



Young and Vulnerable Persons Protection Policy

Rose Gale Trust (Trust) is a grant giving body, and it is not intended that staff will be employed or contracted to support its work. In the event that staff are to be employed or contracted at any time in the future, this policy will be subject to review and amendment.

The Trust is established to benefit young people aged between 13 and 25 years of age; this policy applies to all persons in that age range and includes 'young persons' (aged up to 18 years) and any vulnerable person over 18.

Principles

- The Trust considers the safety of young and vulnerable people of paramount importance and will ensure that all its work is conducted in an environment in which they are respected, are safe and free from harm.
- It is expected that all Trustees/volunteers and all those engaged in the Trust's work will show respect and consideration for each other, irrespective of race, religion, culture, gender, language, disability, age and/or sexuality.
- The Trust will pay attention to what young and vulnerable people say and feel; any concerns regarding their welfare or any suspicion of maltreatment will be treated extremely seriously and acted upon promptly.
- Everyone involved with the Trust are to ensure that young and vulnerable people they engage with are safe and are to report any concerns to a Trustee without delay.
- Where the Trust has concerns about any young or vulnerable person, those concerns will be shared in the strictest confidence with the relevant authorities.
- Trustees/volunteers will ensure appropriate supervision of young and vulnerable people engaging with the Trust's work and individual Trustees/volunteers will keep a record where they meet with young or vulnerable persons directly (rather than in the presence of a third party).
- Trustees/volunteers will not be permitted to drive vehicles with young or vulnerable persons as passengers unless they have had appropriate Police clearance and there is adequate insurance in place.

DBS disclosures

All Trustees, staff and volunteers over the age of 18 will be required to submit to a DBS disclosure prior to appointment and thereafter every 5 years.

The application for DBS disclosure will be submitted through an umbrella organisation appointed at a full meeting of the Trustees; the administrator(s) for the service will be Trustee(s) appointed and recorded at a Trustees' meeting.

The Trust will ask for advice from the umbrella organisation where there are any matters arising from disclosures in any DBS report and will not appoint anyone against such advice.

In any period where the Trust is awaiting DBS clearance, sight of a current DBS disclosure with another organisation/body less than 3 years old will be accepted to permit contact with young or vulnerable people. If there is no previous DBS clearance, the relevant Trustee, staff or volunteer will not be permitted to interact with young or vulnerable people unsupervised.

Keeping records

Records will be kept of times/dates that all Trustees/volunteers engage with young people directly rather than in group and in presence of responsible adults (e.g. teachers, care workers etc.). The Trust will retain records for a minimum of 2 years after which they will be destroyed.

All reports to the Trust in regard of concerns raised about any young person will be protected; they will be kept in a secured location and will be accessible only to those with a need to know. All records will be treated in the utmost confidentiality and they will not be disclosed with any party other than under the terms of this policy. All records will be managed in accordance with the Trust's Data Protection, Retention and Destruction Policy.

Publicity and photographs

The Trust will record the names of recipients of all its awards. The name of an award recipient will not be published in the public domain without their written permission, and that of the parent or guardian for those under the age of 18.

The Trust will not take (or permit others to take) photographs of any person at any of its events or for publicity purposes without explicit written permission (that of a parent or guardian in the case of a young person under the age of 18).

The records of permissions will be kept for 2 years or until the person reaches age of 18 (whichever is later) after which they will be destroyed.

Responsibilities for parties or organisations receiving grants

Whenever the Trust makes an award to any young or vulnerable person in connection with a project or activity run by an organisation or other person, the Trustees (at their discretion) may ask that organisation / person to disclose a copy of a Young and/or Vulnerable Persons Protection Policy (or equivalent) and records of any appropriate checks (e.g. DBS clearance) on staff and/or persons.

In any such cases, the Trustees may at their discretion postpone or decline to make a grant until they have sight of the relevant documents.

Reporting concerns

If any person, their parents/carers or anyone else have any concerns regarding the welfare or treatment of any young or vulnerable person as a result of any action of the Trust, they are requested to report the circumstances in confidence to any named Trustee at the Trust's registered address:

Rose Gale Trust
c /o 15 Victoria Road
Fordingbridge
SP6 1DD

The names of the Trustees will be maintained on the Trust's website: www.rosegaletrust.org

Review and distribution of the policy

This policy will be reviewed at each AGM and will be published on the Trust's website.

In all information about our work the Trust will inform them that it operates a young and vulnerable persons protection policy and that a copy is available to download from the Trust's website or on demand from the Trustees at the registered address (see above).

This policy was reviewed and approved at the AGM held on 24th January 2015.

Signed by: Peter Williams, Trustee, Chair of Meeting

(signature held on original copy on file with the Trust)