

Social Investment Business

SIB091 Safeguarding Policy

Version No 1.2

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Updated by: Chan Allen

Process owner: Director of People and Values

Approver: Directors' Group

Status: CURRENT



Foreword

To comply with the requirements of ISO 9001:2015, the following list of documented information necessary to maintain the effectiveness of Social Investment Business's Quality Management System, is to be approved by the Directors Group:

- Quality Manual
- Quality Policy
- Procedures previously classified as mandatory ISO procedures
- All policies and operational procedures

This document is intended to be used by staff within Social Investment Business who are associated with this process/policy.

This **policy/procedure** has been approved by Directors Group and authorised on their behalf by a Group Director.

Name	Signature	Title	Date
Nick Temple		CEO	25/03/2022

Version history

Version ref	Author	Date	Process ref changed
1.0	Shelby Bradley	8 Jan 2019	Creation of new policy/procedure
1.1	Chan Allen	17 th March 2022	Drafted changes
1.1	Chan Allen	25 th March 2022	Updated – additional paragraph on seeking permission before taking any images

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1 Introduction

Safeguarding is the practice of ensuring that children, young people and vulnerable adults have their health, well-being and rights protected in society.

This policy applies to all Social Investment Business (SIB) employees and Board members and where relevant, our funded organisations and partners. It sets out principles, requirements and commitments in relation to those we fund and work with.

Social Investment Business Safeguarding of children, young people and vulnerable adults

All employees will be made aware of this policy and have a responsibility in ensuring safeguarding principles are followed. The Director of People and Values (DoP&V) will have responsibility for employees in relation to safeguarding alongside the Safeguarding designated person, Director of Grants (DoG) who will have responsibility for customers in relation to safeguarding. Both DoP&V and DoG will ensure this policy is kept up to date and reviewed annually.

2 Definitions

Social Investment Business (SIB) Group = Social Investment Business Foundation Social Investment Business Ltd, Futurebuilders (FBE) Ltd, Forward Enterprise Fund Management (FEFM) Ltd, SIB Fund Management (SIBFM) Ltd, and, SIB Loans (SIBL) Ltd

Board = Non-executive directors.

Directors Group (DG) = Executive Directors who manage a strategic function (or set of functions) and meet regularly to discuss both strategic and operational issues as appropriate.

Fund = Programme management services providing investment products (these include various types of loans and grants) provision of business support; and of research and evaluation services and products.

Director of People and Values (DoP&V)

Director of Grants (DoG)

Disclosure Barring Service (DBS)

Protecting Vulnerable Groups (PVG)

Vulnerable Adult = The Department of Health defines a vulnerable adult as a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness. A person is also considered vulnerable if they are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.

3 Core Summary Statement

SIB is committed to safeguarding the well-being of children, young people and vulnerable adults with whom we come into contact with in our funded work. We recognise that children, young people and vulnerable adults have rights as individuals and should be valued, listened to and treated with respect. SIB takes a zero-tolerance approach to any harm of a child, young person or vulnerable adult by our staff, partners and funded organisations. All SIB funded organisations, individuals and projects that work with children and young people or vulnerable adults are required to have a safeguarding policy and active procedures in place.

4 Requirements

SIB expects those that it funds who work with children, young people or vulnerable adults to have the following in place:

- A good understanding of the issues around safeguarding and their obligations in law;
- Have in place a tailored safeguarding policy and procedure that is both proportionate and up to date with the legislative and policy requirements of the relevant nation. This policy must be reviewed regularly, and staff/ trustees trained on its contents;
- Policies and procedures which are clear, available publicly, are accessible and promote a transparent approach to provide any children, young people and vulnerable adults supported the confidence and reassurance that safeguarding reporting concerns and disclosures will be dealt with appropriately, respectfully and promote learning;
- Be able to demonstrate good quality leadership and management, including clarity around leadership on safeguarding issues, inclusive of having one or more nominated member/s of staff (a Designated Safeguarding Lead) who has the knowledge and skills to promote safe environments for children, young people and adults at risk and is able to respond to reporting concerns and disclosures;
- Have enough staff to provide a safe service for children, young people and vulnerable adults;
- Have the necessary diligence checks in place for staff (e.g. Disclosure and Barring Services/ DBS in England or equivalent services in the devolved administrations within the UK including but not limited to Disclosure Scotland,

Access NI and the Protecting Vulnerable Groups (PVG) Scheme or equivalent police checks overseas) checks;

- To work in partnership with their local safeguarding services.

SIB's funding agreements have terms and conditions about safeguarding so that the requirements are clear. SIB cannot offer advice on developing safeguarding protection policies and procedures as this is a specialist area of expertise, and each organisation's safeguarding and protection policies must be tailored to fit the activities that organisation. Resources are readily available, and we recommend that those seeking safeguarding advice should consult the following providers who can offer a range of information, advice, training and resources for organisations and individuals who work with children, young people and vulnerable adults either face-to-face, or remotely:

- The Department of Education;
- The National Society for the Prevention of Cruelty to Children (NSPCC);
- NHS England;
- The Charity Commission for England and Wales.

SIB employees do not work directly with children and young people or vulnerable adults as part of their jobs and therefore do not have Disclosure and Barring Services (DBS) checks. Our employees cannot be left in sole charge of children, young people or vulnerable adults when visiting organisations or projects we fund and will refuse to do so if asked. When visiting organisations SIB employees may on occasion take images, though are clear on the practice to not take or include images of children, young people or vulnerable adults. Should an image of a child, young person or vulnerable adult be deemed integral to the visit, prior written agreement will be sought. In this case written consent will be arranged between members of SIB Marketing and Communications team, and the organisation in accordance with their own safeguarding policies and procedures.

If we receive a reporting concern or identify a safeguarding issue, or if we receive an allegation in good faith or identify an issue of concern ourselves and believe that children, young people or vulnerable adults may be at risk through a funded organisation, individual or project we will contact the appropriate authorities.

5 Investment/Grant recipients

Applicants for funding will be asked about their policies during the application process. Any organisation working with children, young people and vulnerable people will be asked about their safeguarding policies and practices as part of the

assessment process and may be required to provide evidence of their policies as part of the due diligence process. If an organisation indicates that it does not have a safeguarding policy in place, this will be then be flagged as a point to review when considering the application.

6 Workplace Environment

As part of investment (loans or grant/loan blended funding) assessments SIB will consider whether or not there is any current or historic evidence of workplace harassment, discrimination or violence. SIB will give due regard to investment decisions to organisations where we believe that there is evidence of current workplace violence, harassment, or discrimination. Where there is evidence of this having occurred historically, SIB will undertake additional due diligence in this area to ensure that any historic issues have been fully addressed.

7 Ongoing Safeguarding Commitments

SIB is committed to building a robust safeguarding culture and in continuing its review of safeguarding legislation and relevant policies annually. As part of this commitment SIB will be:

- Enhancing employee awareness through a proportionate online training platform in safeguarding, implementing Level One Safeguarding certification for Relationship Management staff members during 2022 (with a bi-annual refresh);
- Ensuring that any new employees joining SIB are appropriately informed and trained as part of their induction process where relevant to their role.