

Policy Statements



Equality, Diversity and Inclusion Policy

Equality, Diversity and Inclusion

Equality, diversity and inclusion (EDI) is at the heart of the Grimshaw Foundation. It is critical to both how we operate as a charity, and in our approach to our mission and practice. Everyone in contact with the Foundation, from volunteer to beneficiary should feel equal and respected.

This policy explains our legal obligations for EDI. It also helps uphold the commitments laid out in our equality, diversity and inclusion strategy.

We want to go beyond our legal requirements for EDI. The policy refers to the Equality Act 2010 and to our legal obligations. This is to make colleagues, volunteers, trustees and members aware of these obligations. We expect everyone involved in the Foundation's activities to act in line with our EDI strategy, which goes beyond our legal obligations.

PURPOSE

The policy applies to colleagues, volunteers, trustees and members of the Grimshaw Foundation. It is the responsibility of everyone at the charity to uphold this policy.

APPLICATION

We are committed to giving everyone involved in the Grimshaw Foundation equal opportunities, and to preventing discrimination. In parallel we are committed to ensuring an approach to EDI in the charity's outreach and beneficiaries.

The Grimshaw Foundation seeks to create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised and valued. We want to create a positive and inclusive environment where everyone has the opportunity to thrive, regardless of their background.

POLICY

The policy covers all characteristics protected under the Equality Act (age, disability, trans and non-binary identity, marital and civil partnership status, pregnancy and maternity status, race, religion or belief, sexual orientation, sex or gender, socio-economic status or class, caring responsibility, menopause or periods, parental leave).

All volunteers should understand they, as well as the charity, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination against fellow volunteers, beneficiaries and the public.

DISCRIMINATION

We do not tolerate any form of discrimination. Positive action is not discrimination. Positive action means taking proactive steps to remove barriers or reduce disadvantage for specific groups. It helps improve equality.

PROCEDURE

We take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, suppliers, visitors, the public and any others during the Foundation's work activities.

Safeguarding Policy

Safeguarding

The Grimshaw Foundation believes that children and young people should never experience abuse of any kind; we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

PURPOSE AND SCOPE

The Grimshaw Foundation Safeguarding Policy is set out to ensure the safety of children and young people with whom the charity works with. For the purposes of this Policy, any reference to 'children' and 'young people' includes anyone under the age of 18.

This guidance establishes key codes of conduct, reporting procedures in addition to an approach to protection and supportive measures including the necessary checks required for anyone working on behalf of The Grimshaw Foundation, including managers and the board of trustees, paid staff, volunteers, agency staff and students.

Any activities delivered by the Grimshaw Foundation in schools, should adhere to the respective schools safeguarding policy.

LEGAL FRAMEWORK

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

APPROACH TO SAFEGUARDING

The Grimshaw Foundation's work is undertaken in close collaboration with partner schools. Each school has its own safeguarding policies, which are upheld by the teachers and school representatives. However, all volunteers should be aware of this safeguarding policy, in particular in a situation where the representative school teachers may not be present.

RISK MANAGEMENT

When students undertake activities organised by the Grimshaw Foundation outside of school premises, for example work experience or workshops, a risk assessment should be undertaken. The Foundation will seek to put measures in place to minimise all risks and prevent any harm.

CODE OF CONDUCT

Everyone working for or on behalf of the Foundation is expected to treat children with respect and to act as role models for children in their behaviour. Any forms of mental, physical, verbal or discriminating abuse are not tolerated.

In line with good practice, in situations where this policy applies, stakeholders or volunteers must:

- Treat all children equally with dignity and respect;
- Inform the Grimshaw Foundation of any relevant police record, disciplinary action or other factors, or any change in your circumstances, which may impact your suitability to work with children;
- Recognise that any role that interacts with children places you in a position of trust which must be upheld at all times;
- Demonstrate empathy, humility and respect and act as a role model for others, maintaining high standards of professionalism and integrity at all times;
- Remember at all times that interactions between you and children must be such that no reasonable person observing that interaction could construe its nature as abusive;
- Behave as role models;
- Use appropriate language when conversing with children.

Volunteers must not:

- Share any contact details whatsoever with a young person, including social media profiles, or attempt to contact a young person during or after the programme;
- Take any photos on any device of children without consent.
- Communicate with a young person outside of the given guidelines;
- Have any physical contact with a child unless physical contact is required to prevent that child from harm;
- Behave in any way mentally, physically or verbally, that could be offensive to a child;
- Smoke, drink alcohol, take drugs, or be under the influence of drugs or alcohol in the presence of children.

REPORTING PROCEDURES

Should anyone working for or volunteering for the

Grimshaw Foundation suspect that a child is suffering or at risk of suffering abuse, neglect or exploitation they should follow the reporting procedures below without delay.

A safeguarding concern is a concern that a child is, or may be at risk of, being abused or neglected or exploited.

A safeguarding allegation means that a person who works with a child, or is known to them, is said to have:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates that they may pose a risk of harm to children.

The first priority is always to remove a child from actual, or the threat of, immediate harm. If a child or young person is in immediate danger, a criminal offence is or may be taking place, or a child is in need of medical assistance, please take immediate action and call 999 and/or child services, as appropriate. You will need to disclose the alleged abuse to the police, medical professionals and/or children's services to ensure that the matter is handled appropriately and sensitively, and any evidence is preserved. Once this has taken place, report according to the reporting procedure set out below.

IDENTIFYING AN INCIDENT OR CONCERN

All volunteers have a responsibility to be mindful and aware of child safeguarding issues. It is not the volunteer's responsibility however to decide whether or not the potential child safeguarding incident requires investigation or further action, but each stakeholder has a responsibility to act on any concerns through escalating the matter as set out in this policy.

REPORTING A CONCERN

As soon as a volunteer or stakeholder becomes aware of a potential child safeguarding concern, they must take the following steps:

Take a detailed record of their concerns, focusing only on facts and not their opinions or judgements and report the incident via email or phone to the designated Grimshaw foundation lead (who will liaise with the respective schools to follow up.)

Nominated child protection lead : Kirsten Lees
Email: Kirsten.Lees@grimshaw.global
Phone: 07974643312

Remember no volunteer or stakeholder should attempt to investigate the incident or suspected incident themselves.

When acting as a volunteer for the Grimshaw Foundation it is important to remember that the programme is focused on encouraging students in the pursuit of creativity. At no point should you guide the conversations away from the objectives of the programme and charity mission.

However, if a child discloses a potential safeguarding issue to you, the following is a non-exhaustive list of steps that you should take:

- allow the child to speak without interruption and accept what they say;
- do not make any promises to keep anything confidential;
- be understanding / reassuring but do not give your opinion;
- assure the child that you will offer support but that you must pass any information to another party who may take appropriate action;
- reassure the child that they have done the right thing in telling you;
- keep calm and listen to the child;
- take a detailed record of the conversation focussed on the facts disclosed, using the actual words said by the child;
- if the child is at immediate risk of harm, you are able to request any information required (including their address) from the child that will support the police in helping that child.

PROTECTION & SUPPORTIVE MEASURES: DBS CHECKS

DBS checks in the UK are regulated by the Police Act 1997 and the Rehabilitation of Offenders Act 1974, along with the DBS Code of Practice. The Grimshaw Foundation refers to government guidance and advice from the partner schools for regulatory guidance and requirements for DBS checks. Under this guidance, DBS checks are required for any individuals working in partnership with schools that are engaging in regulated activity which involved unsupervised contact with

children. Where DBS checks are required of volunteers, the Grimshaw Foundation will instruct enhanced DBS checks to be carried out before commencement of engagement.

We understand that under these requirements DBS checks must be instructed and completed by the Grimshaw Foundation and those undertaken by other organisations are not valid. A record of these checks will be kept.

As the UK DBS system cannot access criminal records held overseas, a UK DBS check may not provide a complete view of an applicant's criminal record if they have lived outside the UK. Therefore, if a volunteer has spent any considerable time overseas in the last five years the Foundation should complete a risk assessment to assess whether sufficient checks and mitigations can be applied to ensure the safety and protection of young people.

SCHOOLS RESPONSIBILITIES

The Grimshaw Foundation relies on schools to support and implement safeguarding throughout engagement programmes.

COMMUNICATING WITH STUDENTS

All communication with students outside of active programmes or events should happen directly through the school.

PARENTAL CONSENT

All parental consent will be undertaken and managed directly by the partner schools. Schools should contact parents and manage this process themselves. It is the responsibility of the school to ensure that pupils do not begin engagement in Grimshaw Foundation programmes until this parental consent is sought.

TRAINING

Online training regarding safeguarding is available to all Grimshaw employees who volunteer through the Foundation and as appropriate to others (not employees of Grimshaw) who volunteer.

Conflicts of Interest Policy

Conflicts of Interest

The Grimshaw Foundation is committed to the highest standards of governance, transparency and accountability. We recognise that effective management of conflicts of interest protects the integrity of our decision-making and safeguards trust in our work with young people and partners.

This policy reflects best practice and follows the Charity Commission's guidance on identifying, managing and recording conflicts of interest. It will be reviewed annually aligning with our year-end accounting cycle (September) and agreed by the Board of Trustees.

WHAT IS A CONFLICT OF INTEREST

A conflict of interest arises when a trustee or Special Advisor's personal interests, relationships or loyalties to another organisation could (or could appear to) influence their decisions made on behalf of the Grimshaw Foundation.

Common examples include:

- Family members serving on the Board
- Trustees, Special Advisor's or their family members receiving payment for work undertaken for the Foundation
- Trustees or Special Advisor's having financial interests in organisations we work with, fund, or procure services from
- Holding a trustee, advisory, or senior role in partner or funded organisations.
- Personal or professional relationships that may affect impartial judgement.

All actual and potential conflicts must therefore be managed transparently.

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HOW THE FOUNDATION MANAGES CONFLICTS?

The Grimshaw Foundation follows the Charity Commission's three-step approach:

STEP 1. Identify conflicts

Annual declarations: All trustees and Special Advisors are required to complete a Declaration of Interests form upon appointment and annually thereafter.

Declarations must include:

- Employment and business interests
- Trusteeships, directorships, and advisory roles of other organisations
- Family connections with trustees, Foundation staff or contractors
- Financial interests in organisations linked to Foundation activity
- Any other circumstance that could give rise to a conflict

Meeting declarations: At the start of each Trustee or Special Advisor meeting, attendees must declare any relevant interests relating to agenda items.

Register of Interests: We maintain a Register of Interests recording all declared interests, which is available for inspection.

STEP 2. Deal with conflicts (resolution)

Where a conflict arises, the trustee or Special Advisor must:

- Declare it as early as possible
- Withdraw from discussions and decisions on the matter (unless invited to provide factual information only)
- Not seek to influence other trustees and Special Advisors' decisions
- Not vote on the matter nor count towards the quorum
- The remaining trustees must:
- Be satisfied they can make an impartial decision in the Foundation's best interests
- Ensure proper alternatives have been considered
- Make decisions only when a quorum of un-conflicted trustees or Special Advisors is present
- Confirm that the decision is demonstrably in the Foundation's best interests

STEP 3. Record conflicts

All conflicts and how they were managed are recorded in meeting minutes including:

- The nature of the conflict
- Who, if anyone, withdrew from the discussion
- How the conflict was handled
- The decision taken
- Any further advice required

Significant conflicts and trustee-related payments will be reported in the Annual Report and financial statements as required by law.

PAYMENT TO TRUSTEES AND SPECIAL ADVISORS

Trustees and Special Advisors typically serve on a voluntary basis. However, we recognise that in exceptional cases they, or their family members may undertake paid work that delivers unique value to the Foundation

Any such arrangements must:

- Be authorised under the Foundation's governing document
- Comply fully with Charity Commission requirements
- Be declared in the Register of Interests
- Be demonstrably the best option for the Foundation
- Be made on commercial terms only, equivalent to those offered to unconnected third parties
- Be approved solely by un-conflicted trustees, with the conflicted trustee/ Special Advisor(s) absent from the discussion and decision
- Be set out in a written agreement covering scope, fees and duration
- Be reviewed annually
- Ensure that a majority of trustees remain unpaid
- Be fully disclosed in the Annual Report and financial statements published to the Charity Commission.

The conflicted person must have no involvement in decisions regarding their appointment, remuneration, performance evaluation, or renewal.

FAMILY MEMBERS ON THE BOARD

The Grimshaw Foundation values the involvement of family members who share the charitable vision and bring dedication to its mission.

However, to protect governance integrity:

- All family relationships must be declared
- Conflicted trustees or Special Advisors must withdraw from relevant discussions and decisions
- At least one unconnected trustee or Special Advisor must be present at key meetings affecting family members
- Minutes record the management of the conflict

RESPONSIBILITIES

All Trustees and Special Advisors must:

- Understand and follow this policy
- Declare conflicts promptly and transparently
- Withdraw from conflicted matters appropriately
- Act at all times in Foundation's best interests

The Board of Trustees is collectively responsible for:

- Ensuring this policy is applied consistently
- Maintaining the Register of Interests
- Reviewing and approving this policy annually

Declarations of Interest

All completed forms must be shared with the Trustees and Special Advisors and filed for record.

1. Personal Details

Name:

Role (Trustee / Special Advisor / Other):

Date of Appointment:

2. Employment, Roles & Business Interests

Please list all employment, directorships, trusteeships, advisory roles, partnerships, or significant business interests you hold. (As required in the Grimshaw Foundation's policy for annual declarations.)

Organisation/Employer	Role/Position	Details of Interest

3. Financial Interests

Declare any financial interests (personal or via a connected person) in organisations that:

- work with the Foundation,
- may receive funds from the Foundation, or
- may be bidding to provide services.

Organisation	Nature of Financial I	Connected Person (Y/ N)

4. Family of Close Personal Connections

List any family members or close connections who:

- serve on the Grimshaw Foundation Board,
- work for the Foundation,
- contract with the Foundation, or
- may otherwise present a potential conflict.

Name of Connected Person	Relationship	Relevant details

5. Potential Conflicts Related to Foundation Activities

Declare any circumstances that may give rise to an actual or perceived conflict, including:

- Professional services you or a connected person provide to the Foundation,
- involvement in decisions affecting your own (or connected persons') work,
- roles in organisations the Foundation collaborates with.
- (Reflects conflict scenarios captured in the Record of Declaration document

Description of Potential Conflict	Does this relate to Foundation Work (Y/N)	Notes

Confirmation and Signature

I confirm that the information provided in this form is complete and accurate to the best of my knowledge.

I agree to:

- update this declaration promptly if my circumstances change, and
- comply with the Grimshaw Foundation's Conflict of Interest Policy.

Signature:

Name (printed):

Date:

Procurement Policy

Procurement and use of external consultants

1. PURPOSE OF THIS POLICY

This policy sets out how the Grimshaw Foundation appoints external suppliers and consultants in a way that is transparent, fair, proportionate and compliant with Charity Commission guidance, while recognising the Foundation's small scale of operations and limited administrative capacity.

The policy is designed to:

- ensure charitable funds are used effectively and responsibly
- secure best value, not simply lowest cost
- manage conflicts of interest
- avoid unnecessary bureaucracy inconsistent with a £100k turnover charity

2. KEY PRINCIPLES

Trustees will ensure that procurement decisions are guided by the following principles:

- **Proportionality** – processes appropriate to scale and risk
- **Value for Money** – considering cost, quality, experience and impact
- **Transparency** – clear rationale and records for decisions
- **Fairness** – equal treatment of potential suppliers
- **Integrity** – alignment with the Foundation's Conflict of Interest Policy

Formal public procurement rules do not apply to the Foundation, but Charity Commission expectations of good governance do.

3. WHEN EXTERNAL CONSULTANTS MAY BE APPOINTED

The Foundation may engage external consultants or suppliers to support areas such as:

- evaluation or impact reporting
- specialist education delivery or facilitation
- communications, digital or design work
- event delivery support
- legal, financial or governance advice

Appointments should only be made where:

- the expertise is not available within the trustee, advisor or volunteer base;
- independence or professional assurance is required;
- funding conditions require specialist input.

4. PROCUREMENT THRESHOLDS

Value of Contract (ex VAT)	Minimum Expectation
Up to £2,500	Single written quote or clear cost proposal
£2,500 – £10,000	Minimum two comparative quotes
£10,000 – £25,000	Three written quotes and Finance Committee approval
Over £25,000	Formal tender process and full trustee approval

Note: Contracts over £25,000 are expected to be exceptional given overall annual turnover.

5. COMPETITIVE TENDERING – WHEN IS IT REQUIRED?

The Foundation is not legally required to undertake competitive tendering for all spend.

However, trustees should be able to demonstrate that:

- value for money has been considered, and
- the appointment decision is reasonable and defensible.
- Competitive tendering may not be appropriate where specialist expertise is niche
- Continuity or prior knowledge is essential
- the cost and burden of tendering is disproportionate
- time constraints would jeopardise programme delivery
- In such cases, the rationale should be briefly documented.

6. CONFLICTS OF INTEREST

No trustee, special advisor or connected person may be involved in:

- selecting suppliers
- approving contracts
- influencing spend decisions where a conflict exists.

All procurement decisions must align with the Foundation's Conflict of Interest Policy, with declarations recorded and conflicted individuals withdrawing from discussion and decision making where required.

7. GOVERNANCE AND APPROVALS

- Day to day procurement may be managed by the Executive Group within agreed budgets.
- The Finance Committee approves all material expenditure and higher value contracts.
- Trustees retain overall responsibility for ensuring funds are used in furtherance of the Foundation's charitable objectives.

All approvals should be:

- Proportionate
- clearly recorded
- re-viewable if scrutinised.

8. RECORD KEEPING

For each external appointment, the Foundation should retain:

- quotes or proposals received
- rationale for selection
- confirmation of conflict checks
- approval record (email or minutes is sufficient)

Records should be kept in line with financial reporting and audit requirements.

9. REVIEW OF POLICY

This policy will be:

- reviewed annually
- approved by the Trustees
- updated if the Foundation's scale, income or risk profile changes materially.

Charity number: 1198961

www.grimshaw.foundation

Instagram: [@grimshaw.foundation](https://www.instagram.com/grimshaw.foundation)

LinkedIn: [@grimshaw-foundation](https://www.linkedin.com/company/grimshaw-foundation)