

# Nevill Hall Nature Spaces

CIO registration: 1214695



## Safeguarding policy

*This is one of a range of policies and procedures designed to ensure the good governance of the NHNS charity. These policies apply to all trustees, other volunteers, employees, contractors, and third-party representatives of our charity.*

**Nevill Hall Nature Spaces (NHNS)** was established in 2025 to restore and develop the historic character of the gardens of Nevill Hall Hospital which are owned and managed by Aneurin Bevan University Health Board

**NHNS** is working to:

- regenerate parts of the gardens
- increase awareness of the special features of the gardens
- improve access
- develop additional appropriate uses

### Safeguarding

The purpose of this policy is to inform Members and Volunteers of NHNS regarding any aspect of safeguarding in the work of the CIO.

### Designated Safeguarding Lead Trustee

A Designated Safeguarding Lead Trustee will be appointed to provide oversight of safeguarding and to lead on any incident investigation and reporting. Contact [safeguarding@nevillenature.org](mailto:safeguarding@nevillenature.org).

### Applicability

This policy applies to anyone working on our behalf, including our trustees, members and volunteers. Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work.

### Principles

We believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of all of our beneficiaries, staff and volunteers, 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.

## How to report concerns

- If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.
- If concern is identified by a member of the public during work of the CIO, they should inform a member of our team, who will alert the Lead Trustee / senior member of the CIO.
- For members and volunteers of the CIO, make your concerns known to the Lead Trustee

The trustees are mindful of their reporting obligations to the Charity Commission in respect of Serious Incident Reporting. They are aware of the Welsh Safeguarding Procedures and local safeguarding procedures

If deemed necessary, the **Designated Safeguarding Lead Trustee** will refer the concern on to the relevant MCC Safeguarding Team.

**Monmouthshire County Council Safeguarding Team: Adults:** Tel: 01873 735492

Email: MCCadultsafeguarding@monmouthshire.gov.uk

**Monmouthshire County Council Safeguarding Team: Children:** Tel: 01291 635 669

Email: ChildDuty@monmouthshire.gov.uk

## Responsibilities

**Trustees.** 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 safety, including whistleblowing and Health, Safety and Welfare. 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.
- Receiving regular reports, to ensure this and related policies are being applied consistently.
- Providing oversight of any lapses in safeguarding.
- And 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.
- 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 staff and volunteers.
- Planning programmes/activities to identify potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.
- Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up-to-date.
- Ensuring that safeguarding requirements (eg DBS) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- Listening and engaging, beneficiaries, staff, 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 staff, 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:

- The CIO will comply with the Code of Fundraising Practice, including fundraising that involves children.
- Members 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 particular need that a donor may have.

## **Donors in Vulnerable Circumstances**

Safeguarding duties include working with potentially vulnerable donors.

- Fundraisers must treat donors fairly, enabling them to make an informed decision, particularly those in vulnerable circumstances.
- Vulnerability is defined as being especially susceptible to harm due to personal circumstances.
- Individuals under 18 or adults lacking capacity are automatically considered vulnerable.
- Fundraisers must not exploit lack of knowledge, need for support or vulnerable circumstance.
- If a donor cannot make an informed decision, donations must not be accepted and must be returned if later discovered.
- Fundraising communications should be clear and inclusive, with adjustments for accessibility.
- Staff should be trained to engage respectfully and identify signs such as difficulty understanding, communicating or weighing decisions.

## **Online Safety**

Online risks will be identified and managed by ensuring:

- Volunteers, staff and trustees understand how to keep themselves safe online. We may use high privacy settings and password access to meetings to support this.
- The online services 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.

- We have adopted and comply with the [Charity AI Ethics & Governance Framework](#). We follow the Charity AI Best Practice Guidance on [mitigating the risk of deepfakes](#) and also the [ethical use of imagery](#).

### **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 safeguarding policy will be reviewed and approved by the Board annually.
- 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.

### **Further 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.](#)

[Social Services and Wellbeing \(Wales\) Act 2014](#)

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| Date approved       | 00/00/0000         |
| Date of next review | 00/00/0000         |
| Lead Trustee        | Dr Thomas Williams |