



# CATHOLIC MILITARY ASSOCIATION: SAFEGUARDING POLICY

## POLICY PURPOSE

1. Whilst the charitable activities of the Catholic Military Association (hereafter known as “CMA”, “we”, “us” and “our”) do not routinely include working with vulnerable people, it is possible that during our work we may encounter them. The purpose of this safeguarding policy is therefore to protect children and vulnerable adults that may come into contact with the CMA and its volunteers and to provide the overarching principles that guide our approach in doing so.

## SAFEGUARDING PRINCIPLES

2. We believe that:
  - a. Nobody who is involved in or encounters our work should ever experience abuse, harm, neglect or exploitation.
  - b. We all have a responsibility to promote the welfare of all of our beneficiaries and volunteers, to keep them safe and to work in a way that protects them.
  - c. We all have a collective responsibility for creating a culture in which people not only feel safe, but also able to speak up, if they have any concerns.

## SAFEGUARDING POLICY APPLICABILITY

3. This safeguarding policy applies to anyone working on our behalf, including our charity trustees and other volunteers.
4. 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. These may, but are not limited to:
  - a. Other [UK regulators](#), if applicable, such as [Ofsted](#) or [CQC](#).
  - b. Other authorities, such as the [DfES](#) or [NHS](#).
5. There may be other requirements or frameworks for those working overseas.
  - a. Charity Commission guidance - [working overseas](#).
  - b. The [International Child Safeguarding Standards](#).



- c. Keeping children safe [online assessment tool](#).

## **TYPES OF ABUSE**

- 6. Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Helpful guidance on how to recognise abuse can be found here: <https://www.nationaldahelpline.org.uk/what-is-abuse/>.

## **REPORTING SAFEGUARDING CONCERNS**

- 7. If a crime is in progress, or an individual in immediate danger, the police should be called.
- 8. Beneficiaries or members of the public should make ongoing concerns known to any volunteer, who will inform a trustee of the charity.

## **SAFEGUARDING RESPONSIBILITIES**

- 9. Sgt Jordan Marchant is the CMA's named Safeguarding Trustee. On behalf of the Board, his responsibilities include:
  - a. Creating a culture of respect, in which everyone feel safe and able to speak up.
  - b. An annual review of safety, with recommendations to the Board.
  - c. Providing oversight of any lapses in safeguarding and ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any necessary reporting to the Police/statutory authorities is carried out.
  - d. Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of the CMA's risk management processes.
  - e. 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.
  - f. Making staff, volunteers and others aware of:
    - (1) Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
    - (2) The signs of potential abuse and how to report these.



10. All CMA trustees are mindful of their reporting obligations to the Charity Commission in respect of [Serious Incident Reporting](#) and, if applicable, other regulators. They are aware of the Government [guidance on handling safeguarding allegations](#). They 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.
11. Everyone should be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and report any concerns immediately (see above).

## **SAFEGUARDING AND FUNDRAISING**

12. The CMA will ensure that:

- a. We comply with the [Code of Fundraising Practice](#), including [fundraising that involves children](#).
- b. Staff and volunteers are made aware of the Institute of Fundraising guidance on [keeping fundraising safe](#) and the NCVO Guidance on [vulnerable people and fundraising](#).
- c. Our fundraising material is accessible, clear and ethical, and does not place any undue pressure on individuals to donate.
- d. We do not either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
- e. We are sensitive to any particular need that a donor may have.

## **CHARITY COMMISSION - ONLINE SAFEGUARDING PROCEDURES**

13. The CMA will identify and manage online risks by ensuring:

- a. Volunteers and trustees understand how to keep themselves safe online, in accordance with our Social Media Policy.
- b. People's personal data will be protected, following [GDPR legislation](#).
- c. We have relevant permission to display any images on our website or social media accounts.
- d. 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.



## **POLICY APPROVAL**

This policy was approved by in the General Trustee Meeting on 16/11/24.

## **POLICY REVIEW**

The policy will be reviewed by Jan 2026.

## **DOCUMENT HISTORY**

Version	Date Approved	Approved By	Brief Description
1.1	16/11/24	Board of Trustees	Prepared by: Annabel Osborn (Admin Volunteer) and Pte Motherway- Singleton, Fist Edition.
1.2	7/12/24	Capt Francis Osborn (Chair of Trustees)	Prepared by: Francis Osborn (Chair of Trustees), minor formatting edits.