



Citrin Foundation

Safeguarding Policy

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Introduction and Purpose

Citrin Foundation is committed to safeguarding and promoting the welfare of children and vulnerable adults with whom it comes into contact through its charitable activities. The Foundation recognises that safeguarding is a fundamental responsibility and that everyone has a role to play in protecting individuals from harm.

Although Citrin Foundation does not provide frontline care or treatment, its activities may involve contact with, or the handling of information relating to, children and vulnerable adults affected by Citrin Deficiency. This policy sets out the Foundation's approach to safeguarding in a proportionate and risk-based manner.

2. Scope

This policy applies to all Trustees and employees of Citrin Foundation.

It covers safeguarding risks arising from:

- i. Contact with children or vulnerable adults, whether directly or indirectly;
- ii. Communications with patients and families;
- iii. Research activities and collaborations;
- iv. Events, meetings or online engagement involving children or vulnerable adults; and
- v. The handling of sensitive personal and health information.

3. Definitions

For the purposes of this policy:

“Child” or **“Children”** means any person(s) under the age of 18.

Citrin Foundation is a company limited by guarantee registered in England and Wales
Registered Office: Universal Building, 364-366 Kensington High Street, Kensington, W14 8NS

E: info@citrinfoundation.org

www.citrinfoundation.org

Company Registration Number: 15940318

Registered Charity Number: 1216137



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“**Vulnerable Adult**” is a person aged 18 or over who may be unable to protect themselves from harm or exploitation due to illness, disability or other circumstances.

“**Safeguarding**” means protecting individuals from abuse, neglect, exploitation or harm.

4. Safeguarding Risks Relevant to the Foundation

The Trustees recognise that safeguarding risks for Citrin Foundation are most likely to arise in relation to:

- i. Child patients affected by Citrin Deficiency and their families
- ii. The collection, use or sharing of sensitive health and research data
- iii. Online or written communications with patients
- iv. Third-party research partners or institutions interacting with patients

5. Principles

Citrin Foundation approaches safeguarding with the clear understanding that the safety and wellbeing of Children and Vulnerable Adults must always take precedence. Any safeguarding concern, whether suspected or disclosed, will be treated seriously and addressed without delay.

The Foundation adopts a proportionate, risk-based approach, recognising that its activities are primarily supportive and research-focused rather than clinical or frontline. Information will be handled sensitively and confidentially; however, confidentiality will never be allowed to prevent appropriate action where this is necessary to protect an individual from harm.

All Trustees and employees are expected to understand their safeguarding responsibilities and to act in a manner that upholds trust, dignity and respect at all times.

6. Roles and Responsibilities

The Board of Trustees has overall responsibility for safeguarding within Citrin Foundation and for ensuring that appropriate arrangements are in place to identify, manage and respond to safeguarding risks.

The Trustees have appointed Barbara Yu and Harriet Deakin as having lead responsibility for safeguarding oversight. They will act as the primary points of contact for safeguarding concerns and will oversee the Foundation’s response to any safeguarding issues that arise.

All Trustees and employees are expected to remain alert to potential safeguarding risks, to raise concerns promptly in accordance with this policy, and to conduct themselves at all times in a way that protects and respects the individuals with whom the Foundation engages.



Citrin Foundation

7. Safe Practice and Conduct

Citrin Foundation expects all Trustees and employees to act at all times in a manner that upholds dignity, respect and appropriate professional standards. Interactions with children and vulnerable adults should be conducted thoughtfully and with clear boundaries, recognising the Foundation's supportive and non-clinical role.

Unnecessary one-to-one contact with children or vulnerable adults should be avoided wherever possible, and engagement should take place through appropriate, transparent and official communication channels. Trustees and employees must not promise confidentiality in circumstances where a safeguarding concern arises, as information may need to be shared in order to protect an individual from harm.

8. Reporting Safeguarding Concerns

Any safeguarding concern, whether suspected or disclosed, must be reported as soon as possible to the safeguarding lead Trustee.

Concerns may include: (i) disclosure of abuse or neglect, (ii) observations of behaviour that causes concern, or (iii) information suggesting a Child or Vulnerable Adult may be at risk of harm. If a concern involves the Co-Founding Trustees (Barbara Yu or Yen How Tai), it should be reported to one of the independent Trustees, Stephen Yang or Philippa Bounds.

9. Responding to a Safeguarding Concern

Upon receiving a safeguarding concern, the safeguarding lead will consider the information carefully and objectively, assess the level of immediate risk and take appropriate action, which may include seeking advice or making a referral to relevant statutory authorities

Where there is an immediate risk of serious harm, emergency services will be contacted without delay.

10. Record Keeping and Confidentiality

Safeguarding concerns and actions taken will be recorded accurately and stored securely.

Information will be shared only on a need-to-know basis and in accordance with UK data protection law. Safeguarding considerations may override normal confidentiality where necessary to protect an individual.

11. Links to Other Policies

This policy should be read alongside the Foundation's:

- Serious Incident Reporting Policy
- Data Protection and Privacy Policies
- Complaints Handling Policy

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- Conflicts of Interest Policy

12. Policy Review

This policy will be reviewed annually by the Trustees, or sooner if required by changes in law, guidance or the Foundation's activities.

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