

THE BULKELEY-EVANS

HMC SCHOLARSHIP FUND

SAFEGUARDING POLICY

Statement of Safeguarding Principles

The Bulkeley-Evans Scholarship Fund (the Fund) makes grants, referred to as scholarships, to GAP students of promise (both as regards their academic work and general conduct) who are or have previously been educated at a Headmasters' and Headmistresses' conference (HMC) school, to enable them, once they are 18, [and in the course of a GAP year] to:

- Pursue a course of study or a project of educational value approved by the trustees in any such country.

The Fund's staff consists of its trustees and a part time administrator who liaise with each other and with schools, applicants, beneficiaries and professional advisors as appropriate in order to manage the Fund's operation. The Fund's principal function is the grant of scholarships which are provided directly to beneficiaries. The Fund does not arrange, manage or supervise courses of study or projects for its beneficiaries. Nevertheless, the trustees of the Fund acknowledge their safeguarding duties, in particular in relation to the Fund's workplace and its work with children.

The purpose of this policy is to protect everyone affected by the Fund, including staff and beneficiaries and any intermediaries who may deal with the Fund (such as staff and student applicants in HMC schools) from harm, by providing young people who receive scholarships and all those otherwise affected by the Fund's operation with details of the principles that guide our approach to safeguarding.

We believe that no one should experience harm, abuse or neglect in their dealings with the Fund and that we have a duty to take reasonable steps to protect the health and wellbeing of those connected with it. This is what we mean by safeguarding.

All staff and beneficiaries (for the period of their GAP year) are expected to:

- Contribute to an environment which prevents safeguarding breaches and promotes the proper implementation of this policy.
- Report any health or welfare concerns about anyone associated with the Fund, or suspicions of safeguarding breaches by anyone associated with the Fund, to an appropriate person.

We seek to keep people safe by:

- Undertaking appropriate checks of our staff.
- Ensuring that we have an effective safeguarding culture within the organisation, whereby appropriate conduct is encouraged and any safeguarding concerns reported.
- Ensuring that we have an appropriate safeguarding policy which is shared as appropriate, fit for purpose and that the policy and the management of any concerns are regularly reviewed.
- Ensuring that staff, and beneficiaries (while on a GAP year), follow this policy and report any safeguarding concerns about the Fund's operation.
- Ensuring that the administrator and a named trustee are appropriately trained to manage a safeguarding concern.

We will:

- Ensure that all staff have access to and are familiar with this policy.
- Ensure that our activities (grant-giving) are planned so that our responsibilities and those with whom we deal are clear.
- Ensure that staff receive training on safeguarding at a level commensurate with their role.
- Ensure that applications for scholarships, decision-making about them, and record keeping are properly scrutinised and managed fairly.
- Keep information secure and handle it in accordance with our data protection obligations.
- Handle any safeguarding concerns promptly, sensitively and according to due process.

Although beneficiaries are expected to take reasonable care for their own safety, in order to protect them and others, before making a grant, the trustees and/or the administrator may:

- Request details of an applicant's behaviour record and/or any safeguarding concerns, from the student, the school and/or the police/DBS;
- Require further information from the applicant regarding the GAP provider or arrangements for their proposed course or project and the support available in the country where this is to take place.

Reporting Safeguarding Concerns

Concerns about the welfare of staff or beneficiaries

Anyone who has a concern about the welfare of a member of staff, a beneficiary or other person affected by the Fund should contact the administrator in the first instance. The administrator will note the details in writing, inform the safeguarding trustee as soon as is practicable and agree an appropriate course of action with them. If the safeguarding trustee is unavailable the administrator will inform the chair of trustees or other member of the board.

An Allegation against the administrator or a trustee

- Any such allegation must be reported to the safeguarding trustee (or, in the event the concern relates to the safeguarding trustee, to the chair of trustees) who will determine the appropriate course of action.
- If the allegation relates to a concern that might indicate that the person may pose a risk of harm to children, then this should be reported to the police / social services without delay.

The action taken in response to a safeguarding concern will vary according to the circumstances, but may include any of the following:

- Informing the GAP project company / organisation; social services; family; the police / Interpol and / or another regulatory authority, such as the charity commission.
- Termination of the scholarship agreement and action to recover the award.

Anyone with a safeguarding concern can report the matter directly to the statutory authorities and should not hesitate to do so if it is felt that the trustees are not taking the necessary steps to deal with the matter or if, for some reason, the administrator or trustees are unavailable.

Contact details of the Administrator and Trustees:

Neil Mason
24 Saxon Close
Oake
Taunton
TA4 1JA