RMBF Safeguarding Policy

1. Introduction

The Royal Medical Benevolent Fund (RMBF) is committed to safeguarding – applicants, beneficiaries, volunteers, trustees, staff, donors and anyone to whom the charity owes a duty of care. The RMBF is committed to promoting a positive safeguarding culture in which all feel able to speak up and there is learning from any concerns or issues.

For the purpose of this policy 'Safeguarding' means the safeguarding of both children and adults at risk of harm in vulnerable situations.

In October 2018 the Charity Commission updated its guidance and broadened the duties of all trustees to ensure charities take responsible steps to protect people who come into contact with their organisation from harm: https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees

The RMBF complies with its legal requirements, for instance in relation to the Safeguarding Vulnerable Groups Act 2006.

The RMBF has policies in place to provide guidance and processes to support and protect staff, set out how concerns and complaints should be raised, handled and reported. The roles and responsibilities of those in the organisation for safeguarding issues should be read in conjunction with the RMBF Safeguarding Procedures. The RMBF reviews these policies and procedures as necessary, always following a serious incident and at least once a year.

The RMBF provides regular refresher training for all staff, trustees and volunteers. The RMBF keeps and maintains a safe, secure and comprehensive record of safeguarding training, issues and concerns in line with data protection, confidentiality and safeguarding requirements.

Safeguarding is the responsibility of all staff, volunteers and trustees, who should speak up if they have any concerns.

Although safeguarding is the responsibility of all trustees, the Board appoints a lead trustee to support, advise and guide the Board on safeguarding matters and to support the RMBF safeguarding officers who look after the charity's day-to-day operational safeguarding issues. Safeguarding is a standing item on the agenda of all Board meetings.

It is committed to protecting volunteers and staff from harm and has clear policies and procedures:
on:

- bullying and harassment
- whistleblowing

2. Safeguarding at the RMBF

The RMBF has carried out a risk assessment in relation to all roles held by staff, trustees, volunteers, trustees and third-party organisations we work with. The RMBF ensures that all organisations who have contact with our applicants and beneficiaries have their own appropriate safeguarding policy and procedures in place.

The RMBF does not provide direct physical care to vulnerable applicants and beneficiaries. The help it provides is primarily in the form of financial support, emotional support and advice, as well as arranging specialist advice through appropriately accredited organisations.

Staff, volunteers and Trustees do not have face to face contact with applicants, beneficiaries and their children. Staff contact is by phone, email and post

The Safeguarding Officers at the RMBF are the Head of Casework and the Chief Executive. The Officers are responsible for basic safeguarding awareness training for staff.

3. Safeguards for Volunteers

3.1 The Volunteer Manager (VM) has responsibility for ensuring safe recruitment, selection and vetting of RMBF volunteers as well as arranging the appropriate training.

3.2 Volunteers are required to adhere to the following RMBF policies: Data Protection, Confidentiality, Safeguarding, Personal Safety and Lone Working. https://rmbf.org/get-involved/volunteering/information-for-volunteers/

3.3 All volunteer roles are centred on fundraising and awareness-raising, with no direct client contact. The recruitment process for all RMBF volunteers includes completion of an application form, a telephone (or video) interview and face to face/phone /zoom induction session with the Volunteering Manager. Prospective volunteers are required to have current unfettered GMC registration, if applicable. When GMC is not applicable, a basic DBS check is undertaken.

3.4 Prospective trustees complete the Charity Commission's Declaration of Eligibility.

4. Safeguards for staff

4.1 The recruitment process for staff includes provision of an up to date CV, a letter of application, a formal interview(s) and two references (including current employer).

4.2 All staff have regular supervision with their line manager.

4.3 All staff have access to the free Croner Employee Assistance Programme including a 24/7 confidential support helpline.

5 Safeguards for Donors

5.1 RMBF staff and volunteers adhere to the Fundraising regulator's Fundraising Code of Practice. Please follow this link for more information https://www.fundraisingregulator.org.uk/code

6. Safeguards for working online

6.1 All RMBF staff and volunteers adhere to the social media policies set out in the staff handbook when communicating online and on social media platforms.

Reviewed by Mark Williams, Liz Gagiano
Date: 15/10/26
Review Date: 15/10/27