



# **IDYDC SAFEGUARDING POLICY**

**FEBRUARY, 2021**

## **Purpose**

The purpose of this policy is to protect people, particularly children, at-risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with IDYDC. This includes harm arising from:

- The conduct of staff or personnel working or associated with IDYDC
- The design and implementation of IDYDC services and activities

The policy lays out the commitments made by IDYDC and informs staff and associated personnel of their responsibilities in relation to safeguarding.

## **What is Safeguarding?**

Safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand it to mean protecting people, including children and at-risk adults, from harm that arises from coming into contact with our staff or services.

Further definitions relating to safeguarding are provided in the glossary below.

## **Scope of Policy**

- All staff contracted by IDYDC
- Associated personnel whilst engaged with work or visits related to IDYDC, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians

## **Policy Statement**

IDYDC believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. IDYDC will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse.

IDYDC commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## **Prevention**

### **IDYDC Responsibilities:**

IDYDC will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its services and activities in a way that protects people from any risk of harm that may arise from their coming into contact with IDYDC. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process

### **Staff Responsibilities:**

#### **1) Child Safeguarding:**

IDYDC staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

#### **2) Adult Safeguarding:**

IDYDC staff and associated personnel must not:

- Sexually abuse or exploit at-risk adults
- Subject an at-risk adult to physical, emotional or psychological abuse, or neglect

#### **3) Protection from Sexual Exploitation and Abuse:**

IDYDC staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since

they are based on inherently unequal power dynamics

Additionally, IDYDC staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by a IDYDC staff member or associated personnel to the appropriate staff member

### **Enabling Reports**

IDYDC will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by IDYDC'S Whistleblowing Policy.

IDYDC will also accept complaints from external sources such as members of the public, partners and official bodies.

### **How to report a safeguarding concern:**

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Officer or line manager. If the staff member does not feel comfortable reporting to their Safeguarding Officer or line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be a senior manager.

The Safeguarding Officer should copy all safeguarding reports to the UK Director for audit and inspections.

### **Response**

IDYDC will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

IDYDC will apply appropriate disciplinary measures to staff found in breach of policy.

IDYDC will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

## **Confidentiality**

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.

## **Practical Safeguarding arrangements**

### Safer recruitment for Staff and volunteers

Safer recruitment procedures will be done to make sure everyone who works or volunteers at the event or activity is suitable to do so. This includes IDYDC's own staff and volunteers as well as sub-contractors and anyone who is not directly accountable to your organization such as staff or volunteers from partnership organizations. We will verify references for new candidates in order to make an informed decision about an applicant's suitability to work or volunteer with children.

By asking referees about the candidate's:

- suitability and ability to work with children and young people
- knowledge and understanding of child protection and safeguarding.

We will make sure that the information provided in the reference is consistent with the information provided by the candidate in their application form and interview and follow up any discrepancies, concerns, or vague statements.

#### **a. Training**

IDYDC will have a consistent induction process in order to make sure everyone in our organization fully understands and knows how to follow our safeguarding policies and procedures, by making sure all new staff and volunteers:

- have read and understand IDYDC safeguarding policies and procedures
- know how to spot the signs that a child may be experiencing abuse
- know how to respond appropriately if a child makes a disclosure about abuse
- Know what to do if they have concerns about a child's wellbeing.

All staff and volunteers should complete child protection training as part of their induction — even if they say they have done this before. Everyone has to be up-to-date with knowledge and skills and understands how child protection works in our organization.

There will be a mentoring and/or supervision process in place for new staff and a probationary period. This will allow concerns on either side to be raised and responded to appropriately.

**b. Ongoing supervision and training**

- Supervision and training will be regular and ongoing. This will give everyone a chance to reflect on and improve their child protection practice and keeps safeguarding at the front of their minds.
- Ensure everyone is kept up-to-date with any changes that are made to our safeguarding and child protection policies and procedures
- Regular child protection training for the staff and volunteers and provide regular opportunities for them to reflect on their practice

**c. Managers**

Managers at all levels are responsible for ensuring employees, volunteers, consultants, visitors and partner organizations are aware of the policy and are supported to implement and work in accordance with it, as well as creating a management culture that encourages a focus on safeguarding. They must ensure that they are responsive, acting immediately if they become aware of any safeguarding concerns, and supportive towards employees or volunteers who complain about breaches in this policy.

**d. Code of Conduct**

As an organization that works with children, there is a need to have clear expectations about what behavior is acceptable from adults, children and young people. We also have a Behavior code policy which forms part of this safeguarding policy that each employee and volunteer is required to sign. This will help us to:

- protect children and young people from abuse
- manage any allegations or incidents of inappropriate behavior
- e.** ensure everyone - staff, volunteers and children and young people - feels safe, respected and valued. Safer activities & events

We will make sure that all children who attend our events and activities are kept safe, whether they are regular or one-off. Some activities or events that take place in our organization which may include larger numbers of children, young people and adults than IDYDC is used to working with, including some who are new to our group or organisation. The following measures will be taken to ensure that children and young people will be kept safe in such occurrences.

#### **f. Consent**

We will get consent from parents or carers for their child being involved in IDYDC events and also seek consent from children and young people too. If necessary, make alternative arrangements for those who don't want to take part.

The consent form will give a good opportunity to check information such as emergency contact details and any medical conditions, allergies, disabilities or other vulnerabilities of the child or young person to ensure they receive the extra support they need.

#### **g. Emergency information**

There will be a list of emergency contact numbers for each child and make sure that it is easily available to the staff or volunteers who are responsible for the child.

Group leaders must know the procedures for contacting the emergency services if they need to and give parents and carers a number they can call if they need to contact us or their child in an emergency.

#### **h. Additional needs**

The staff and volunteers must be aware in advance of any additional support needs for each child.

#### **i. Record keeping**

Make sure that all written records, such as consent forms, medical information and any records about child protection concerns are secure.

#### **j. Health and safety**

Make sure that all the necessary health and safety measures are in place such as:

- make sure appropriate first aid cover is available
- make everyone aware of fire safety procedures
- find out as much as you can about external venues including visiting in advance wherever possible
- talk to any third-party providers directly and make sure they are fully compliant with the law
- carry out comprehensive risk assessments in advance
- check that any organisations we are subcontracting to run activities comply with safety standards.

Take into account the level of ability and stage of development of the children and young people who will be involved and think about any support they need.

#### **k. Everyone's responsibility**

Brief staff and volunteers, so they understand any health and safety risks involved with the event or activity and how to mitigate them.

Make sure parents or carers know about all the activities their children and young people will be involved in, any risks that might occur and what steps we will have to take to keep children and young people safe. For example, explain what we will do if there are adverse weather conditions that would make an outdoor activity more dangerous. Remind parents or carers about any special kit their child will need, for example, safe footwear or waterproof clothing.

Be clear about whether we expect parents and carers to remain responsible for their children during the activity (for example if you have organised a family event).

Talk to children and young people and explain how we expect them to behave. This is especially important if their behaviour might have an impact on their safety, for example whilst travelling to the venue or taking part in an adventurous activity.

#### **l. Supervision**

Make sure the right number of adults is provided to supervise the children and young people participating, depending on their age, group size, the activity they are involved in and any specific needs or vulnerabilities that the children may have.

Never allow anyone under the age of 18 to be in sole charge of other children.

Take into account what would happen if a member of staff or volunteer had to leave to accompany a child to a hospital.

#### **m. Who's who**

Make it clear which adults are „working“ (whether paid or volunteers) and which are spectators. For example, issue our staff and volunteers with badges, t-shirts or hi-vis vests. This is important in case of an emergency. It also helps children and young people recognise trusted adults they can talk to if they have any concerns.

#### **n. Free time**

As a general rule, we should not allow under 11s unsupervised free time. If older children and young people are allowed unsupervised time, for example, if we

have taken them on a day trip and they are looking around on their own, they should be in groups of at least three.

Make sure they know where and how to contact a member of staff, what time they should reconvene with the group and where.

It's good practice for one or two adults to stay in one place, such as a central square, park or café, so that they are easily available and young people can check in with them regularly

#### **o.** Transport

Provide transport to get children and young people to and from the event or activity. If using a taxi company or Bajaj or a coach make sure they are reputable, have the right insurance and that their drivers have signed the Code of Conduct.

Ensure children and young people are adequately supervised on the journey and take the necessary safety precautions depending on what kind of transport you're using (for example making sure everyone is wearing a seat belt)

Avoid using private cars to transport children and young people, unless this involves parents or carers making private transport arrangements with each other. If this is the case, make it clear that this is a private arrangement and not something your group or the organization has set up.

Make sure parents or carers know what time and where to drop off and pick up their children. Make sure they tell you in advance who will be picking up their children if they aren't doing so themselves.

#### **p.** Overnight stays

In case children and young people are going to have an overnight stay, there are some extra things the organization will need to consider.

#### **q.** Preparing parents, carers and children

Meet with parents or carers in advance to explain the arrangements for the trip and answer any questions they may have. Explain the steps you are taking to keep their children safe.

Ensure parents or carers know the address of where we will be staying and have an emergency telephone number they can call if they need to.

Talk to children and young people about keeping themselves safe and well while they are away. Give them the address of our accommodation and an emergency contact number, and make sure they know what to do if they get

lost.

Make sure children and young people know who to talk to if they are unhappy or worried about anything — for example if they are being bullied, feel frightened or are homesick. Make sure all staff and volunteers are prepared to help and know how to respond to child protection concerns that may arise

#### r. Overnight accommodation

Make sure there are separate sleeping, washing and toilet areas for:

- adults and children
- older and younger children
- boys and girls.

Overnight trips for mixed groups should include at least one female and one male supervising adult. Although accommodation for adults should be separate from children, it should be nearby.

If possible, arrange to have exclusive use of the accommodation. If this isn't possible, try to negotiate the use of a whole floor and keep all the children's rooms close together.

If children's rooms are on different floors, adults should be available on each floor.

Make sure children know what to do if they need help in the night and if there is an emergency, for example a fire alarm.

What helps children and young people feel safe and happy on overnight trips?

Things that children and young people find helpful when they are away from home include:

- being able to take a special personal belonging
- having help finding their way around a new place – for example being shown where the toilets, eating area, recreational and meeting places and bedrooms are
- adults selecting who is sharing rooms fairly and making sure nobody is left out
- having communal areas for playing or meeting people
- being allowed to phone home
- having an identified adult to talk to about anything
- adults having a sense of humor and making jokes
- feeling like part of a team – adults making sure nobody is left out and arranging activities that involve teamwork

#### s. Letting third parties use your premise

If IDYDC will allow others to use our premise for activities or events, we have a responsibility to make sure they are taking the right steps to keep children safe. This applies regardless of the size of the room(s) people are using and whether they are paying us to use the venue.

#### t. Sharing policies and procedures

Make sure the groups using our facilities are doing everything they can to safeguard and protect children.

- Ask groups to share their safeguarding and child protection policy and procedures with you and check that these are adequate.
- Share our own safeguarding and child protection policy with the groups and ask them to comply with it (agreement should be given in writing).

Make it clear that groups must put adequate health and safety measures in place. Check that they have carried out risk assessments and have the right insurance.

Give everyone hiring our venue the contact details for our child protection lead.

#### u. Sharing information and resources

Arrange an induction to familiarize the club/activity leader with the venue and share relevant safety information, for example where the fire exits and fire extinguishers are located.

Share our safeguarding and child protection resources with the groups using our premises, to make sure they are taking the right action to promote the welfare of children and protect them from harm.

#### v. Letting more than one group use our premises

If we're hiring out different rooms or areas to more than one group at the same time, there are extra measures that must be taken to make sure children are safe such as:

- asking them to share their safeguarding and child protection policy with us and checking it is adequate
- sharing our organization's safeguarding and child protection policy with the group and asking them to sign an agreement stating they will comply with it

- making sure groups have carried out risk assessments
- letting groups know if other people will be using the premises at the same time.

**w. Risk assessment**

Consider what risks children might be exposed to at our venue and take steps to mitigate those risks. This could include checking the people in our organization are safe to work with children, and putting rules in place to make sure children are properly supervised by the groups that use our venue.

Everyone who works with children should have been through a safer recruitment process and have had the appropriate checks. You should check that any groups using your venue have followed safer recruitment procedures.

Consider any risks that may arise from the area around the venue. For example, think about street lighting, car parks and what we can do to make these areas safer.

**x. Shared facilities and toilets**

Children's and adult's groups should always have separate spaces. If it isn't possible to have separate facilities such as toilets for children and adults, you should notify groups of this before they start to use our premises.

Advise groups to wait until adults have left the bathroom before children and young people use them and vice versa.

When going to the toilet, younger children should be supervised by an adult of the same gender who has had the appropriate checks. Make sure the groups hiring our facility have enough adults to supervise their activity and take children to the bathroom. For older children, organizations should carry out a risk assessment and consider if it is appropriate for them to go to the bathroom unsupervised. The child's age, ability and development stage and the location of the bathroom should be taken into consideration.

**3. Professional Boundaries**

Staff and Volunteers must maintain professional boundaries at all times. Avoid placing yourself into situations where your actions may be misinterpreted.

- Young people should not be transported in vehicles of IDYDC" staff or volunteers.
- Volunteers shouldn't spend excessive amounts of time alone with young people or undertake any home visits.
- Staff and volunteers should never intentionally let a young person know

where they live.

- Befriending young people on social media or outside of working hours should be completely avoided.
4. Responding to safeguarding concerns

You should never wait until a child or young person tells you directly that they are experiencing abuse before taking action. You should also not let concerns about cultural sensitivity stand in the way of safeguarding and protecting children and young people. Report to IDYDC Management team if you are concerned that a member of staff is acting in an unprofessional manner with a young person.

What to do if you are concerned about a child

If you are made aware of any allegations or suspicions of harm to a child, you should report your concerns immediately to the relevant contacts within IDYDC management team.

**When working through the process it is recommended that you:**

- Remain calm and reassure the person that they have done the right thing by speaking up
- Listen carefully and give the person time to speak
- Explain that only the professionals who need to know will be informed, but never promise confidentiality
- Act immediately, and do not try to address the issue yourself
- Write a statement, giving as much detail as possible; date & time, what was said, how you acted, any names/parties mentioned
- Report to your line manager. It is the duty of anyone working with children to report disclosure of harm
- Remember that it is not for you to decide whether or not suspicion or claim is true; all instances must be taken seriously

## **Glossary of term**

### **Beneficiary of Assistance**

Someone who directly receives goods or services from IDYDC's services. Note that misuse of power can also apply to the wider community that the NGO serves, and can include exploitation by giving the perception of being in a position of power.

### **Harm**

Psychological, physical and any other infringement of an individual's rights.

### **Psychological harm**

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.

### **Protection from Sexual Exploitation and Abuse (PSEA)**

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13).

### **Safeguarding**

Safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur. This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes. Safeguarding applies consistently and without exception across our services, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks arise. Those systems must be victim focused and also protect those accused until proven guilty. Safeguarding puts beneficiaries and affected persons at the center of all we do.

### **Sexual abuse**

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

### **Sexual exploitation**

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

### **Survivor**

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

## **At-risk adult**

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

**Abuse** - a violation of an individual's human and civil rights by any other person or persons. It can take the form of physical, psychological, financial or sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the health, survival, development or dignity of a child, young person or vulnerable adult. Abuse can be a single act or repeated acts and can be unintentional or deliberate.

Abuse often involves criminal acts.

**Discriminatory abuse** — abuse motivated by a vulnerable person's age, race, nationality, sex, sexual orientation, disability, or other personal characteristic. Financial or material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Neglect** - the persistent failure to meet a vulnerable person's basic physical and/or psychological needs, likely to result in the serious impairment of his/her health or development. Examples include failure to provide adequate food, clothing and shelter, failure to protect them from physical or psychological harm or danger; failure to ensure adequate supervision (including the use of inadequate care-givers); or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a vulnerable person's basic emotional needs.

**Physical abuse** — includes hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm, misuse of medication, restraint, or inappropriate sanctions.

**Psychological abuse** - includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. Examples include not giving a vulnerable person opportunities to express their views, deliberately silencing them or „making fun“ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on a vulnerable person, which may include interactions that are beyond a vulnerable person's developmental capability. It may involve serious bullying (including cyber bullying), or the exploitation or corruption of a vulnerable person.

**Sexual abuse** - involves forcing, enticing or coercing someone to take part in sexual activities, whether or not the vulnerable person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving a vulnerable person in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse can be carried out by adults or other children.

**Child** — IDYDC regards a child as anyone under the age of 18 years, irrespective of the age of majority in the country in which the child lives or in their home country. It is widely recognized that children are generally more vulnerable to abuse and exploitation due to factors such as age, gender, social and economic status, developmental stage, and dependence on others. Vulnerable person/people — for the purposes of this policy this is an umbrella term which covers children, young people and vulnerable adults.

**Vulnerable adult** - a person, 18 years and above, who by reason of disability, age, gender, social and economic status, or illness, the context they are in, may be unable to take care of or to protect him or herself against abuse, harm or exploitation. Youth or young people individuals aged 15 to 25 (15 to 35 in some countries) — IDYDC recognizes that this group spans the categories of „children and „adults“ but regards young people as having particular safeguarding needs and requiring distinct consideration aside from younger children and older adults.