

BAFUNCS Benevolent Fund Policy



Safeguarding

1. Responsibilities of the Charity and its Trustees

As a charity, the British Association of Former United Nations Civil Servants Benevolent Fund (“BBF”) has a responsibility to ensure that it does not cause harm to anyone who has contact with it. The trustees of the BBF shall make sure that the charity fulfils this responsibility.

As part of fulfilling their duties as trustees, whether working online or in person, the trustees must take reasonable steps to protect from harm people who come into contact with the BBF. This includes people who have applied for assistance from the BBF and others who come into contact with it through its work.

2. Risk identification

Trustees shall identify possible risks, including risks to beneficiaries or to anyone else connected to the charity and any future possible risks.

3. Assessment of suitability of trustees for their roles

A person wishing to be appointed as a trustee shall submit to the Board of Trustees a character reference.

4. Training

Training and advice may, where appropriate, be given to trustees in particular if they have direct contact with applicants to the BBF.

5. Safeguarding Lead Trustee

The trustees shall designate one of the trustees as Safeguarding Lead Trustee who shall have particular responsibility for:

- (i) considering how to improve the safeguarding culture within the BBF;
- (ii) ensuring that everyone involved with the BBF knows how to recognise, respond to, report and record a safeguarding concern;
- (iii) ensuring that people know how to raise a safeguarding concern; and
- (iv) keeping the safeguarding policy and procedures under review and identifying any difficulties in their application.

6. Review of policies

The trustees shall conduct a review of this Safeguarding Policy and associated procedures and practice once a year and whenever a serious safeguarding concern has arisen.

7. Procedure for reporting a safeguarding concern

Safeguarding concerns shall be reported to the Chair or, if they concern the Chair, to the Secretary. The Chair or Secretary shall proceed promptly in a secure and responsible way, acting as openly and transparently as possible. If appropriate, he or she shall report the matter to other relevant bodies.