

# Horizon Scandal Fund Safeguarding Policy

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Version 0.3

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Authors:

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## Introduction

The Horizon Scandal Fund (HSF) is a small charity with no staff and no premises. It provides grants to people in need and occasionally organises events. It has no direct contact with or responsibilities towards minors. It does deal with vulnerable people. The trustees recognise their responsibilities to carry out HSF duties in a manner which takes reasonable steps to protect everyone's safety, privacy and dignity.

## Purpose

The purpose of this safeguarding policy is to provide all trustees and volunteers the framework they need to help keep safe people who have contact with the Horizon Scandal Fund (HSF), and how to report concerns. This policy provides our stakeholders, partners, donors, grant recipients and members of the public with an understanding of the safeguarding principles that guide our approach.

## Lead Trustee

A lead trustee will be appointed to provide oversight of safeguarding and to lead on any incident investigation and reporting.

Lead Trustee	Nicola Wallis
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## Applicability

This policy applies to anyone working on our behalf, including our trustees and other volunteers.

Partner organisations will be expected to have their own safeguarding procedures that meet or exceed the standards outlined below, plus any additional legal or regulatory requirements specific to their work. These include, but are not limited to other UK regulators, if applicable.

Safeguarding should be appropriately reflected in other HSF relevant policies and procedures.

## Principles

We believe that:

- Nobody who is involved in our charity should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of all our beneficiaries, trustees and volunteers, take reasonable steps to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

## Types of Abuse

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse are at Appendix 1.

## What To Do If You Have Any Safeguarding Concerns

### Crime

If you suspect a crime is in progress, or an individual is in immediate danger, call the police/emergency services, as you would in any other circumstances.

### Any Other Concerns

If you are a donor, HSF beneficiary, volunteer or member of the public and you feel unsafe, think someone or something is unsafe (or potentially unsafe) or have *any* other safeguarding concerns about the activities of the HSF, its donors, beneficiaries or

partners, please make your concerns known at the earliest opportunity to the safeguarding trustee – the address is [safeguarding@horizonscandalfund.org](mailto:safeguarding@horizonscandalfund.org)

If your concern is about the safeguarding trustee or someone close to that person, please contact the Chair of Trustees – the address is [chair@horizonscandalfund.org](mailto:chair@horizonscandalfund.org)

The recipient of your email will acknowledge receipt, treat you with courtesy and respect, take your concern seriously, enact a process for addressing your concern and, where appropriate, keep you informed of what they are doing in relation to your concern.

Please note we are a small, volunteer-run charity. It is possible the recipient of your email may be away and your email may not be seen, or it may go into a spam folder.

If you do not receive an acknowledgment of your email within a reasonable timeframe (which will relate to the seriousness of your concern), please do not assume it has been seen. Email the [chair@horizonscandalfund.org](mailto:chair@horizonscandalfund.org) or [info@horizonscandalfund.org](mailto:info@horizonscandalfund.org) as appropriate to say you have raised a safeguarding issue and have not yet received an acknowledgment. If you do not receive a response within a reasonable time at your second attempt, please contact the Charity Commission.

Please note any email to [info@horizonscandalfund.org](mailto:info@horizonscandalfund.org) will be seen by all trustees, so you may want to limit the content of your email to the fact you have raised an issue whilst withholding the nature of the issue.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of Serious Incident Reporting and, if applicable, other regulators/the authorities. They are aware of the Government guidance on handling safeguarding allegations.

If your safeguarding concern is about the activity of the trustees as a group or the charity as a whole, please contact the Charity Commission.

## **Responsibilities**

**Trustees.** This safeguarding policy will be reviewed and approved by the Board annually.

Trustees are aware of and will comply with the Charity Commission guidance on safeguarding and protecting people and also the 10 actions trustee boards need to take to ensure good safeguarding governance.

A lead trustee will be given responsibility for the oversight of all aspects of safeguarding. This will include:

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- An annual review of safety, with recommendations to the Board.
- Providing oversight of any lapses in safeguarding.
- Ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Leading the organisation in way that makes everyone feels safe and able to speak up.
- Where appropriate or legally required, ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting volunteers.
- Planning programmes/activities to consider potential safeguarding risks, to ensure these are adequately mitigated.
- Listening and engaging, beneficiaries, volunteers and others and involving them as appropriate.
- Responding to any concerns sensitively and acting quickly to address these.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- Making volunteers and others aware of:
  - Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
  - The signs of potential abuse and how to report these.

**Everyone.** To be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately (see above).

## **Fundraising**

We will ensure that:

- We comply with the Code of Fundraising Practice,
- Staff and volunteers are made aware of the Institute of Fundraising guidance on keeping fundraising safe and the NCVO Guidance on vulnerable people and fundraising.
- Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- We do not either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.

- We are sensitive to any need that a donor may have.

## Online Safety

We will identify and manage online risks by ensuring:

- Volunteers, and trustees understand how to keep themselves safe online.
- The online services (currently nil) we provide are suitable for our users. For example, use age restrictions and offer password protection to help keep people safe.
- The services we use and/or provide are safe and in line with our code of conduct.
- We protect people’s personal data and follow data protection legislation.
- We have permission to display any images on our website or social media accounts, including consent from an individual, parent etc.
- We clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process. If you are unsure, you can contact one of [these organisations](#), who will help you.

## Working With Other Organisations

In working with other organisations, including any grant-making, we will comply with [Charity Commission guidance](#) by carrying out relevant due diligence and having a written agreement that sets out:

- Our relationship.
- The role of each organisation.
- Monitoring and reporting arrangements.

## Version Control - Approval and Review

This policy will be reviewed periodically, or following an incident, change in legislation, or other significant factors. It will also be reviewed as part of any safeguarding incident investigation, to test that it has been complied with and to see if any improvements might realistically be made to it.

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	12/0-6/2025	Initial draft approved	Annually

## Statutory Guidance

Gov.UK – The role of other agencies in safeguarding

CC: Infographic; 10 actions trustees need to take.

CC: Safeguarding duties of charity trustees

CC: Safeguarding - policies and procedures

CC: How to protect vulnerable groups

CC: Managing online risk.

## Appendix 1 – Signs of Abuse

### Physical Abuse.

- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or under dose medications.
- individuals report being hit, slapped, kicked, or mistreated.
- vulnerable adults sudden change in behaviour.
- the caregivers refusal to allow visitors to see a vulnerable adult alone.

### Sexual Abuse.

- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- an individual's report of being sexually assaulted or raped.

### Mental Mistreatment/Emotional Abuse.

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- an individual's report of being verbally or mentally mistreated.

### Neglect.

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.
- unattended or untreated health problems.
- hazardous or unsafe living condition (e.g., improper wiring, no heat or running water).
- unsanitary and unclean living conditions (e.g., dirt, fleas, lice on person, soiled bedding, faecal/urine smell, inadequate clothing).
- an individual's report of being mistreated.

### Self-Neglect.

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.
- hazardous or unsafe living conditions.

- unsanitary or unclean living quarters (e.g., animal/insect infestation, no functioning toilet, faecal or urine smell).
- inappropriate and/or inadequate clothing, lack of the necessary medical aids.
- grossly inadequate housing or homelessness.
- inadequate medical care, not taking prescribed medications properly.

### **Exploitation.**

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.
- adding additional names on bank signature cards.
- unauthorized withdrawal of funds using an ATM card.
- abrupt changes in a will or other financial documents.
- unexplained disappearance of funds or valuable possessions.
- bills unpaid despite the money being available to pay them.
- forging a signature on financial transactions or for the titles of possessions.
- sudden appearance of previously uninvolved relatives claiming rights to a vulnerable adult's possessions.
- unexplained sudden transfer of assets to a family member or someone outside the family.
- providing services that are not necessary.
- individual's report of exploitation.