

# THE GUILD OF THE ROYAL HOSPITAL OF ST. BARTHOLOMEW

## VULNERABLE BENEFICIARIES POLICY

### Introduction

The Charity Commission in England & Wales has to ensure that trustees of charities which work or have dealings with vulnerable groups (for example, the elderly, infirm, ill or disabled)) and children have a duty of care to their charity that will include taking the necessary steps to safeguard and take responsibility for those vulnerable adults and children.

Trustees must be able to make the necessary checks to ensure individuals who are trustees, staff, contractors, members and volunteers are legally able to act in positions involving vulnerable individuals.

Trustees are legally responsible for: ensuring that risk to the charity's current and future beneficiaries and services is properly managed; protecting the charity's assets and its reputation; and, ensuring compliance with their legal duties and responsibilities in the charity's management and administration.

This policy should be consulted in conjunction with, and does not override, that of the Barts Health NHS Trust's ("the Trust") corporate policies on Safeguarding and on Volunteering: especially *Safeguarding Adults at Risk of Harm, Includes Mental Capacity Act; Deprivation of Liberty and Prevent [30 + pages]; Safeguarding Children [40 + pages]; Volunteers Handbook [40 + pages]*.

### Safeguarding Strategy

The Guild of The Royal Hospital of St. Bartholomew ("the Guild") is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people benefitting from its activities.

The key objectives of the Guild's Vulnerable Beneficiaries Policy are to:

- Explain to trustees, staff, contractors and volunteers the responsibilities that the Guild and its members and volunteers have in respect to vulnerable adults and children.
- Provide members and volunteers with an overview of adults at risk and child protection.
- Provide a clear procedure that will be implemented where safeguarding issues arise.

### Safeguarding, At Risk, Abuse – Some Definitions

At risk means someone who may be in need of care or protection against harm by reason, typically, of age, illness, mental or physical disability.

Abuse of vulnerable adults and children is defined as 'a violation of individual human and civil rights by any other person or persons'. There are multiple categories. In children they relate to

physical, emotional, sexual abuse and neglect. There is a wider spectrum of abuse in adults including, for example, financial abuse or exploitation.

Safeguarding children and promoting their welfare includes: protecting them from maltreatment or conditions or circumstances that can harm them.

Safeguarding adults includes: protecting their rights to live in safety, free from abuse and neglect, and promoting their wellbeing.

## **Responsibilities**

Trustees, staff, contractors and volunteers of the Guild should be familiar with the safeguarding policies; act in a timely way to respond to concerns or suspicion; and, report incidents of concern to the Guild's Officers who will also share the concerns as appropriate with, and report to, the Trust's safeguarding team and human resources personnel. [ [safeguardingadults@bartshealth.nhs.uk](mailto:safeguardingadults@bartshealth.nhs.uk) ]

## **Incident Reporting**

The Charity Commission has identified the issue of serious harm to beneficiaries and, in particular, vulnerable beneficiaries as being of higher risk and must be reported to it. Other such issues include, for example, significant financial loss, criminality, illegality, using a charity for private gain, non-compliance and breach of trust impacting on public trust and confidence in a charity.

Any trustee, staff, contractor or volunteer of the Guild who has concerns relating to the safeguarding of adults at risk or children should raise these concerns immediately.

In the event that an allegation is made against a Trustee, staff, contractor or volunteer of the Guild, this will be dealt with in alignment with the Trust's policies.

Trustees must also report an incident to the Charity Commission if:

- The incident is also reported to the police or other statutory agencies (unless it is a technical or minor issue that poses little or no risk);
- The charity, or individuals associated with the charity and in connection with their role within it, are the subject of a police or other statutory agency investigation;
- The incident presents a serious or significant risk to the charity, its beneficiaries, reputation or assets;
- The internal risk assessment of the incident concludes that the charity should act to avoid a serious or significant risk to the charity, its beneficiaries, reputation, services or assets;
- The Guild's professional advisers have advised the Guild that it is necessary for the Guild to notify the Charity Commission of the incident.

**All incidents of concern outlined in the foregoing must be reported to the Guild Chairman, Secretary and Treasurer who will report the matter to the Guild's trustees, in order for the appropriate action to be taken to ensure the protection of all vulnerable beneficiaries and other appropriate interested parties.**

*[Last Updated February 2016]*