

ASSOCIATION OF BRITISH PAEDIATRIC NURSES

Trustees must take reasonable steps to protect ABPN beneficiaries and volunteers of the organisation from harm related to safeguarding issues. This document applies to all of the Association's Trustees and Officers of the ABPN. The responsibilities of the Trustees are detailed within.

1. Responsibilities of Trustees and Officers.

- 1.1 Trustees and Officers must take reasonable steps to protect those connected with ABPN from harm. This includes:
 - people who benefit from ABPN work
 - volunteers
 - other people connected to its activities
- 1.2 This should be a key governance priority for all charities, regardless of size, type or income. This applies to those working with children, young people and vulnerable adults or other people who are traditionally considered to be at risk.
- 1.3 A Trustee/Officer must make sure that assets are used only to support or carry out its purposes. A Trustee must not expose the ABPN's assets, beneficiaries or reputation to undue risk.

2. Safeguarding people who are at risk

- 2.1 Safeguarding means the range of measures in place to protect people in ABPN, or those it comes into contact with, from abuse and maltreatment of any kind.
- 2.2 Safeguarding is defined in:
 - [The Care and Support Statutory Guidance issued under the Care Act 2014](#)
 - [Working together to Safeguard Children 2018](#)
 - In Wales [Safeguarding Children: Working Together Under the Children Act 2004 \(2007\)](#)

3. Managing the risk

- 3.1 The ABPN may be targeted by individuals to gain access to children, vulnerable people, or their records for inappropriate or illegal purposes.
- 3.2 Trustees/Officers must be alert to this risk and actively manage the risk that ABPN may be deliberately targeted; that its culture may allow poor behaviour to take place; or that people in a position of trust may abuse this.

4. Funding other organisations

- 4.1 Trustees/Officers should carry out checks (known as 'due diligence') on any organisation that has contact with children or adults at risk before agreeing to a working relationship with the organisation or accepting funding for the ABPN. This includes overseas partners.
- 4.2 Trustees/Officers should be confident that any partner organisation has:
 - the ability to carry out the proposed activity or service.
 - appropriate controls in place, including adequate safeguarding measures.

5. If you fail in your trustee duties

- 5.1 As a Trustee/Officer you can be held responsible for any consequences or loss that ABPN incurs if you don't follow your duties.
- 5.2 When the Charity Commission investigates possible breaches of trust or duty, or other misconduct or mismanagement, they can consider whether you followed safeguarding practice.
- 5.3 Safeguarding legislation is in place to regulate who can work safely with children and adults at risk. This law changes often, so it is your personal responsibility to ensure effective systems in place to keep up-to-date and make sure that ABPN follows all laws which apply.

6. Eleven Actions Trustee/Officers need to take to ensure good safeguarding governance

- 6.1 Safeguarding is a key governance priority for all charities.
- 6.2 Ensure your charity has an adequate safeguarding policy and a code of conduct (NMC). Regularly review and update the policy to ensure they are fit for purpose
- 6.3. Identify possible safeguarding risks, including risks to your beneficiaries or to anyone else connected to your charity and any emerging risks on the horizon
- 6.4. Consider how to improve the safeguarding culture within your charity
- 6.5. Ensure that everyone involved with the charity knows how to recognise, respond to, report and record a safeguarding concern.
- 6.6 Ensure people know how to raise a safeguarding concern.
- 6.7 Participate in level 1 safeguarding training on an annual basis (from employer or online resource).
- 6.8 Review which posts within the charity can and must have a DBS check from the Disclosure and Barring Service
- 6.9 Have a risk assessment process in place for posts which do not qualify for a DBS check, but which still have contact with children or adults at risk.
- 6.10 Periodically review your safeguarding policy and procedures, learning from any serious incident or 'near miss'.
- 6.11 If you work overseas, find out what different checks and due diligence you need to carry out in different geographical areas of operation.

7. Disqualification of Trustees/Officers

- 7.1 The rules on disqualification mean that individuals cannot act as a trustee or an Officer of a charity for a range of reasons, unless they have a waiver from the Charity Commission.

8. Disclosure and Barring Service (DBS) checks

- 8.1 It is unlikely that Trustees and Officers will have direct contact with children, young people or vulnerable adults during the work of the association and therefore DBS checks are not routinely required.
- 8.2 Should Trustees or Officers as part of an approved ABPN project be required to have direct contact with children, young people or vulnerable adults a DBS should be considered and discussed with Trustee/Officer colleagues for a consensus view.

11. Dealing with safeguarding incidents and allegations

- 11.1 Trustee/Officers must responsibly handle all incidents or allegations of abuse and reports of safeguarding risks or procedural failures.
- 11.2 Trustee/Officers must also make sure that people working in the charity know how to manage safeguarding issues

11.3 Trustee/Officers should set an organisational culture that prioritises safeguarding, so that it's safe for those affected to report incidents and concerns with the assurance that these will be handled properly.

11.4 Trustee/Officers must:

- a. Reports of incidents, allegations and risks to the relevant authority i.e. police, social services and other agencies or employer and record and store these escalations securely.
- b. Make escalations where necessary to the Charity Commission
- c. make changes to reduce the risk of any further incidents

12. **How and when to send a serious incident report to the Charity Commission**

13. **Our safeguarding policy**

The ABPN safeguarding policy should be:

- 13.1 agreed by trustees
- 13.2 regularly updated
- 13.3 in line with statutory guidance and national and local practice
- 13.4 supported by a plan for putting it in place
- 13.5 available to the public

14. **Protection issues to be reported include:**

- a. sexual abuse and exploitation
- b. negligent treatment
- c. physical or emotional abuse
- d. commercial exploitation
- e. Extremism
- f. forced marriage
- g. child trafficking and slavery

15. **Terrorism and the Prevent duty**

- Although ABPN is not a 'specified authority' trustees must prevent the organisation from being abused for extremist purposes.
- This must be part of our risk assessments, policies and procedures.
- If ABPN enter into contracts or work with bodies that do have to follow the Prevent duty, such as local councils or health and social care providers, they may place requirements on ABPN as part of their own duty.

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