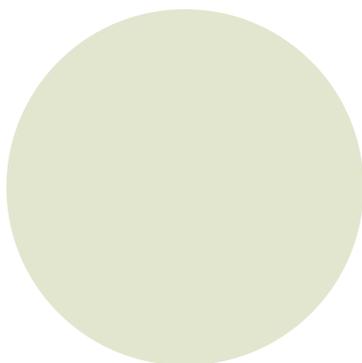
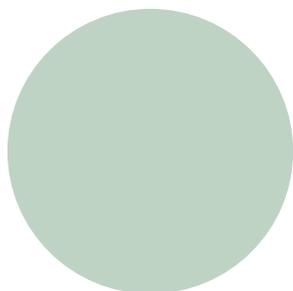
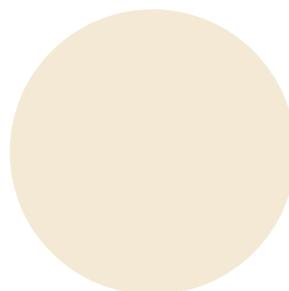
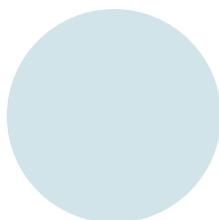
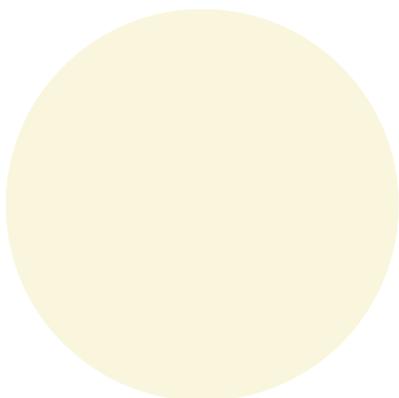
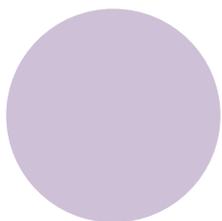




DO NO HARM

A SAFEGUARDING ROADMAP
FOR COMMUNITY FOUNDATIONS



IMPRINT

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FOREWORD



Friederike von Büнау
Secretary General,
Bundesverband Deutscher
Stiftungen
(Association of German
Foundations)

Photo: BVDS, David Ausserhofer

Primary school children meet volunteer mentors; kindergarten children experience their own city; senior citizens are visited in retirement homes; people with mental or physical disabilities are cared for, refugees are supported with everyday issues. With their work, community foundations across Europe make an indispensable contribution to cohesion in our social systems. In the day-to-day work of community foundations, there are numerous situations in which volunteers and employees of a community foundation meet people who may need extra care, support, or protection because they are less able to take care of themselves or protect themselves from harm or exploitation. In addition, community foundations may provide financial support to other organisations undertaking a variety of social and economic activities in local communities. In the midst of this diverse commitment lies a special responsibility: the protection of children and vulnerable people.

The careful treatment of those who are particularly dependent on support shapes the credibility and trust that community foundations enjoy in their local

environment. Protecting these groups through implementing safeguards to prevent harm is therefore not only a moral obligation, but also a central element of sustainable and responsible foundation work. This is not just about minimising existing risks, but actively creating an environment in which everyone involved feels safe and valued. This requires continuous commitment and constant review and further development of the foundation's own structures and processes.

In many European countries, community foundations are facing up to this obligation and are continuously committed to reviewing and developing safeguards that protect people through internal and external structures and processes. In other countries, community foundations must first recognise the challenges and opportunities this presents. They must systematically anchor safeguarding and protection in their community foundation practice and continuously optimise them.

The European Community Foundation Initiative (ECFI), a project of the Association of German Foundations, plays a key role in ensuring that experiences and approaches

of good community foundation practice in Europe are recognised and disseminated. This publication, which was compiled in cooperation with the Funder Safeguarding Collaborative, and observation of practice in the community foundation field, provides impulses and guidelines to help anchor safeguarding as an integral part of community foundation work.

As an association with over 4,300 member foundations, we are delighted that this important topic is being disseminated. We invite you to join us in finding ways in which we can further strengthen the protection of the most vulnerable in our society. Only through this kind of commitment can we ensure that community foundations continue to act as reliable and trustworthy players in our society in the future - for the benefit of all those who count on their support.

INTRODUCTION



Anja Böllhoff and James Magowan
Coordinating Directors, ECFI

"Safeguarding is a topic of interest for community foundations in our country, but it is not one of utmost urgency" said a leader in the community foundation field with us. We want to make it of interest to all community foundations in Europe!

With this publication we express our sincere conviction, that all people who are connected to and with the work of community foundations at local, regional or national level, need to be protected from physical, emotional, sexual, and financial harm.

A SYSTEMATIC APPROACH

No community foundation would ever claim not to be committed to the well-being of all citizens, and in particular of children and vulnerable people. But in the context of many day-to-day challenges, from legal and financial issues to the organisation of events and grant programmes, a systematic approach to the "WHAT, WHY, and HOW of safeguarding" is often missing.

Community foundations act at local, regional, and sometimes national level

as agents of societal change. They are embedded into relevant national, societal, and economic contexts and regulations. At the centre of their activities with programmes, projects and collaborations there are human beings - staff, volunteers, partners, grantees. A significant part of their work involves children, vulnerable adults, and people in need.

Even if we all have a shared understanding of values, and consider it of utmost importance that children and vulnerable adults feel safe and are protected from harm, we see different national approaches to adopting principles and practice of safeguarding in their processes and activities.

AN APPEAL FOR ACTION

Looking across Europe we see countries like the UK, where safeguarding principles are an essential part of the work of all community foundations. There they are part of a community foundation's organisational development process, not only because law and regulator require this, but because they recognise that they align with their community foundation values. Community

foundations in the UK realise that having safeguarding processes embedded in their work improves and strengthens their organisations both internally and externally.

In other countries, mainly where community foundations have received international donations, such as Serbia, the allocation of funds have required consequent implementation of processes and practices relating to safeguarding. Here the national support organisation offers training and support to help get safeguarding procedures embedded into organisational culture and leadership. This is seen also in Hungary, Ukraine and Bosnia and Herzegovina.

For some other countries like Italy, Spain and Germany, safeguarding principles are not mandatory for community foundations and only in selected cases have community foundations started to work on their own principles aside from any shared national support or common understanding. In this respect, this publication is a contribution to placing the wide variety of approaches already practiced in the context of community foundation work in such a way that it creates interest and is an appeal for action.

As ECFI we mainly build on the work of national support organisations. We rely on cooperation with them, whose knowledge of and connection to the field of community foundations is essential. For this reason, the appeal also applies at the level of those infrastructure organisations that do not carry out direct programme and project work, but who have a major leverage effect with knowledge transfer via webinars, workshops and publications. It is our vision to make safeguarding processes

and practices fundamental to the thinking and activity of all community foundations.

We are grateful that we were able to draw on the expertise and experience of the Funder Safeguarding Collaborative (FSC) for this publication. Launched in 2021, FSC is a thriving network of philanthropic funders who are committed to driving action to create safer organisational cultures and practices. FSC achieves change through raising awareness of the role of funders in safeguarding and providing technical support to help funders promote a culture of safeguarding, in their own organisations and the organisations they fund. Their know-how has made it possible to put the existing practical examples into the context of what is required more broadly. We owe Steina Bjorgvinsdottir and Karen Walker-Simpson from FSC a great debt of gratitude.

As ECFI, we will continuously embed knowledge sharing on this in our activities. In thematic meetings, workshops, and conversations we will keep shining light on this important question. We look forward to gathering more and more good examples and experiences on community foundations and community foundation support organisations who align safeguarding with their organisational values. Don't hesitate to share your experience with safeguarding or to ask for help from those who have already walked this path. Ensuring that children and vulnerable adults are safe may cost money but not doing so may cost lives. This is not a 'nice to do, but rather a 'must have' for community foundations.

A SAFEGUARDING ROADMAP FOR COMMUNITY FOUNDATIONS



Photo: FSC, Karen Hatch



Steina Bjorgvinsdottir,
Executive Director and
Karen Walker-Simpson,
Technical Director, Funder
Safeguarding Collaborative

WHAT IS SAFEGUARDING?

The term 'safeguarding' describes the steps organisations take to prevent harm being caused by their staff, volunteers and operations. Where harm is identified, safeguarding includes the steps an organisation takes to ensure action is taken to address the harm and make sure everyone is safe.

No organisation, regardless of its intentions, is immune from causing harm. Sometimes it might be caused intentionally by individuals joining charitable organisations to gain access to vulnerable groups who they can then abuse or exploit. But harm

can also happen unintentionally, through poor programme design or not having enough staff with the knowledge and skills to undertake the work safely. Implementing some simple safeguards will help reduce these risks.

We recognise that the term 'safeguarding' may not be familiar to everyone – but don't let this be a barrier. If your organisation is committed to ensuring the safety and well-being of your team and the communities you serve, then you are already thinking about safeguarding.

Harm can come in many forms. It can be both intentional and unintentional. Key risks to consider include:

Physical harm: physical contact that results in intentional discomfort, pain or injury

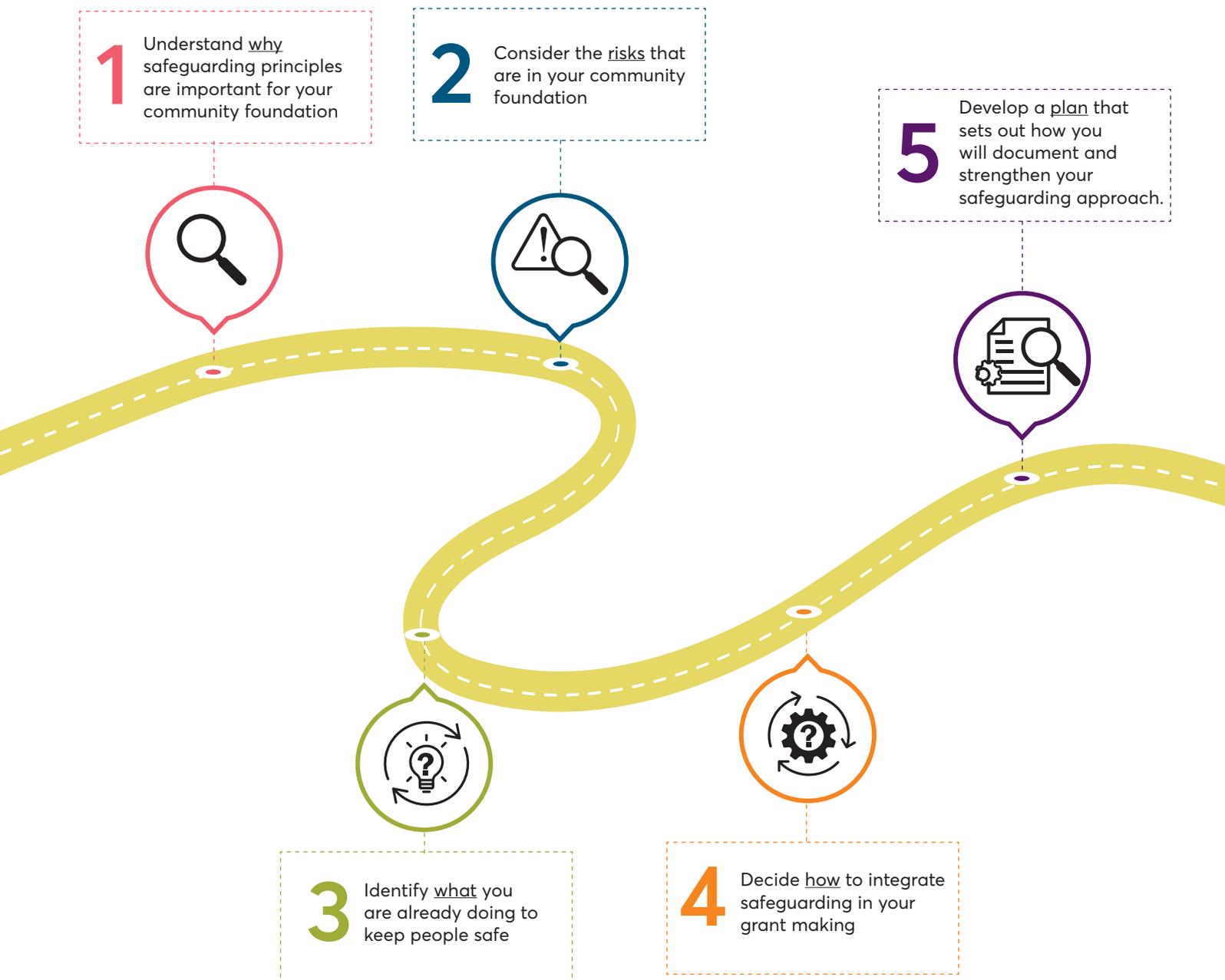
Sexual abuse: involvement in any sexual activity, contact or non-contact, through force or coercion or that an individual is unable to consent to

Psychological or emotional abuse: intimidatory, coercive, controlling, humiliating or bullying behaviour that causes mental distress.

Exploitation: Misuse of power over another person for financial, social, sexual or other benefits

This guide will help you think about some very simple practical steps you can take to start to build safety into the work of your community foundation and support safe practice in the organisations and groups that you fund. You may not be able to do everything at once but taking that first step is important, and you can build from there

Safeguarding Roadmap for Community Foundations



KEY STEPS ON YOUR SAFEGUARDING JOURNEY

STEP 1: Talk about 'why' keeping people safe is important

The first step on any safeguarding journey is to understand 'why' it is important to you and your organisation. This is critical to building momentum and getting people inspired to take action. The reasons

and motivations are likely to vary from organisation to organisation. Here are some common reasons why community foundations might want to prioritise safeguarding:

-
-  **IMPACT:** Community foundations aim to support and uplift the communities they serve. Preventing harm as a result of the work you fund is critical to achieving a positive impact.
 -  **TRUST:** Community foundations often build strong, trust-based relationships with the communities they serve. That trust may be irrevocably damaged if people feel unsafe or experience harm as a result of your work
 -  **CREDIBILITY:** By 'walking the talk' and implementing safeguarding within your own organisation, you demonstrate a genuine commitment to keeping people safe which increases credibility and helps to foster trust and communication.
 -  **LEGAL RESPONSIBILITY:** Legislation & regulations on safeguarding vary across the EU but most countries have laws aimed at keeping people safe. It is important that you and the organisations you fund understand their obligations and put measures in place to meet these.
-

» *"We are committed to building a fair, equal and safe society – safeguarding is inherent in our values, but it is also a regulatory requirement."*

Adam Lopardo, Community Foundation Tyne & Wear and Northumberland, UK



STEP 2: Consider the risks that exist in your work

Philanthropic organisations can often struggle to see why they should prioritise safeguarding when they often have limited contact with people and communities. It is only by actively identifying where

harm could occur, that you can develop appropriate safeguards and build a safer environment for all stakeholders. Ask yourself:

-
-  Do you fund work with vulnerable groups such as children, the elderly, individuals suffering physical or mental ill health, or those facing discrimination and marginalisation?
 -  Does your team visit these programmes and interact with service users and participants?
 -  Do you organise convenings or conferences where you bring individuals together to interact and share learning?
 -  Do you gather images, testimonies or other information about the communities you serve? Do you share this information with others?
 -  Are there unequal power dynamics between you as a funder, the organisations you work with and the communities they serve?
-

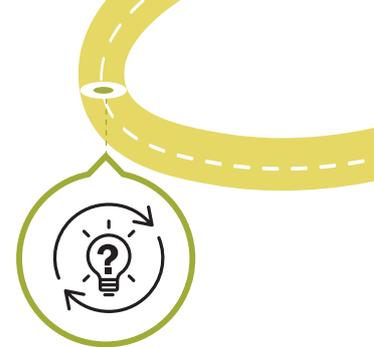
If the answer to any of these questions is 'Yes' then your organisation is holding some level of safeguarding risk. This doesn't mean you should stop doing what you are

doing – it just means that it is important to recognise the risk and take reasonable steps to address it so that you can create a safer environment for all stakeholders.

» *"We realise that we have to keep working on the safeguarding policies and regularly put risk assessments and processes to the test."*

Rüdiger Ratsch-Heitmann, Hamburg Community Foundation, Germany





STEP 3: Identify what you are already doing to keep people safe

Starting your safeguarding journey can feel daunting if you don't have anything in place. The good news is that you and the organisations you fund are probably doing a lot already – you just don't call it 'safeguarding'.

Although safeguarding measures will vary from organisation to organisation, here are some basics you and the organisations you fund should consider:

SAFE PEOPLE



- Do you / your grantees conduct interviews and other check to make sure your staff and volunteers are suitable for their roles?
- Do you / your grantees have clear expectations around acceptable conduct?
- Do you / your grantees provide induction and training to help staff and volunteers know what is expected, including how to do the work safely?

REPORTING & RESPONSE



- Do you / your grantees have a way for people to report concerns or complaints, including concerns about safety?
- Do you / your grantees have a process for investigating concerns or complaints, and ensuring they are responded to effectively?
- Are there other agencies that specialize in protection that you can refer to if you receive a report that someone is at risk of harm?

ACCOUNTABILITY



- Do Senior Leaders and Trustees identify and manage potential risks to the organization, including safeguarding risks?
- Are their adequate resources to deliver the work safely, including access to staff with knowledge and skills on safeguarding and/or protection?

POLICIES AND PROCEDURES



- Do you / your grantees document your expectations in policies and procedures so everyone has access to them?
- Do you / your grantees review your policies and procedures regularly to ensure they are up to date and accurately reflect your work?

Did you answer 'yes' to any of the questions above? If you did, that's great news as it means you already have some of the foundations you need for effective safeguarding.



STEP 4: Decide how to integrate safeguarding in your grant making



For most community foundations, the main risk of harm will be within the organisations and groups that they fund, particularly if they are working with vulnerable groups. Foundations play a really important role in raising awareness of safeguarding and supporting the organisations they work with to keep people safe from harm.

The diagramme above shows a 'typical' grant cycle. Yours may vary slightly – you may have more steps in the process, or less. The important point is to think about the grantmaking process you already have in place and build on this, rather than seeing safeguarding as a separate process that you have to create from scratch.

CONSIDER:

-  **Assessment & due diligence:** are you already conducting checks to ensure financial management and good governance? could you ask questions about how applicants plan to deliver their work safely?
-  **Contracting:** Do you have Terms and Conditions or Grant Agreements? Should they include expectations around keeping people safe?
-  **Monitoring and support:** If grantees need help with safeguarding, can you signpost them to guidance or provide resources for them to improve in this area?
-  **Reporting:** Do you want to know if people are harmed as part of the work you fund? If so, when and how should this happen?

When deciding your approach to safeguarding, it needs to be realistic – for you and for your grantees. Remember, different organisations will be at different stages in their safeguarding journey and

you shouldn't expect a perfect system to be in place. Where gaps are found, this should inform monitoring and the support that is offered if funding is awarded.

STEP 5: Develop a plan that sets out how you will document and strengthen your safeguarding approach

If you have read this and are worried that you don't have everything in place – don't worry, that's normal!

If you have safeguards in place, it is important to recognise and value them – you are off to a great start! Safeguarding should build on existing systems and you can adapt current ways of working so that you consider how to keep people safe.

If there are areas where you don't have anything in place at all, don't worry. You simply need to think about what would be reasonable and appropriate for your organisation and come up with a realistic plan to develop and implement new measures.

To help you do this, we have included some simple worksheets (Annex 1) at the end of this guidance. Use these to:

- Start talking! The worksheets contain simple questions to guide internal discussions around safeguarding. Where you can, engage people from across the foundation, including senior leadership, in the discussions as this really helps build understanding and commitment.

- Write it down! The worksheets contain space for you to write down the measures you already have in place, and to note any gaps that you need to address. These notes will help you build your policy by identifying the priority areas for you and your foundation.
- Take Action! The worksheets contain prompts for actions you might need to take to put safeguarding into practice. Remember to be realistic. Implementing safeguarding takes time so create simple steps that are realistic and achievable.
- Finally, ask for help! There are lots of useful resources out there and we have included details at the end of this guidance (Annex 2) to help you.

» *“Organisational culture and leadership are crucial for embedding safeguarding. Leadership plays a key role in ensuring clear policies are in place and fostering accountability. Leaders who promote a culture of respect, transparency, and zero tolerance for misconduct help make safeguarding a core value, ensuring it is integrated into all aspects of our work.”*
Ivana Markovic, Trag Foundation, Serbia



SPOTLIGHTS FROM AROUND EUROPE

UK - COMMUNITY FOUNDATION TYNE & WEAR AND NORTHUMBERLAND



Photo: Gilbert Johnson

Adam Lopardo,
Designated Safeguarding Lead,
Community Foundation Tyne
& Wear and Northumberland

The Community Foundation Tyne & Wear and Northumberland is one of the largest community foundations in the UK. Established in 1988 as the Tyne & Wear Foundation, they later expanded to include Northumberland. Now their work increasingly takes in the wider North East of England. Below, Adam Lopardo, Chief Funding and Partnerships Officer, Community Foundation Tyne & Wear and Northumberland, and the current Designated Safeguarding Lead, reflects of why they embraced safeguarding.

We felt we needed to adopt safeguarding principles and implement them in practice because:

- we are committed to building a fair, equal and safe society
- safeguarding is inherent in our values, and;
- the law and the regulator in the UK say so

We have a comprehensive approach which considers the risk of harm in our direct interactions with people that may be at higher risk of neglect, abuse and exploitation as well as the indirect relationships and responsibilities we have to these individuals through the organisations we fund.

Internally, this means that the governing body (trustees) are responsible for safeguarding of:

- staff, trustees and volunteers;
- children and adults at risk with whom they have direct and indirect contact, including through funding;
- members, donors or potential donors.

We also aim to safeguard against bullying, harassment, unlawful discrimination or other forms of abuse or harm within the staff, trustee or volunteer team within the community foundation and have policies that support this.

In order to ensure to safeguard beneficiaries and others who come into contact with

the organisations we fund, the community foundation feels a responsibility to only funding organisations that have adequate safeguarding arrangements. This means that we want to see:

- a commitment to protecting trustees, staff, volunteers and beneficiaries from harm;
- practices that ensure everyone in the organisation is aware of safeguarding;
- policies that are publicly available, regularly reviewed and put into practice;
- suitable health and safety, conduct, welfare and discipline arrangements;
- procedures so people can raise concerns or complaints.

On occasion, there has been some resistance, mainly from small charities with volunteers who are worried about the extra work involved. Over time, however, there is appreciation of the importance of written safeguarding policies and procedures. We recognise that grantees might need support and while we do not directly offer advice, we do point them to where they can get appropriate help.

The Community Foundation for Tyne and Wear and Northumberland Safeguarding Policy is available [here](#) .

There is also a helpful FAQs on safeguarding [here](#) .

SERBIA - TRAG FOUNDATION



Ivana Markovic,
Designated Safeguarding Lead
at Trag Foundation

Foto: Dejana Batalović

Trag Foundation is a support organisation, established in 1999, that focusses on community development, philanthropy and civic participation – mainly in Serbia but also in Bosnia & Herzegovina and Montenegro. Trag Foundation does not work directly with children, but they support and fund organisations that do. They have long recognised the responsibility and duty of care to the safeguarding and protection of children and vulnerable adults. Below, Ivana Markovic, Designated Safeguarding Officer at Trag Foundation, highlights the way the Trag Foundation has been working with safeguarding policies since 2015.

While Trag Foundation does not work directly with children, we are committed to their rights, safety, and protection. In 2015, we developed a Child Safeguarding policy with support of Oak Foundation and Keeping Children Safe. This included a check on internal policies and practices like HR procedures, organisational structure, capacity-building programmes, grant-making programmes, fundraising and communication.

Once we had been through this process, we then developed an implementation plan to help us integrate the procedures into practice across the Foundation. We know that mainstreaming policies into reality takes time and so, in 2020, we asked an external consultant to help us review our policy implementation and to

develop a pathway for moving forward (e.g. gap analysis and risk assessment). We will have a further follow up review in 2025.

We did encounter some challenges in this process, including resistance to change, a lack of awareness and limited resources (funds/budgets, time, training). In order to be successful, therefore, we learned that developing and implementing safeguarding requires:

- leadership and the commitment of the management;
- a positive organisational culture and motivation within the organisation;
- effective communication on safeguarding and regular training for staff and associates to build their understanding of their responsibilities;
- resources (time, knowledge, money).

Alongside the work to embed safeguarding internally, we have also sought to integrate safeguarding into our grant-making programmes. We pledge to:

- build the capacity of our programme staff to assess safeguarding as a part of the overall due diligence process;
- maintain an open dialogue on safeguarding throughout the grant cycle, including project administration, selection, implementation, progress reports and during site visits;
- provide support to grantees work on their safeguarding procedures.

Again, there were challenges in this process. These included, resistance to change, lack of awareness and knowledge and limitation in the availability of resources. To overcome these, we recognise that grantees need internal team capacity building to help them build safeguarding into their work.

Nevertheless, despite the challenges, we have learned that adopting and implementing safeguarding policies doesn't only protect children and vulnerable adults. It also ensures the safety of the organisation's staff and associates, and protects the organisation itself along with its reputation.

Trag Foundation Safeguarding Policy is available on request (office@tragfondacija.org)

GERMANY - HAMBURG COMMUNITY FOUNDATION



**BürgerStiftung
Hamburg**



Heike Schmidt,
Team Lead Projects and
Development, Community
Foundation Hamburg

Photo: Michael Taterka

In Germany with 420 community foundations, the Hamburg Community Foundation, founded in 1999, is the largest in terms of endowment and expenditure on project funding. It lives from the idea of civil society involvement and aims to encourage participation in social tasks. The Hamburg Community Foundation is supported by the commitment of more than 350 volunteers, a full-time team of 40 employees and numerous donors. With their projects and funding they work on a more equal society, cohesion, and a culturally vibrant and diverse neighborhoods. The foundation's focus is on children and young people. In Germany there is no legal obligation for community foundations to deal with safeguarding guidelines in their work (unlike in the UK). But the Community Foundation Hamburg has decided to launch and to follow a safeguarding concept. Heike Schmidt, Team Lead Projects and Development, gives an insight why safeguarding policies are important for the foundation and integral part of their work.

At the Hamburg Community Foundation, we began thinking about safeguarding because we wanted to ensure that the children are well. For us, safeguarding covers several levels of responsibility:

- responsibility towards children and young people in our own operational projects;
- responsibility towards children and young people in our grant projects;
- responsibility towards our employees and volunteers;
- responsibility towards the organisations and projects of civic engagement.

In order to respond to the different risks across these different levels, the foundation is working on various obligations and qualifications.

Internally, for our own team and projects, we have created a good framework to talk to volunteers and mentees about the topic of safeguarding to raise their awareness and sensitise them. We also ensure full-time employees receive basic training, which is refreshed every five years. This is slightly more for our operational projects that are in more regular direct contact with children and young people so here we also require police certificates of good conduct, annual training and further training for the safeguarding officer. Ultimately, we believe that safeguarding is also designed to protect volunteers and employees and so our safeguarding policy is complimented by the foundation's work to implement anti-discrimination law and meet our obligations as an employer.

As a grant giving institution, we see that we can act as a lever to help smaller associations and initiatives develop safeguarding. For all grantees, we have a minimum requirement that staff have an extended police certificate of good conduct to ensure they are safe to work with children and youth. With long-term funding partners, we also ask that they:

- integrate safeguarding in their mission statement and external communication;
- conduct a risk analysis;
- develop a code of conduct;
- ensure employees have access to child protection training;
- establish prevention and complaints procedures.

This is included in our contracts and queried in the annual reports. The foundation provides support to our long-term partners in the development of their own safeguarding policies, by providing further information and funding for advice and training.

At the Hamburg Community Foundation, we realise safeguarding is a process of continuous improvement. We keep working on the safeguarding policies and regularly risk assess and test our processes so we continually learn and improve.

The Hamburg Community Foundation Safeguarding Policy will soon be available on our [website](#) .

ANNEX 1: WORKBOOK FOR COMMUNITY FOUNDATIONS

WORKSHEET 1: Talk about 'why' keeping people safe is important



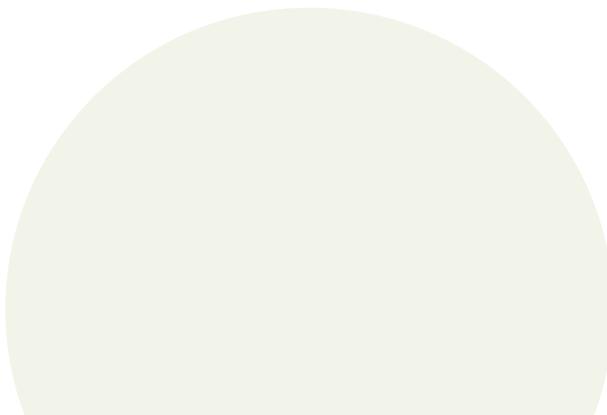
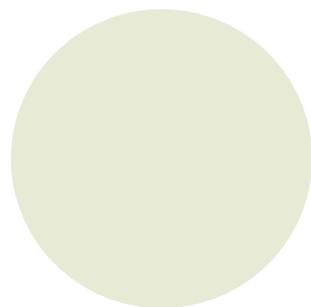
DISCUSSION POINTS: Identifying why safeguarding is relevant

-  If people are harmed as a result of the work, could it undermine the impact of your work?
-  If people feel unsafe or experience harm as a result of your work, could this damage the trust you have within the community?
-  Can you expect the organisations you fund to implement safeguarding if you don't 'walk the talk' and implement safeguarding within your own organisation?
-  Are there laws & regulations in your country aimed follow keeping people safe that you and the organisations you fund must follow?
-  Are there other reasons why safeguarding is important to your community foundation?

NOTES: Why is safeguarding important to your community foundation?

ACTION POINTS

Where will you document your commitment to safeguarding?	
How will you communicate your commitment to safeguarding to your team?	
How will you communicate your commitment to safeguarding to the communities you serve?	
Other Actions:	
Other Actions:	



ACTION POINTS

Where will you document the risks you have identified?	
Who will you develop any mitigations / safeguards needed to address these risks?	
How will you monitor the risks in case they change in the future?	
Other Actions:	
Other Actions:	



WORKSHEET 3: Identify what you are already doing to keep people safe

DISCUSSION POINTS: Safe People

-  Do you conduct interviews and other checks to ensure staff and volunteers are suitable for their roles?
-  Do you have clear expectations around acceptable conduct?
-  Do you provide induction and training to help staff and volunteers know what is expected, including how to do the work safely?

NOTES: What is already in place and what are the gaps?

DISCUSSION POINTS: Reporting & Response

-  Do you have a way for people to report concerns or complaints, including concerns about safety?
-  Do you have a process for investigating concerns or complaints, ensuring that they are taken seriously and responded to in a timely way?
-  Are there other agencies that specialise in protection that you can refer to if you receive a report that someone is at risk of harm?

NOTES: What is already in place and what are the gaps?

DISCUSSION POINTS: Accountability

-  Do senior leaders and trustees identify and manage potential risks to the organisation, including safeguarding risks?
-  Are their adequate resources to deliver the work safely, including access to staff with knowledge and skills on safeguarding and/or protection?

NOTES: What is already in place and what are the gaps?

DISCUSSION POINTS: Policies and procedures

-  Are your expectations and processes around safeguarding clearly documented in policies and procedures so everyone has access to them?
-  Do you review your policies and procedures regularly to ensure they are up to date and accurately reflect your work?

NOTES: What is already in place and what are the gaps?

ACTION POINTS

What further action is needed to ensure that you employee and support 'safe people'?	
What further action is needed to ensure that people can report concerns and you are ready to respond?	
What further action is needed to ensure that senior leadership oversee and support safeguarding?	
What further action is needed to ensure that your safeguards are documented and up to date?	
Other Actions:	
Other Actions:	

WORKSHEET 4: Decide how to integrate safeguarding in your grant making



DISCUSSION POINTS: Integrating safeguarding in grantmaking

-  **Assessment & due diligence:** are you already conducting checks to ensure financial management and good governance? could you ask questions about how applicants plan to deliver their work safely?
-  **Contracting:** Do you have Terms and Conditions or Grant Agreements? Should they include expectations around keeping people safe?
-  **Monitoring and support:** If grantees need help with safeguarding, can you signpost them to guidance or provide resources for them to improve in this area?
-  **Reporting:** Do you want to know if people are harmed as part of the work you fund? If so, when and how should this happen?

NOTES: How is safeguarding integrated into grant making and what are the gaps?

ACTION POINTS

How will you integrate safeguarding into your assessment process?	
How will you integrate safeguarding into your terms and conditions?	
How can you support the organisations you fund to strengthen their safeguarding?	
What expectations do you have regarding the reporting of safeguarding incidents? How will this be communicated?	
Other Actions:	
Other Actions:	

ANNEX 2: USEFUL SAFEGUARDING RESOURCES

- [Funder Safeguarding Collaborative](#) offers members access to webinars, resources, training and capacity building tailored to the needs of funding organisations. Membership is free and open to a wide range of grant-making institutions across the globe.
- [Ariadne European Funders for Social Change and Human Right report on 'Preventing and Responding to Sexual Harassment: Funders' practices and challenges'](#) provides a set of questions to help foundations reflect on how they can tackle sexual harassment in their work environment and in their work with grantees.
- [Resource & Support Hub](#) offer open access guidance, tools, and free online training as well as a directory of quality assured safeguarding consultants around the world. Resources are available in a range of languages.
- [NVCO](#) offer a range of safeguarding know-how guidance, training and links to national and local organisations who provide safeguarding support. Resources are aimed at voluntary organisations, small groups, organisations and charities working in the UK.
- [Bond](#) offer best practice guidance on safeguarding as well as offering training on investigations and good governance for safeguarding.
- [Ipa Institut for Prevention and Reappraisal](#) is a German center for research on the prevention and processing of sexual violence in institutions. They share knowledge with actors from science, civil society and politics. They offer continuing education and training in the area of prevention and processing of sexual violence as well as topic-related specialist events.
- [Netzwerk Kinderrechte](#) are a **network** for the implementation of the [UN Convention on the Rights of the Child](#) in Germany. They offer guidelines in German

ABOUT THE FUNDER SAFEGUARDING COLLABORATIVE



FSC was created to strengthen the ability of grant-making organisations to prevent abuse and exploitation across their grant-making and operations.

FSC was founded in 2021 by Comic Relief, Global Fund for Children, The National Lottery Community Fund, Oak Foundation, and Porticus, which came together with a shared commitment to creating a safer world.

FSC believes that all funders can make a valuable contribution to keeping people safe and to preventing harm to the communities they serve. From its origins as a small group of aligned funders, FSC has grown rapidly in its three years of existence and is now a diverse global network of foundations that share an ambition to transform the role of funders in safeguarding by driving action that creates safer organisational cultures and practices to keep people safe from harm.

At the core of the collaborative is a firm belief that everyone has the right to be safe and a duty to take action to prevent harm and promote the wellbeing of others. Integral to FSC's approach is the belief that safeguarding measures must consider the social, economic, cultural, and legal context in which organisations are operating.

FSC actively identifies and challenges the power imbalances and structural inequalities that too often get in the way of building safer organisations. FSC aims to build a world where safety and wellbeing are at the heart of every organisation. Our work focuses on grant-making organisations, as we recognise the unique opportunity philanthropy has to promote and support safer practice.

For more information, visit:
www.fundersafeguardingcollaborative.org

ABOUT ECFI – EUROPEAN COMMUNITY FOUNDATION INITIATIVE

ECFI is an initiative committed to strengthening and promoting the community foundation movement in Europe. The initiative, hosted by the German Association of Foundations (Bundesverband Deutscher Stiftungen), collaborates with a range of partners inside and outside of the community philanthropy ecosystem to achieve this goal.

ECFI works with community foundations (CFs) and community foundation support organisations (CFSOs) primarily through facilitating and stimulating interactions to enable learning, knowledge-building and empowerment. ECFI is also engaged in the mapping and analysis of CF activities and in disseminating information that will facilitate development of the field. ECFI strives to be a central point of contact for wider engagement within the global community foundation movement.

ECFI'S THEORY OF CHANGE

ECFI believes in order to achieve long-term change in local communities (in relation to building trust and collaboration; enhancing the potential for self-determination and empowerment; and achieving social cohesion), that community foundations have an important role to play by building and utilising resources; convening and connecting people and organisations; and adding value through local knowledge and expertise.

ECFI'S APPROACH

ECFI's approach is to empower those operating in the community foundation field – community foundations themselves and the array of support organisations that operate at national and regional level. We aim to add value to their work through providing a European dimension, consistent with values of promoting local democracy and civic participation; fostering the establishment of productive international relationships and knowledge exchange; helping bring financial and non-financial resources into the field; inspiring and driving momentum for development of practice.

ECFI'S STRATEGIC PRIORITIES

Facilitate interaction and learning, and share new knowledge and fostering collaboration among CFSOs in Europe to strengthen the support infrastructure;

1. Inspire and facilitate growth in the CF field in Europe;
2. Stimulate CFs in Europe to exercise their community leadership role and collaborate on pressing issues, including inequality, migration and climate change;
3. Build and share knowledge about the CF field in Europe;
4. Leverage financial resources and other support for the development of the CF field in Europe;
5. Increase awareness and understanding of the SDGs and their relevance to the work of community foundations in Europe.

CONTACT

<https://www.communityfoundations.eu/>



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Robert Bosch **Stiftung**



LipoidStiftung

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