

Safeguarding information for grantees

The William Grant Foundation's vision is a Scotland where everyone has the opportunity to thrive.

All Children and Adults at Risk have a right to protection and freedom from abuse or exploitation, regardless of age, disability, gender, racial heritage or racial culture, religious belief, sexual orientation, economic status or otherwise. The Foundation has made a commitment to proportionately assess the safeguarding risks posed by work we fund or might fund and to take appropriate action where concerns are identified.

We appreciate that every organisation we support is different and so we take a tailored approach to considering safeguarding with each of our grantees - based on their individual context and the level and type of risk they are exposed to. How closely we engage with you around your organisation's safeguarding practice will depend on:

- The level of vulnerability of any people you support or work with.
- The nature of your organisation and your work.

Our ask of our grantees:

We would like to know about any serious safeguarding incidents that arise within your organisation relating to your staff, trustees, volunteers or activities which you may consider involving, or do involve, the police and/or a regulator in. This is because we want to do what we can to support you should this kind of incident arise, as well as considering any protective actions that should be taken. If you need to inform us of an incident, please contact the lead Foundation staff member for your grant, (as per the grant offer letter). More information on what to tell us and when is provided on page 2 & 3.

During our relationship with you, as part of our grant management, we may continue to ask you about your safeguarding policy and practice. This is to support our learning about your organisation and about good safeguarding practice

This information is shared with all Foundation grantees regardless of the nature of their activities and the people they work with. The Foundation does not give safeguarding advice but encourages grantees to access appropriate support and advice if required, e.g. [OSCR Safeguarding Guidance](#).

Definitions

Safeguarding: "Safeguarding is the action that an organisation takes to promote the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect. This includes making sure that the appropriate policies, practices and procedures are put in place. Safeguarding includes child protection but goes further and extends to all vulnerable beneficiaries." (Source: [OSCR](#))

Children: In Scotland, although the definition of a child varies in different legal context, the statutory guidance which supports the Children and Young People (Scotland) Act 2014 includes all children and young people up to the age of 18. (Source: [NSPCC](#))

Adults at Risk: are unable to safeguard their own well-being, property, rights or other interests;

- are at risk of harm; and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity are more vulnerable to being harmed than adults who are not so affected.

(Source: [Scottish Government](#))

Safeguarding incidents - what and when you should report to us

Before contacting us, take action to ensure the safety of everyone involved.

This also applies to any partners you are working with.

Then report serious safeguarding incidents to us within 10 working days.

Or sooner if you can. You should tell whoever is your normal contact at the William Grant Foundation. We'd normally expect you to do this once you decide that you may need to investigate the incident or refer it to the authorities or regulators.

Who to contact

In the first instance you should contact your lead Foundation contact (this information can be found in the grant offer letter). If they are not available, contact the Foundation's Designated Safeguarding Lead, Elaine Gibb or the Chief Executive, Nick Addington via williamgrantfoundationsafeguarding@wgrant.com

What we mean by serious safeguarding incidents

We mean any safeguarding incident that is not routine for your organisation. This includes confirmed or alleged safeguarding incidents:

- where the harm was caused by someone connected with the work of your organisation;
- where the harm or risk of harm was created by a breach or serious failure in organisational safeguarding procedures.

Depending on the nature of your organisation and work, you may have safeguarding incidents regularly. We understand this and only expect you to report serious incidents. You must let us know if there's an incident that:

- is not routine for you, or
- might be reported to an authority (like the police), or
- might lead to media coverage.

What you need to tell us when you report an incident

We need to know what has happened and what actions have been taken to keep people safe. In our role as a funder, we would only expect you to share:

- an overview of the incident, leaving out any identifying details of people involved,
- a summary of the actions taken and anything you're planning to do in the future, including whether the incident was reported to the authorities or the regulator,
- any learning or recommendations made to prevent similar incidents in the future.

We may ask for updates on ongoing investigations

We know that safeguarding incidents can be complex and take time to resolve. If all the information we need is not available straight away, we may ask you to update us until the incident is resolved.

Examples of when to report incidents

We **would expect** you to report to us if:

- A beneficiary of, or someone who has come in contact with your organisation, has been significantly harmed or has died.
- You're made aware of an allegation relating to safeguarding within your organisation.
- You think it is likely to attract negative media attention or complaints to regulators and funders.
- A member of staff has been suspended because of a serious safeguarding allegation.

We **would not expect** you to report to us if:

- There is a safeguarding incident but nobody was significantly harmed. Your organisation has logged it.
- The police are called about a minor incident that took place at your organisation. But there is no further action taken.