Policy was first approved by trustees and published in December 2024 and will be reviewed after 12 months, or in line with any changes to relevant statutory guidance.

Appendix

What should be included in your Safeguarding Policy

Appropriate and effective safeguarding policies and procedures should, include the following as a minimum:

- 5.1.1 Outline the organisation's commitment to safeguarding and protecting children, young people and adults at risk; and developing a safeguarding culture, and
- 5.1.2 Provide a named Safeguarding Lead, who has the knowledge and skills to promote safe environments for children, young people and adults at risk, and who can respond to concerns and disclosures. If you are an individual grant holder or applicant, this will be you, and
- 5.1.3 Clearly define the roles and responsibilities of all staff, volunteers, trustees, partners or contractors who will supervise, care for, or otherwise have significant direct contact with children, young people and adults at risk in respect of safeguarding and child protection, and
- 5.1.4 Demonstrate that there are safe recruitment procedures in place, including regular background checks such as with the Disclosure and Barring Service for all staff, volunteers, trustees, partners or contractors who will supervise, care for, or otherwise have significant direct contact with children, young people and adults at risk, and
- 5.1.5 Ensure appropriate and regular training is offered to all employees, volunteers, trustees, partners or contractors who will supervise, care for, or otherwise have significant direct contact with children and adults at risk, and
- 5.1.6 Demonstrate how robust risk assessment processes are carried out, with appropriate guidance to help ensure a safe and inclusive environment is made available to children, young people and adults at risk, and
- 5.1.7 Explain the procedures that will be taken in the event of a concern being raised, or incident taking place, including reporting mechanisms and appropriate escalation measures to external agencies such as children's services, police, Prevent agencies or specialist support and advisory services, and
- 5.1.8 Demonstrate and evidence clear connection to, and links with, appropriate organisational policies and procedures – for example, Code of Conduct, health and safety, raising a concern/complaint, HR and whistleblowing policies – with steps outlining what happens if someone does not uphold or adhere to these relevant policies or procedures, and
- 5.1.9 Outline how often the safeguarding policy and procedures will be reviewed and kept up to date.