**OSCR – Safeguarding Steps Charity Trustees must take**

1. Know your duties in terms of charity law: read our [**Guidance and Good Practice for Charity Trustees**](https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees), and understand how, in your charity the role of a charity trustee relates to safeguarding
2. Know what specific statutory duties the organisation has to comply with because of the nature of your charity’s activities, including, where necessary, carrying out [**Disclosure Scotland**](https://www.mygov.scot/organisations/disclosure-scotland/) checks
3. Make sure charity trustees are appropriately trained in safeguarding so that they’re able to make informed decisions that affect vulnerable beneficiaries
4. Be alert to the possibility of the charity being targeted as an access point to children or vulnerable adults and the ways you can manage those risks
5. Have adequate safeguarding policies and procedures appropriate for your charity’s activities that reflect both the law and best practice. For example, charities working with children should have a child protection policy in place.
6. Review and assess safeguarding risks and policies regularly, particularly where there are changes in circumstances or activities
7. Make sure safeguarding policies and procedures are properly implemented. All staff and volunteers should receive safeguarding training and go on regular refresher courses and be clear about:
   * what abuse is
   * how to spot it
   * how to respond to concerns about and from vulnerable beneficiaries
   * who to report concerns to
8. Make sure the principal themes of safeguarding are embedded in the culture of your charity, encouraging a safe environment so that anyone who has a concern feels able to report it as soon as abuse is identified or suspected
9. Have in place procedures for staff, volunteers and beneficiaries to raise concerns with clear:
   * lines of accountability
   * systems of reporting
   * actions to be taken
10. Make sure all concerns reported are appropriately and sensitively investigated and promptly acted on
11. If incidents do occur, reflect and learn from them. This may include making changes to your policy if needed, seeking feedback from beneficiaries and showing your commitment to safeguarding by publishing your safeguarding policy
12. Encourage speaking up and investigate complaints
13. Support survivors and provide support as appropriate
14. Ensure transparency and accountability