



SAFEGUARDING POLICY & PROCEDURE
CHILDREN & ADULTS AT RISK

DATE APPROVED	16 July 2025
DATE IMPLEMENTED	16 July 2025
DATE REVIEWED	15 October 2025 (amended 28 November 2025)
DATE OF NEXT REVIEW	30 October 2026

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1. INTRODUCTION

This policy sets out the Leathersellers' approach to safeguarding and promoting the welfare of children and adults at risk. "Leathersellers" includes the Leathersellers' Company, a Livery Company established in 1444, and the Leathersellers' Foundation, a registered charity established in 1979 regulated by the Charity Commission of England and Wales.

Leathersellers enables individuals and communities by working with charities; fosters opportunity through education; and supports the leather industry. Leathersellers' activities are supported by its membership of 150 members of the Livery and around 50 members of the Freedom. Key activities aim to support vulnerable members of the community through grant funding and added value support. Grants are provided to individuals and organisations including charities, schools, and other educational institutions. Added value activities include trainings, events and networking opportunities for grantee organisations and individuals, members and others.

Leathersellers is driven by three guiding principles: compassion, endeavour and independence. Leathersellers' strategic goals and activities are directed by the Leathersellers' Company Court members and the Chief Executive & Clerk, who form the Board of Trustees of the Leathersellers' Foundation. The Court and Trustees are supported by a staff team.

For the purposes of this policy, "staff" refers to individuals contracted to Leathersellers on a permanent, fixed term or temporary basis, consultants, freelancers and volunteers. "Members" includes members of the Leathersellers' Freedom and Livery, including honorary and retired members.

1.1 Commitment and Purpose

Leathersellers is committed to our duty of care to our membership, staff and the people and organisations who directly benefit and engage with our activities. We strive to prevent harm and promote the safety, protection and wellbeing of children and adults at risk and hold ourselves accountable to the standards laid out in this policy.

Leathersellers believes that all children and adults have the right to freedom from all forms of harm, including violence, abuse, neglect, and exploitation. Leathersellers regards all abuse as an abuse of power, and all violence towards children or adults as unacceptable.

We recognise that adults engaged in positions of trust towards children and adults at risk must exercise the highest levels of integrity and good practice. We recognise our obligation to ensure those delivering Leathersellers' activities are suitable for their role.

Everyone at Leathersellers has a duty to safeguard and promote the welfare of those who directly engage with our activities. Members of the Leathersellers' Court and Trustees of the Leathersellers' Foundation recognise their responsibility to ensure effective safeguarding practice and governance.

We strive to create a safe and secure environment where everyone can work together confidently and with mutual respect. We are committed to providing a supportive, open culture, where people with safeguarding concerns are encouraged to come forward in the knowledge they will be listened to and taken seriously. No concern will be minimised or



dismissed. To ensure this, Leathersellers adheres to the policy and procedures within this document.

1.2 Equality and Diversity

All adults and children have a right to equal protection from all types of harm or abuse, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. Leathersellers will ensure that in all our work, we are respectful of all individuals that we engage with.

As a grantmaker, we recognise and strive to address the inherent power imbalance of the funder grantee relationship. We are committed to regularly review and improve the transparency and accessibility of our activities and opportunities, and ensure we approach communication and activities with respect, clarity, compassion and accountability.

1.3 Scope

This policy applies to everyone working with or representing Leathersellers, whether in a paid or voluntary capacity. It is expected that this policy and its procedures will be read, understood, and adhered to by all those to whom it applies.

This policy states our expectations on how we will deliver our commitment to protecting and safeguarding children and adults at risk, who are directly engaged with Leathersellers' activities. This includes our commitment to proactively prevent harm and respond well where harm occurs or is suspected, whether online or offline. It makes clear how staff, volunteers, trustees, grantees and other stakeholders can raise a safeguarding concern and what we will do.

It should be noted that grantee organisations are not expected to follow this policy. However, they are expected to implement their own tailored safeguarding measures if they engage with children and adults at risk. When visiting or taking part in the activities of a grantee organisation or associated school, we will defer to that organisation's safeguarding policy and procedure unless that policy and procedure is found to be unsatisfactory.

This policy has been developed with regard to the organisational and personal connections of those delivering Leathersellers' activities. The specific expectations concerning children and adults at risk set out in this policy are in addition to the obligations for staff and members set out in their respective Code of Conduct.

This policy and the Code of Conduct will be provided at induction, on the Membrs platform, and in the Leathersellers' Staff Handbook via One Drive. A hardcopy is available on request from the Chief Executive & Clerk. This policy will also be published on the Leathersellers' website.

1.4 Review of Policy and Procedure

We will review and update this policy and procedure annually in accordance with changes in law, experience and practice. The latest version of this policy is available via the Leathersellers' intranet page on Sharepoint, Membrs, and on the Leathersellers' website. Staff and Members will be notified by email of any significant changes.



Reflections on safeguarding will be included as standard within the risk management statement in the Foundation's published charity accounts annually.

1.5 Underpinning Legislation

This safeguarding policy and procedure are underpinned by law and statutory guidance, including:

- Care & Support Statutory Guidance 2020
- Care Act 2014
- Charity Commission Safeguarding Guidance 2019
- Children Acts 1989 and 2004
- Counter Terrorism and Security Act 2015
- Data Protection Act 2018 and the GDPR 2018
- Domestic Abuse Act 2021
- Equality Act 2010
- Human Rights Act 1998
- Information Sharing Guidance 2018
- Mental Capacity Act 2005
- Modern Slavery 2015
- Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006
- Serious Crime Act 2015
- Sexual Offences Act 2003
- UN Convention on the Rights of the Child 1991
- Working Together to Safeguard Children 2023

1.6 Alignment with Other Policies

Leathersellers has several policies and procedures which are linked, and which should be read in conjunction with this policy and procedure. They include:

- Code of Conduct
- Complaints Procedure
- Confidentiality Policy
- Data Protection / Recording and Storage Policy
- Disciplinary Procedure
- Equal Opportunities Policy
- Harassment & Bullying Policy
- Lone Working Policy
- Online Safety and Social Media Guidelines
- Photography Policy
- Recruitment Policy
- Whistleblowing Policy



2. IDENTIFYING ABUSE AND NEGLECT

2.1 Definition of 'Safeguarding'

The statutory definition of safeguarding is to prevent harm, respond to harm, and promote the wider welfare of children and adults at risk.

2.2 Definition of 'child' and 'adult at risk'

A 'child' is anyone who has not yet reached their 18th birthday. This is regardless of whether a person under age 18 years has left home or is working. 'Child' therefore also means 'children and young people.'

An adult at risk is anyone aged 18 or over who:

- has needs for care and support and
- is experiencing, or is at risk of, abuse or neglect and
- because of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

2.3 Definition of 'abuse' and 'neglect'

Abuse includes all forms of physical and/ or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's or adult's health, survival, development or dignity in the context of a relationship of responsibility, trust or power. It also can involve lack of attention and/ or care, or occur when an individual is persuaded to enter into a transaction to which he or she has not consented or is unable to consent. Abusive behaviour can happen in any relationship and its effects can continue long after the relationship is over.

Abuse may take many different forms and a child or adult may suffer or be at risk of multiple forms at any one time. Staff and volunteers do not need to be able to "diagnose" the type of abuse being perpetrated, but should be aware of what sort of behaviours constitute abuse in order to recognise when it may be happening and report it to a Designated Safeguarding Lead (DSL):

Emotional abuse: emotional maltreatment including threats of harm or abandonment, deprivation of contact, humiliation, blaming, intimidation, harassment or isolation. It may also involve witnessing ill-treatment of others such as domestic abuse.

Physical abuse: use of force which may result in injury, such as hitting, burning, shaking, kicking, throwing objects, etc.

Sexual abuse: forced or encouraged participation in sexual activities, including sexual exploitation whether the individual understands what is happening or not. Sexual abuse also includes non-contact activities such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing, showing pornography to a child.

Neglect: persistent failure to meet an individual's basic physical and/ or psychological needs, for example by failing to provide adequate food, clothing and/ or shelter, failing to prevent harm, failing to ensure adequate supervision, or failing to ensure access to appropriate medical care or treatment. Repeated instances of poor professional care may be referred to as institutional abuse.



Witnessing or being told about any of the above should be reported as a safeguarding concern to a DSL. This includes if someone has:

- behaved in a way that may have harmed/ may lead to harm of a child or adult at risk
- committed or is planning to commit a criminal offence against a child or adult at risk
- behaved towards a child or adult at risk in a way that indicates they may be unsuitable to work with them

3. ROLES AND RESPONSIBILITIES

Certain staff and members have responsibilities for safeguarding at a strategic and operational level, as detailed below. Contact details are provided in Appendix 1.

3.1 Everyone

Any person working with or representing or attending events hosted by Leathersellers in a paid or voluntary capacity is required to:

- have an awareness of and apply this policy and procedure
- be mindful of their own actions and behaviour, ensuring that we are promoting safeguarding, being aware of our position of trust and our duty to each other and those we engage with and support
- be alert to the risks to children and adults at risk
- report any suspected or known concern about the safety of children or adults at risk following the procedures set out in Section 5
- to participate fully in any safeguarding inquiry if requested

3.2 Court Members and Trustees

Members of the Leathersellers' Company Court and the Chief Executive & Clerk are also trustees of the Leathersellers' Foundation. Their responsibilities are to:

- encourage a safeguarding and listening culture across Leathersellers
- oversee appropriate and effective implementation of this policy
- ensure that Leathersellers is legally compliant and that activities are conducted safely
- provide oversight and scrutiny of strategic and operational safeguarding matters
- support the Chief Executive & Clerk in dealing with allegations against staff
- receive and consider an annual safeguarding report to be provided by the Chief Executive & Clerk at the October Court meeting.

3.3 Designated Trustee Safeguarding Leads (DTSLs)

Two DTSLs are appointed from the Leathersellers' Court, one with experience of the activities of the Leathersellers' Charity Committee and one with experience of the activities of the Leathersellers' Education Committee.

DTSLs are to be appointed for a term of three years, to support the Chief Executive & Clerk and DSLs in ensuring appropriate consideration of safeguarding across Leathersellers.

3.4 The Chief Executive & Clerk

The Chief Executive & Clerk oversees the management of safeguarding measures and implementation across Leathersellers and supports the DSLs to carry out their duties.



In the case that the M&W Committee award grants that involve work with children and/ or adults at risk, the Chief Executive & Clerk will request prior vetting by the DSLs and highlight this to Court members and trustees.

The Chief Executive & Clerk will lead on internal inquiries relating to safeguarding allegations against staff and/ or members and will share an annual safeguarding report with members of the Leathersellers' Court at the October Court meeting.

3.5 Designated Safeguarding Leads (DSLs)

The DSLs for Leathersellers are the Head of Grants and the Head of Charity Grants. The DSLs are required to:

- promote a safeguarding and listening culture across Leathersellers
- monitor effectiveness and compliance with this policy and procedure
- set out required safeguarding induction content and ongoing training
- produce initial plans for internal inquiries into safeguarding concerns, and allegations against staff, supporting the Chief Executive & Clerk as needed
- remain updated and apply latest safeguarding law and best practice
- ensure annual reviews and updates of this policy and procedure
- brief trustees on a regular basis on safeguarding, as it pertains to the Leathersellers' Foundation

4. MEASURES TO ENSURE SAFEGUARDING

4.1 Recruitment and Training

Leathersellers implements safer recruitment practices when hiring staff and volunteers, to prevent harm. Members delivering activities that may require regular engagement with children or one to one engagement with adults at risk in the delivery of their roles are subject to vetting.

Recruitment and Onboarding

Safer recruitment practices relating to staff include:

- a planned and structured interview process to consider an applicants' suitability for the role and their ability to prioritise safeguarding
- a basic process to consider whether a DBS check is needed for any role, and if so at what level based on the safeguarding risk and eligibility
- two reference checks
- details of safeguarding responsibilities and expectations clearly set out in the employment contract
- an induction to include confirmation that the safeguarding policy and procedure has been read and understood, and agreement to adhere to the principles within confirmed via email to the Senior Executive Assistant to the Clerk.
- a probationary period during which the performance, behaviour, and suitability of newly recruited staff are monitored and evaluated
- ongoing monitoring and adequate supervision for staff to ensure safe practice



Safer recruitment practice relating to Members includes:

- consideration of prospective members only when two current members of the Leathersellers' Court can speak to the candidate's character and suitability
- a planned and structured interview process to consider an applicants' suitability for the role and their ability to prioritise safeguarding
- a basic DBS check for Members who may be in regular contact with children and/ or adults at risk as part of their role.
- sharing this policy and procedure with all Members via the Code of Conduct by which all Members must abide
- ongoing monitoring of members' conduct and engagement to be carried out by the Chief Executive & Clerk. Membership may be withdrawn at any time, with the support of the Leathersellers' Company Court

Training

During the induction, all staff and members will be orientated on the safeguarding policy and procedure, as well as the relevant Code of Conduct.

Specific safeguarding training for each role will be determined and monitored by the DSLs, in agreement with the Chief Executive & Clerk. This includes:

- Staff and Members involved in setting recruitment processes will ensure safer recruitment practices are implemented
- the Chief Executive & Clerk, Trustees, DSLs, DTSLs and Foundation staff will complete regular, specific training as appropriate

4.2. Conduct of Members and Staff

All to whom this policy applies, as set out in Section 1.3, commit to respect at all times, the rights of children and adults as set out in Human Rights Act 1998 and the UN Convention on the Rights of the Child.

No staff member, volunteer or member should be engaged in unsupervised, one to one activity with a child as part of their role. Staff and members are obliged to adhere to their respective Code of Conduct. The staff Code of Conduct is available in the Staff Handbook via One Drive, and the members' Code of Conduct is available on Members. Hardcopies are available on request from the Chief Executive & Clerk.

In addition, staff and members are required to specifically acknowledge and act on their responsibility to:

- recognise that power and status differentials and hospitality customs may make it difficult for children and adults at risk to say no, give their opinion, decline to participate
- be alert to situations that may make children and adults at risk feel uncomfortable and always act to inquire of and preserve the person's interests
- ensure that they are never alone with a child as part of their duties
- avoid situations that may cause a perception of impropriety even when there is none, such as posing for a photograph at an event with an arm around an adult at risk
- decline from engaging in one-to-one communication such as emails, telephone calls, text messages with a child or adult at risk
- never share personal contact details with a guest who is a child or adult at risk



- wait for any child or young person to initiate physical contact during organised activities, such as holding hands during a group exercise
- avoid asking a child or adult at risk about difficulties they have experienced. Should this be volunteered, listen, respond with care and do not ask for more details. In the case of meeting with potential/ current grantee service users, the members' role is to listen. The conversation should be led by the service user and framed by the grantee organisation.

4.3 Fixed Term and Temporary Workers and Volunteers

All individuals and/ or organisations who engage in fixed term or temporary activities for Leathersellers will be made aware of this policy and procedure. Any specific safeguarding responsibilities and expectations will be included in a signed contract.

Under no circumstances should individuals delivering fixed term or temporary activities be left alone with children or adults at risk as part of their agreed activities.

All individuals/ and or organisations expected to have regular contact with children e.g. journalists, evaluators, will receive an oral briefing on the policy from a DSL.

It is the responsibility of the Leathersellers' Senior Management Team member commissioning a fixed term/ temporary contract to ensure that the above requirements are met, inform the DSLs of the contract, and request support from the DSLs as needed.

4.4 Grantees and Associated Schools

Initial assessments

Before Leathersellers awards funding or agrees to partner with an organisation engaging with children or adults at risk, a member of the grants team and/ or DSL will:

- review the organisation's safeguarding policy, ensuring satisfactory practice is indicated through the inclusion of relevant contact information, legislation, and details of roles and responsibilities, reporting procedures, and staff training and support
- attend a meeting with multi-year applicants/ partners to discuss their safeguarding approach and practice, and better understand their culture and implementation
- conduct safeguarding policy and procedure reviews of potential/ current grantees and partners at the Chief Executive & Clerk's request
- where appropriate, share identified issues and risks with Trustees and relevant committee members, to assist their consideration of safeguarding practice and support

It is the Chief Executive & Clerk's responsibility to request and receive a safeguarding review of organisations being considered as a grantee or partner outside of the Leathersellers' Committees and/ or by the M&W Committee, where the organisation works with children and adults at risk.

Information on why we need to review organisations' policies and what we expect to be included is available on our website, and is provided in the [Guidance for Grant Applicants: Safeguarding Policy Assessment document here](#).



Ongoing monitoring

We appreciate that our grantees and associated schools manage complex and challenging circumstances and trust they will be managing multiple low/ medium level concerns at any given time. Our primary concern is the wellbeing of staff, service users and students.

The DSLs will review the safeguarding policy and procedure of associated schools and multi-year grantees annually. For associated schools this will include a review of their publicly available safeguarding policy. For multi-year grantees, this will form part of an annual conversational report and will include discussion of incidents and any changes to procedure.

Significant risks or concerns identified will be shared with Trustees and relevant committee members, to assist their consideration of continued support.

5. SAFEGUARDING PROCEDURES

Everyone involved in the delivery of Leathersellers' activities has a duty to protect children and adults at risk from harm. Engagement with a child or adult at risk will most commonly involve attendance at an event, in-person visits to grantee premises, or a grantee notifying a member of the grants team of a serious incident occurring as part of their service delivery.

A concern about the safety of a child or adult at risk may arise because of:

- a witnessed incident or interaction
- information shared in an email, phone call or social media channel
- information shared in an in-person conversation
- media reports on a specific grantee

5.1 Procedure for Reporting and Responding to Concerns

Regardless of how safeguarding concerns emerge or the position(s) of those involved, it is important to act on them and to report them in accordance with this policy and procedure. For an overview, please see relevant flowcharts, contact information and reporting templates in the Appendices.

Reports must be made to a DSL immediately or as soon as possible after the concern becomes known and within the day. If the Chief Executive & Clerk and/ or one or both of the DSLs are suspected of breaching the policy, concerns should be reported to a DTSL.

Concerns will be treated:

- in a highly responsive, time sensitive manner
- with extreme tact
- without pre-judgement
- with utmost confidentiality

Safeguarding incidents occurring as part of a grantees' service, will be addressed by the grantee organisation. As stated in the grant agreement, Leathersellers will receive regular updates on serious safeguarding incidents until the matter is resolved, and we may commission our own investigation or seek further expertise or advice if the grantees' response is viewed to be insufficient. Leathersellers' Trustees may suspend or terminate a grant if they decide there is a risk of harm.



The process and procedures set out are subject to change and advice from external parties.

5.2 Responding to an Emergency

In an emergency, where a child or adult at risk has been seriously hurt or is in imminent danger of being harmed, you should, dial 999 and ask for the emergency service required i.e. police and/ or ambulance. You should then alert a DSL or the Chief Executive & Clerk as soon as possible.

5.3 Recording and Sharing of Information

Information will only be shared on a need-to-know basis. Information on concerns, incidents and actions taken will be recorded in a private folder on Leathersellers' Sharepoint. Access to this folder will be restricted to the Chief Executive & Clerk, DSLs and DTSLs. The DSLs will maintain this folder and ensure accurate and thorough recording.

If the concern relates to a DSL, the Chief Executive & Clerk will restrict access to Sharepoint accordingly.

If the concern relates to the Chief Executive & Clerk, the DSL will restrict access to Sharepoint, inform the DTSLs, and the Leathersellers' Master will assume the role of Chief Executive & Clerk in this process.

The Chief Executive & Clerk will provide an annual safeguarding report to the Leathersellers' Court to be considered at the October Court meeting. The DTSLs will share any concerns involving the Chief Executive & Clerk separately to the meeting.

Leathersellers will keep a record, in keeping with data protection law and applicable data protection policies.

The Police, Charity Commission, Local Authority, LADO and DBS will be alerted if required by law or otherwise appropriate, such as:

- to Police when a crime may have been committed, including physical or sexual assault, exploitation, or serious threats to safety
- to the Charity Commission if a charity has put individuals at significant risk/ individuals may be at significant risk, even if no actual harm has occurred
- to the Local Authority when a safeguarding concern meets the threshold under local safeguarding procedures, including when care, intervention, or protection planning may be required
- to the LADO if an allegation is made against someone in a position of trust indicating that they may pose a risk to children.
- to DBS if someone may pose a risk to children or adults at risk

5.4 Responding to Concerns Relating to a Child or Adult at Risk

For safeguarding concerns that are not immediately life-threatening, follow the steps below. Refer to the flowchart for Reporting Concerns Relating to a Child or Adult at Risk (Appendix 4) and the Safeguarding Report Form (Appendix 3):



Stage 1: If a child or adult at risk tells you that they are being harmed or are at risk of harm, or you receive this information from another person, listen attentively and respectfully.

Stage 2: Speak to a DSL about your concern as soon as possible and within the day. It is not necessary for you to be completely certain.

Stage 3: Record all relevant details on the Safeguarding Report Form (Appendix 3) and share this with the DSL by email, ideally within one working day.

Stage 4: The DSL will make decisions about the next steps as soon as reasonably possible and ideally within one day of being notified of the concern. The DSL may seek advice from the fellow DSL, the Chief Executive & Clerk, or from external agencies including on matters of consent.

Stage 5: In all cases, the DSL will ensure that records of all conversations, observations, and reasons for decisions are kept. A decision to take no further action or monitor a situation is as serious as a decision to take action.

Stage 6: The DSL will debrief the person who raised the concern and will offer support during and after any safeguarding incidents have been resolved. The DSL will ensure that the person raising the concern securely disposes of any information they hold. The DSL's approach will be appraised by the Chief Executive & Clerk and DTSLs.

5.5 Responding to Allegations Against Staff

Where there are safeguarding concerns relating to staff including concerns of poor working practices, follow the steps below. Refer to the flowchart for Managing Allegations against Staff (Appendix 5) and the Safeguarding Report Form (Appendix 3).

Stage 1: Speak to a DSL about your concern as soon as possible, ideally within the day. It is not necessary for you to be completely certain. The subject of the allegation should not be notified.

Stage 2: Record all relevant details on the Safeguarding Report Form (Appendix 3) and share this with the DSL as soon as possible, ideally within one working day.

Stage 3: The DSL will inform the Chief Executive & Clerk, who will inform the DTSLs. The DSL will ensure that all subsequent actions and decisions are recorded.

Stage 4: Supported by the DSLs, the Chief Executive & Clerk and DTSLs will determine:

- if the criteria are met for referral to the Police, DBS, Local Authority and/ or LADO
- if the criteria are met for a serious incident report being made to the Charity Commission
- if an external party should be appointed to advise on and/ or undertake any aspect of this process.



Stage 5: When assured by a statutory body that no ongoing proceedings/ investigations may be put at risk (during Stage 4 above), an internal inquiry will be conducted by the Chief Executive & Clerk, one DTSL, and DSLs.

An initial plan of internal inquiry with proposed actions and timescales must be shared with the DTSLs within five working days by the Chief Executive & Clerk, with support from the DSLs. This will set out:

- if any immediate action is required to safeguard staff, members, the building, or services. This may include securing records, removing equipment, removing access to parts of the building or shared drives
- decisions on temporary suspension or altering duties of the person subject to allegation
- what other information is required, how it will be sought, when, from whom
- if advice is required from the Police, the Local Authority, LADO, or other agency
- what information to share with the subject of the allegation
- what information (if any) to share with any other known employer (if they work elsewhere)
- any arrangements to support the subject of the allegation and/ or the person who made the initial report and/ or other witnesses
- what information to share (if any), and when, with other members and staff; managing speculation, leaks, and gossip; managing media interest if it should arise

Stage 6: If allegations are proven, the Court and Trustees will be informed, and action will be taken in line with the Disciplinary Procedure.

Stage 7: A learning review/ reflections on the above process and the policy as a whole will be undertaken by the DTSLs following a serious incident with consideration as to any changes needed (and at least once a year during the annual review process otherwise).

In the event that the subject of the allegation resigns during the course of the inquiry, Leathersellers will carry out its investigation and disciplinary process to its conclusion, including necessary reporting to authorities and agencies.

If the concern relates to the DSL, concerns should be raised directly with the Chief Executive & Clerk.

If the concern relates to the Chief Executive & Clerk, the DSL will inform the DTSLs, and the Leathersellers' Master will assume the role of Chief Executive & Clerk in this process.

5.6 Responding to Allegations Against Members

Where there are safeguarding concerns relating to members, including concerns of poor working practices, follow the steps below. Refer to the flowchart for Managing Allegations against Members (Appendix 6) and the Safeguarding Report Form (Appendix 3).

Stage 1: Speak to a DSL about your concern as soon as possible, ideally within the day. It is not necessary for you to be completely certain. The subject of the allegation should not be notified.



Stage 2: Record all relevant details on the Safeguarding Report Form (Appendix 3) and share this with the DSL as soon as possible, ideally within one working day.

Stage 3: The DSL will inform the Chief Executive & Clerk, who will inform the DTSLs, and the Leathersellers' Master. The Chief Executive & Clerk will ensure that all subsequent actions and decisions are recorded.

Stage 4: The Chief Executive & Clerk and DTSLs will determine:

- if the criteria are met for referral to the Police, DBS, Local Authority and/ or LADO
- if the criteria are met for a serious incident report being made to the Charity Commission
- if an external party should be appointed to advise on and/ or undertake any aspect of this process.

Stage 5: When assured by a statutory body that no ongoing proceedings/ investigations may be put at risk (during Stage 4 above), an internal inquiry will be conducted by the Chief Executive & Clerk, one DTSL and the Master/ Second Warden (none should be related to the subject of the inquiry).

An initial plan of internal inquiry with proposed actions and timescales must be shared with the DTSLs and Master/ Second Warden within five working days by the Chief Executive & Clerk. This will set out:

- if any immediate action is required to safeguard staff, members, the building, or services. This may include securing records, removing equipment, removing access to parts of the building or shared drives
- decisions on temporary suspension or altering duties of person subject to allegation
- what other information is required, how it will be sought, when, from whom
- if advice is required from the Police, the Local Authority, LADO, or other agency
- what information to share with the subject of the allegation and with any known employer or affiliation
- any arrangements to support the subject of the allegation and/ or the person who made the initial report and/ or other witnesses
- what information to share (if any), and when, with other members and staff; managing speculation, leaks, and gossip; managing media interest if it should arise

Stage 6: If allegations are proven, Leathersellers' Company Court Members and Leathersellers' Foundation Trustees will take action adhering to the Members' Code of Conduct, with support from the Chief Executive & Clerk and Membership Committee.

Stage 7: A learning review/ reflections on the above process and the policy as a whole will be undertaken by the DTSLs following a serious incident with consideration as to any changes needed (and at least once a year during the annual review process otherwise).

In the event that the subject of the allegation resigns their membership during the course of the inquiry, Leathersellers' will carry out its investigation and disciplinary process to its conclusion, including necessary reporting to authorities and agencies.



5.7 Responding to Concerns Relating to a Grantee or Associated School

It is only necessary for a grantee or associated school to inform us of a safeguarding concern or incident if the following applies:

- an incident has been reported to the local authority, LADO, DBS and/ or the Charity Commission, that relates to staff, trustees or volunteers, or an organisational issue
- a member of staff, volunteer or trustee has been suspended because of a serious safeguarding allegation
- an incident that may attract negative media attention

Stage 1: Grantees should contact the DSL as soon as possible and within 10 working days, with the following details:

- an overview of the incident, leaving out any identifying details of people involved
- a summary of the actions taken and anything you are planning to do in the future, including whether the incident was reported to the authorities or the regulator
- any learning or recommendations made to prevent similar incidents in the future

Stage 2: The DSL will engage with the organisation to confirm effective safeguarding procedure is in place and that there is no risk of harm.

Stage 3: The DSL will provide details to the relevant Leathersellers' Committee at their next meeting (or before) and subsequently to the next meeting of the Leathersellers' Company Court and Leathersellers' Trustee Board. The Chief Executive & Clerk and Court/ Trustees will determine if any enhanced monitoring or action is required.

Stage 4: The DSL will communicate any further action with the organisation, aiming to support the organisation and team. In rare circumstances, where an ongoing risk of harm is identified, the grant may be paused or withdrawn.



APPENDICES

Appendix 1: Key Internal Contacts

DESIGNATED SAFEGUARDING LEADS (DSLs)		
Natalia Rymaszewska	Head of Grants	nrymaszewska@leathersellers.org Tel. 020 7330 1451
Stacey Lamb	Head of Charity Grants	slamb@leathersellers.org Tel. 020 7330 1468

CHIEF EXECUTIVE & CLERK		
Matthew Lawrence	Chief Executive and Clerk to the Company	mlawrence@leathersellers.org Tel. 020 7330 1440

DESIGNATED SAFEGUARDING TRUSTEE LEADS (DSTLs)		
Christopher Barrow	Court Member and Trustee	dstl@leathersellers.org
Richard Chard	Court Member and Trustee	



Appendix 2: Key External Contacts and Resources

POLICE, AMBULANCE FIRE SERVICE	
Emergency Services	Tel. 999
Police (non-emergency)	Tel. 101
Police Anti-terrorism Hotline	Tel. 0800 789 321
DOMESTIC ABUSE/ ASSAULT	
National Helpline	Tel. 0808 200 0247
Sexual Assault Referral Centres	Tel. 020 3299 9690
ADULT SAFEGUARDING	
Ann Craft Trust	Tel. 0115 951 5400 https://www.anncrafttrust.org/
Mind	Tel. 0300 123 3393 info@mind.org.uk
CHILD SAFEGUARDING	
NSPCC Helpline	Tel. 0808 800 5000 help@nspcc.org.uk
Childline (for children to use)	Tel. 0800 1111
Child Trafficking Advice Centre	Tel. 0808 800 5000
OTHER NATIONAL SERVICES	
Victim Support	Tel. 0808 168 9111
Disclosure and Barring Service (DBS)	http://www.gov.uk/government/organisations/disclosure-and-barring-service
Charity Commission	https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees



Appendix 3: Safeguarding Report Form

The person completing this form should treat the information as confidential and share the form with the DSL securely.

This form should be used to report a safeguarding concern or disclosure that has taken place at Leathersellers' Hall, at a Leathersellers' event, or involves Leathersellers' Staff or Members.

This form should be completed as soon as possible following the concern or disclosure and within five working days.

1. Details of the Child or Adult at Risk

Name	
Is this person under 18 years old?	Yes/ No
Is this person aware that you are reporting this incident or disclosure?	Yes/ No

2. Information regarding the concern or disclosure

Date	
Place	
If you did not witness the incident or receive the disclosure directly, please provide the name of who informed you.	
If the concern relates to an allegation against a Leathersellers' member or staff, please provide their name here.	



Please provide a clear and factual summary of the concern, incident or disclosure.

3. Your details

Name	
Position	
Contact details	

Please email this completed form as soon as possible to one of the Designated Safeguarding Leads below and within five working days:

Natalia Rymaszewska Head of Grants

nrymaszewska@leathersellers.org

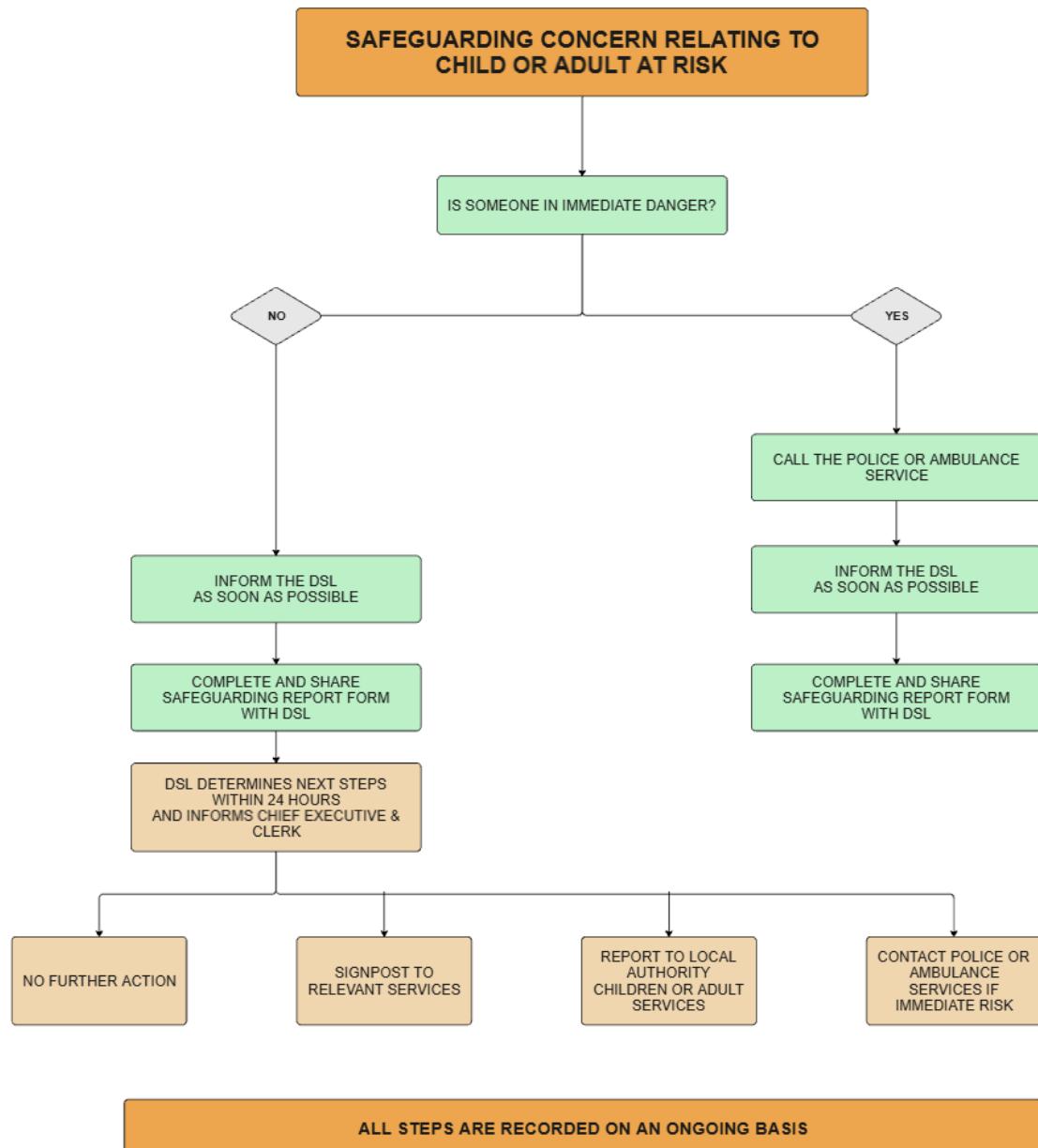
Stacey Lamb

Head of Charity Grants

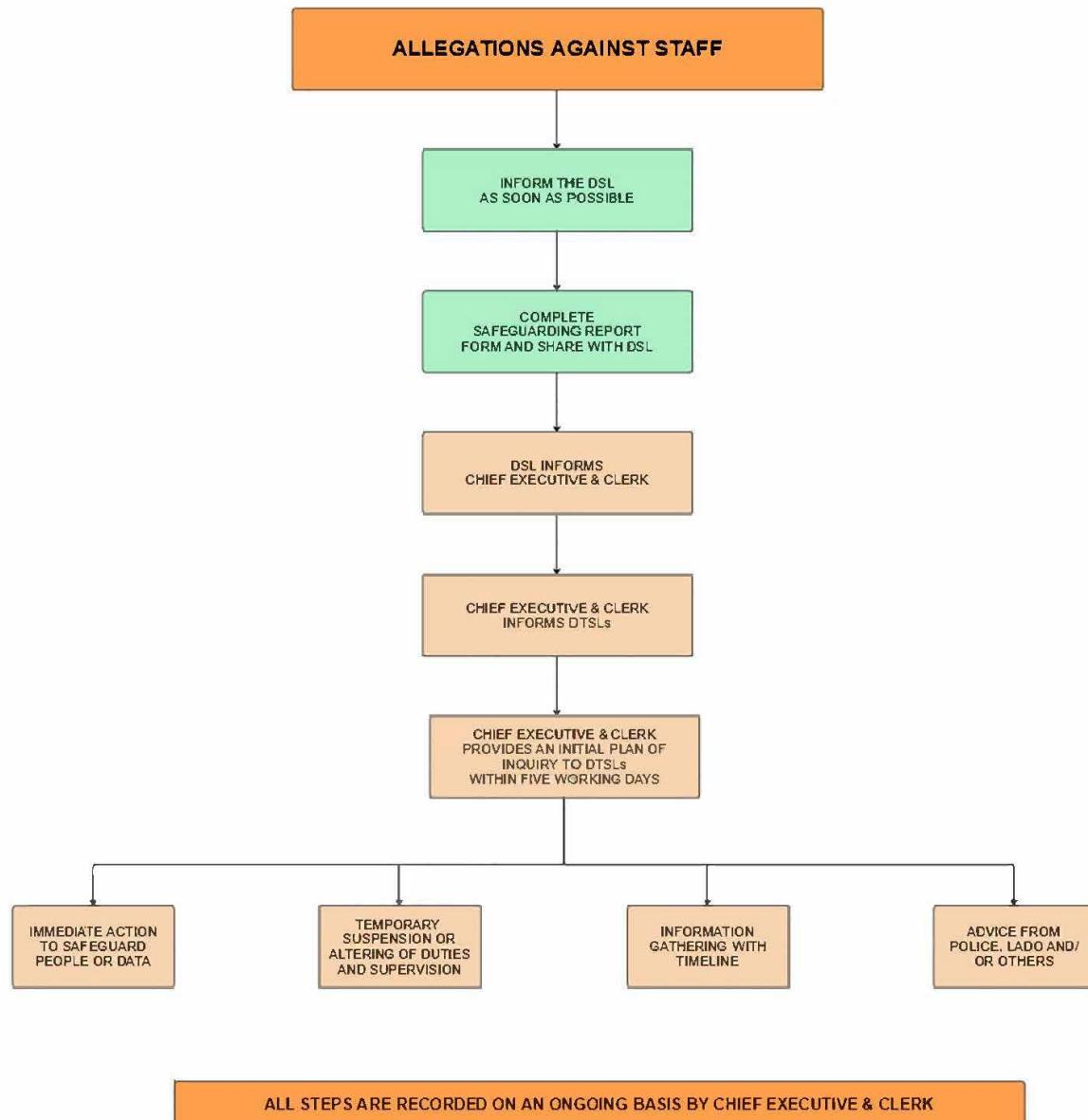
slamb@leathersellers.org



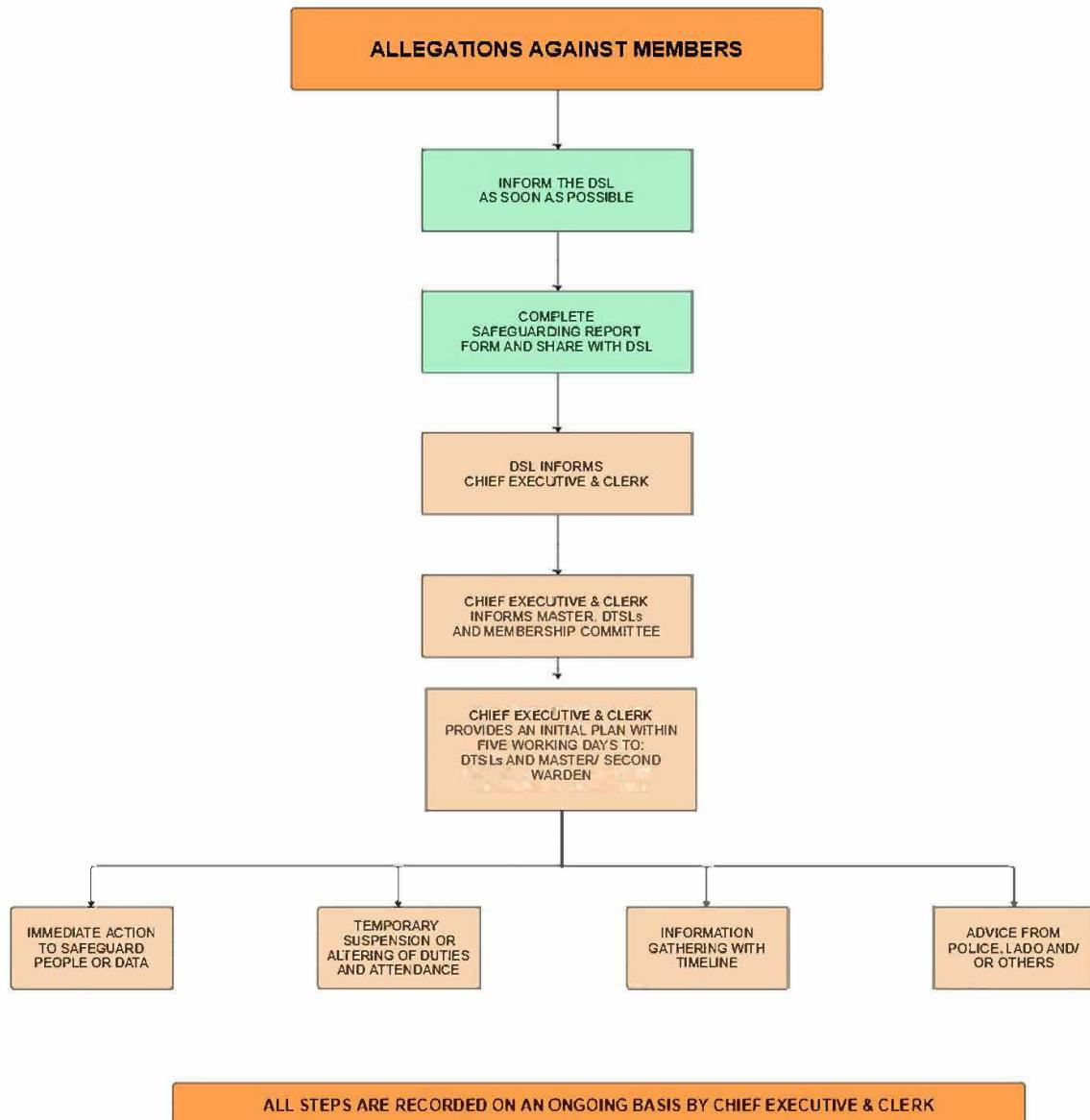
Appendix 4: Flowchart – Reporting Concerns Relating to a Child or Adult at Risk



Appendix 5: Flowchart – Reporting Allegations Against Staff



Appendix 6: Flowchart – Reporting Allegations Against Members



Appendix 7: Key Abbreviations and Definitions

ABBREVIATION/ TERM	DEFINITION
Chief Executive & Clerk	The senior staff member responsible for the overall management of Leathersellers combining executive and governance responsibilities.
Court	The governing body of the Leathersellers' Company, comprising senior members.
DBS	Disclosure and Barring Service: a UK government agency that helps employers make safer recruitment decisions by providing information about a person's criminal history.
DSL	Designated Safeguarding Lead: a staff member trained and appointed to take lead responsibility for safeguarding.
DTSL	Designated Trustee Safeguarding Lead: a trustee appointed to provide oversight of safeguarding from a governance level.
GDPR	General Data Protection Regulation: EU law applied in the UK on data protection and privacy, setting out how data may be processed and transferred.
LADO	Local Authority Designated Officer: the person appointed by the local authority to manage and oversee allegations against adults working with children.
NSPCC	National Society for the Prevention of Cruelty to Children: a UK-based charity focused on child protection.
Safeguarding	To prevent harm, respond to harm, and promote the wider welfare of children and adults at risk.
Child	A person who has not yet reached their 18th birthday, regardless of whether that person has left home or is working. Child therefore also means 'children and young people.'
Adult at Risk	A person aged 18 or over who: <ul style="list-style-type: none"> • has needs for care and support and • is experiencing, or is at risk of, abuse or neglect and • because of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect
Grantee	An organisation or individual in receipt of funding from Leathersellers.
Member	A person who holds membership of the Leathersellers' Freedom and Livery, including honorary and retired members.
M&W Committee	Master and Wardens Committee: a senior executive sub-committee comprising the Master, Immediate Past Master and Second Warden.
Staff	Individuals contracted to Leathersellers on a permanent, fixed term or temporary basis, consultants, freelancers and volunteers.

