

Safeguarding Policy

The Butler Trust does not work directly with vulnerable adults or children, or have unsupervised contact with either, and as such does not have a designated safeguarding officer.

However, the Trust takes seriously its responsibility to protect the people with whom it comes into contact, in the course of its work, from any form of abuse or exploitation by either its staff or associated personnel (Trustees, Patrons, consultants and volunteers). That includes, but is not limited to:

- (i) people in contact with the criminal justice system (CJS);
- (ii) people who work in the CJS; and
- (iii) the Trust's own staff and associated personnel.

The Trust also has a responsibility to address any abuse or exploitation by other parties towards any of the above, that its staff and associated personnel might encounter in the course of their activities for the Trust.

The Trust's staff and associated personnel must report to the Trust's Director or (if they relate to the Director) the Chair of Trustees, any abuse or exploitation which they witness, or suspicions thereof of which they become aware, in the course of their activities for the Trust.

The Trust will ensure that any such suspicions relating to its own staff and associated personnel are investigated and acted upon.

The Trust will also ensure that any such suspicions relating to other parties are passed on to the appropriate authorities – and will follow up on them, escalating the issue if required, to ensure they are addressed.

Any concerns about possible criminal activity will be reported to the police, and any serious incidents will be reported to the Charity Commission.

To protect themselves, the Trust's staff and associated personnel are also required to follow any guidance concerning their own safety that they are given by their hosts when they visit criminal justice settings on Trust business. Should they feel unsafe, they should leave the situation and report the incident to the Director or the Chair of Trustees at the earliest opportunity.

Staff and associated personnel are subject both to this Safeguarding Policy and the related Equality and Respect policy (which relates to bullying and discrimination), and are made fully aware of their responsibilities under both, including as part of the training and induction process.

Any concerns raised under either of the above policies will be recorded, together with actions taken to address them.

Both this policy, and the Quality and Respect policy, as well as the Trust's compliance with each, are reviewed annually by Trustees.

January 2026