

SAFEGUARDING POLICY

Trustees and the Appointed Person for The Tim Henman Foundation (THF) are committed to Safeguarding all of the below:

Our partners (including those we fund), the people who work within our programmes (coordinators, coaches, teachers, mentors), our beneficiaries, our employees and contractors, and those who fundraise on our behalf.

Trustee safeguarding lead: Tim Henman OBE
Appointed safeguarding person: Jamie Feather
Contact email address: safeguarding@henmanfoundation.org
Contact number: 01372849614

Both people are trained in safeguarding and are responsible for recording and dealing with all safeguarding concerns.

James Feather

This Safeguarding Policy was last reviewed and signed off on: 23/03/2023

The next review date is set for:

22/03/2024

Tim Henman

Tim Henman (May 5, 2023 14:45 GMT+1)

OUR SAFEGUARDING GOALS

- To create a safe and trusted environment for everybody involved in THF and the delivery of our programmes.
- To protect the rights of adults to live in safety, free from abuse and neglect.
- To protect children and young people from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

GOVERNANCE

- The Trustees' role is primarily prevention by getting the right governance, policies and practices in place from the start to stop abuse.
- Safeguarding is a consistent agenda point at board meetings where trustees receive regular updates and reports.
- Trustees are equipped to react to concerns by following the process outlined below.
- Trustees (and the appointed person) follow their duties as outlined in the '[safeguarding duties for charity trustees](#)' from the charity commission.
- Trustees (and the appointed person) take reasonable action to ensure [good safeguarding governance](#), as outlined from the charity commission.

CHARITABLE ACTIVITY

- THF takes care to only recruit coaches, teachers and mentors who inspire the beneficiaries and can act as role models.
- There are formal programme agreements with; partners and those we support individually.
- At the implementation stage of each programme, THF carries out its due diligence and ensures partners and those involved in the delivery of programmes share the THF commitment to Safeguarding and their Duty of Care to its beneficiaries, and that they inform the participants of the action to take if they have a safeguarding concern.
- All deliverers (partners, coaches, teachers, mentors):
 - a) Are fully compliant; DBS checked, hold the relevant qualifications and licenses.
 - b) Work in safe and secure facilities.
 - c) In addition, mentors are:
 - i) Trained and understand their role in positively guiding (potentially vulnerable) young people.
 - ii) Should only hold meetings/workshops in public places and mentors to consider another party to join the meeting if appropriate.
 - iii) Understand confidentiality and the boundaries of their mentor-mentee relationship.
 - iv) And disclose information in formal reporting to THF.
- THF coordinates programmes (or works with a coordinator from a partner) to ensure they are being implemented in the correct and agreed manner. This includes, where possible, visits to the programmes to observe delivery.
- Where a DBS check has raised a criminal conviction or caution, THF will make a thorough judgment as to whether they are in a position to provide safe coaching and mentorship.
- THF ensures there is adequate consent in place for all the images that are used for U18's.

ACTION TO TAKE UPON RECEIVING A SAFEGUARDING CONCERN

Coordinators, coaches, teachers, mentors are most likely to highlight safeguarding concerns within the THF list of programmes.

1. In the event of a safeguarding concern, they will inform the THF appointed person straight away (by email or anonymously by phone) and a record will be kept on the THF central system.
2. The THF appointed person will take the appropriate action internally.
3. If there is a risk, they will report this to the charities commission.
4. If the highlighted person is in immediate danger, the THF appointed person will go straight to the police/ambulance service/social care.

WHISTLEBLOWING

One can raise a concern or bring information about wrongdoing within THF and the programmes it delivers, by anonymously contacting THF (above) or going directly to the charities commission.





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Final Audit Report

2023-05-05

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