

Safeguarding Policy

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 ‘The Britannia Youth Organisation’. This includes harm arising from:

- The conduct of staff or personnel associated with ‘The Britannia Youth Organisation’
- The design and implementation of ‘The Britannia Youth Organisations’ programmes and activities

The policy lays out the commitments made by ‘The Britannia Youth Organisation’ and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under ‘The Britannia Youth Organisations’ Anti Bullying and Harassment Policy
- Safeguarding concerns in the wider community not perpetrated by ‘The Britannia Youth Organisation’ or associated personnel

What is safeguarding?

In the UK, 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 programmes.

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

Scope

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

Policy Statement

'The Britannia Youth Organisation' 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. 'The Britannia Youth Organisation' 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. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies).

'The Britannia Youth Organisation' commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

Prevention

'The Britannia Youth Organisation' responsibilities

'The Britannia Youth Organisation' will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with 'The Britannia Youth Organisation'. 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

Child safeguarding

'The Britannia Youth Organisation' 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

Adult safeguarding

'The Britannia Youth Organisation' 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

Protection from sexual exploitation and abuse

'The Britannia Youth Organisation' 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, 'The Britannia Youth Organisation' 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 an 'The Britannia Youth Organisation' staff member or associated personnel to the appropriate staff member

Enabling reports

'The Britannia Youth Organisation' 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 'The Britannia Youth Organisations' Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

'The Britannia Youth Organisation' 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 Focal Point or line manager. If the staff member does not feel comfortable reporting to their Safeguarding Focal Point 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 or a member of the HR Team.

Response

'The Britannia Youth Organisation' will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in Associated Policies).

'The Britannia Youth Organisation' will apply appropriate disciplinary measures to staff found in breach of policy.

'The Britannia Youth Organisation' 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.

Associated policies

Code of Conduct

Anti Bullying and Harassment policy

Disclosure of Malpractice in the Workplace (Whistle-blower) policy

Child Safeguarding policy

Adult Safeguarding policy

PSEA (Protection from Sexual Exploitation and Abuse by staff) policy

Complaints Policy

Procedures for reporting and response to safeguarding concerns

Procedures for safeguarding in staff recruitment

Other policies as appropriate

Glossary of Terms

Beneficiary of Assistance

Someone who directly receives goods or services from 'The Britannia Youth Organisations' programme. Note that misuse of power can also apply to the wider community that the 'The Britannia Youth Organisation' serves, and also can include exploitation by giving the perception of being in a position of power.

Child

A person below the age of 18

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

In the UK, 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 programmes. One donor definition is as follows:

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 programmes, 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 materialize. Those systems must be survivor-centred and also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre 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.

Local Safeguarding Board

Birmingham Safeguarding Children Partnership

Contact

0121 303 1888

CASS@birminghamchildrentrust.co.uk

Disclosure and Barring Service Checks Procedure

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), 'The Britannia Youth Organisation CIC' complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. 'The Britannia Youth Organisation CIC' undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- 'The Britannia Youth Organisation CIC' can only ask an individual to provide details of convictions and cautions that 'The Britannia Youth Organisation CIC' are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), 'The Britannia Youth Organisation CIC' can only ask an individual about convictions and cautions that are not protected.
- 'The Britannia Youth Organisation CIC' is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 'The Britannia Youth Organisation CIC' has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
- 'The Britannia Youth Organisation CIC' actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. 'The Britannia Youth Organisation CIC' select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- 'The Britannia Youth Organisation CIC' ensures that all those in 'The Britannia Youth Organisation CIC' who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. 'The Britannia Youth Organisation CIC' also ensures that they have received appropriate guidance and training in

the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

- 'The Britannia Youth Organisation CIC' requires that all staff, volunteers and those with pre-existing DBS checks working with the organisation have these renewed on an annual basis
- At interview, or in a separate discussion, 'The Britannia Youth Organisation CIC' ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 'The Britannia Youth Organisation CIC' makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.
- 'The Britannia Youth Organisation CIC' undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- 'The Britannia Youth Organisation CIC' requires that all staff, volunteers and those with pre-existing DBS checks working with the organisation have these renewed on an annual basis

- Basic safeguarding training is to be undertaken by all staff, volunteers and affiliates of 'The Britannia Youth Organisation CIC'
- All management are required to carry safeguarding awareness training at a minimum of 'Level 3'
- Safeguarding refresher training is required to be undertaken on an annual basis by all staff, volunteers and affiliates with training under 'Level 3'
- Management may refresh or advance their training beyond 'Level 3' on a yearly basis

Safeguarding Officer

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Policy Review

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