
Scottish Charity Number SC013744

**TREFOIL HOUSE LIMITED
SAFEGUARDING POLICY**

To be adopted 3 December 2018

Purpose

1. This policy document sets out how Trefoil House Limited (Trefoil), a Scottish registered charity supporting children and young people with additional needs, protects vulnerable beneficiaries that receive Trefoil grants and awards.
2. The purpose of this policy is to provide trustees, beneficiaries and parents or guardians of beneficiaries, with the overarching principles that guide Trefoil's approach to safeguarding.

Regulatory framework

3. Trefoil has adopted this policy following the interim safeguarding guidance, published by the Office of the Scottish Charity Regulator (OSCR) in 2018 and will update this policy in accordance with any subsequent documents published by OSCR.

General Principles

4. Trefoil trustees and administrative staff recognise that the welfare of the child is paramount and that all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have a right to equal protection from all types of harm or abuse. They recognise that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
5. Trefoil trustees and administrative staff recognise that although Trefoil does not work directly with children or vulnerable beneficiaries, they still have a duty to be aware of safeguarding issues when carrying out Trefoil's grant making activities.
6. A safeguarding issue is a situation where the welfare of a vulnerable beneficiary is compromised.
7. Trefoil trustees and administrative staff must report any safeguarding issue that is made known to them, be that directly or indirectly, using the procedure set out below.

Recording and information sharing

8. Any disclosure must be reported to Trefoil's active Chair or Secretary.
9. Any disclosure and subsequent actions taken should be discussed at the next board meeting and noted in the minutes.

10. The minutes will specify how the disclosure has been handled and indicate whether any third-party organisations have been involved.
11. Recording and storing of any information obtained will be done professionally and securely and in accordance with Trefoil's existing GDPR policy.
12. This policy is intended to supplement good judgement, and trustees and administrative staff should respect its spirit as well as its wording.

Trefoil Company Secretary
3 December 2018