

Vulnerable Beneficiary's Policy

Statement.

The purpose of the Social Workers Benevolent Trust (SWBT) is to respond to requests for assistance by making appropriate financial grants to those who are or have been professional social workers. Occasionally an application to the Trust will be received from the direct dependent of the social worker.

SWBT recognises that any applicant to the Trust may be a vulnerable person due to age, ill health, physical and/or mental abilities.

This policy identifies the ways in which the Trust will work to safeguard any vulnerable people with whom we have contact.

Personal Information Safeguards:

1. All applications to the Trust are received in writing either by post or e-mail. Trustees never have face to face contact with an applicant. However, on occasions there may need to be telephone contact between the Applications Secretary and the applicant.
2. SWBT is registered with the Information Commissioner's Office (ICO) under the Data Protection Act. This information is provided for applicants on the application form which they are required to sign, even if the application is made on someone's behalf by a third party.
3. All applications and all personal information about applicants such as name, address and contact details are kept in the strictest confidence.
4. Only Trustees and staff at BASW, who assist with the administration of the Trust have sight of the application forms and any additional information submitted by the applicant which are uploaded onto a secure website accessed only by the Trustees. Original copies of applications are passed from BASW to the Applications Secretary. These are stored securely and then archived at Warwick University every four years. For financial governance purposes a small selection of application forms (usually 10) are seen by the auditor every year. Names of applicants who receive grants from the Trust are kept by the Treasurer again for financial governance purposes. In the minutes of the meeting applicants are identified only by initials and a number.

Financial Safeguards

1. Grants are only paid to applications in the form of a cheque and are sent to the address identified on the application form. In very specific circumstances and only at the request of the applicant will grant cheques be made payable to a third party.
2. Applicants are asked to acknowledge receipt of the cheque either by post or e-mail.

Appointment of Trustees Safeguards

1. SWBT has developed a robust policy and procedure for the appointment of new Trustees. This includes a Personal Declaration signed by a prospective Trustee and the requirement for written references to be gained before appointment.
2. We require Trustees to obtain Basic DBS checks

Awareness of Acts that are Criminal or now deemed to be Criminal

1. The Trustees are responsible for taking appropriate action in response to suspected or actual criminal or illegal activity in the best interest of the charity and it is the Trustees duty of care to protect the charity, its assets and its beneficiaries.
2. Where an incident occurs that involves criminal activity (actual or suspected), the Trustees will report it to the police.
3. The Charity Commission will also be informed as soon as possible after the incident where an individual may have committed an offence that calls into question their suitability to be involved in or connected to the Trust.

Compliance with Charity Commission Guidance

The Social Workers Benevolent Trust is registered with the Charity Commission and we are compliant with the Charity Commission Act 2011 and with the Charity Commission Guidance on financial probity / controls / appointment of Trustees in order to ensure the Trust is not disqualified to carry out its charitable duties. If any Trustee encounters a serious incident or problem they will report it to the Charity Commission as soon as they become aware of it.