



Safeguarding Policy

December 2025

Purpose

This policy sets out how the Foundation safeguards children, young people and vulnerable adults at the annual Beaulieu Village Fete and other fundraising activities.

Our Commitment

We shall:

- Plan for the safety and wellbeing of all children and vulnerable adults
- Take reasonable steps to prevent harm, abuse or neglect
- Respond appropriately to concerns or disclosures
- Ensure volunteers understand what to do if they are worried about someone's safety.

Scope

This policy applies to trustees, volunteers, stallholders, activity providers engaged by the Foundation, and anyone representing the charity at a Foundation organised event.

Roles & Responsibilities

The trustees have overall responsibility for safeguarding at an event. They shall appoint a Lead Safeguarding Trustee or Committee member as the main point of contact, who shall ensure volunteers understand the policy and reporting procedures.

Volunteers must follow this policy and act promptly on concerns and not undertake activities requiring regulated or unsupervised contact with children.

Activity Providers / External Stallholders must confirm they have their own safeguarding measures where relevant.

The trustees shall ensure that an agreed Event Plan is in place, approved by local authorities as required, and that it incorporates safeguarding requirements for all volunteers running the event.

Conduct and Safe Working Practices

Children remain the responsibility of their parents or guardians during an event. Volunteers must avoid unsupervised 1-to-1 situations with children or vulnerable adults.

Allegations

Any allegation of a safeguarding lapse at an event should be reported promptly to a marshal at the event. In addition, any allegation may be reported in writing to secretary@beaulieu-

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cgf.org.uk and the matter will be passed to the Chair of Trustees, or any other trustee not potentially implicated in the matter.

DBS Checks

Routine DBS checks are not required, as volunteers do not engage in regulated activity. If a role requires contact with children in future, trustees will review DBS requirements.

Event Planning

For each event, the Foundation board or its Committee shall ensure:

- A safeguarding risk assessment is completed
- Lost-child procedures are in place.
- First aid provision is arranged.
- Contractors (e.g., rides, bouncy castles) have been provided with a copy of this Safeguarding policy.

Record Keeping

Any incidents must be recorded factually and stored securely. Records will be retained for at least 6 years.

Review of Policy

This policy will be kept under periodic review by the trustees.