Partnership Policy

Effective Date: 28.01.2026
Review Cycle: Annually

1. Purpose

Saffron Kitchen Project (SKP) collaborates with local and international partners to further its mission of supporting vulnerable communities through food, training, and inclusion. This policy outlines the principles that guide SKP's selection and management of partnerships, with an emphasis on shared values, safeguarding, and accountability.

2. Principles for Partnership

SKP will only enter into partnerships with organisations that:

- **Share SKP's ethos**, including a commitment to dignity, inclusion, non-discrimination, and community support
- **Uphold safeguarding principles**, ensuring that vulnerable adults and other at-risk individuals are protected from harm
- **Operate in line with SKP's values**, including integrity and respect.
- **Communicate transparently** and act in good faith throughout the collaboration

3. Safeguarding Responsibilities

All partners must:

- Have a safeguarding policy or equivalent practices that reflect a commitment to the protection of vulnerable people
- Ensure all personnel involved in joint activities are aware of safeguarding expectations
- Inform SKP in a timely manner (within 48 hours) of any safeguarding concerns, incidents, or investigations that could affect our collaboration, beneficiaries, or reputation
- Cooperate fully with SKP in any follow-up actions, including reporting, learning, or investigation

Safeguarding concerns should be reported to SKP's Designated Safeguarding Person: **Gabriella Herberstein** (Board Member) gabriella.herberstein@hotmail.com

4. Reputation and Communications

- All public references to SKP (including social media posts, reports, and promotional material) must align with SKP's tone, values, and public messaging
- SKP reserves the right to review and approve any external communications that include its name, logo, or description. Partners may not promote the free meals as part of their fundraising efforts without clearly crediting SKP as the provider of the food.
- Partner organisations must act in a way that protects the integrity and reputation of SKP and its beneficiaries

5. Termination or Suspension

SKP reserves the right to pause or end any partnership if:

- There is a significant breach of agreed responsibilities
- Safeguarding incidents or concerns that could affect our collaboration, beneficiaries, or reputation are not appropriately reported or addressed
- The partner's activities contradict SKP's ethos or cause reputational harm

Termination procedures will follow the terms outlined in the formal Memorandum of Understanding (MOU) where applicable

Partner MOU Template

6. Review and Oversight

This policy is reviewed every two years or as needed following a serious incident or change in organisational direction. Partners are encouraged to provide feedback to improve collaboration, safeguarding, and impact.