

## **The Enfield Society Safeguarding Policy**

### **Purpose**

The purpose of this policy is to protect people, particularly children (which includes anyone under the age of 18) and at risk adults from any harm that may be caused due to their coming into contact with The Enfield Society (TES). This includes harm arising from:

- The conduct of Trustees or personnel associated with TES; and
- The design and implementation of TES's programmes and activities.

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

### **Safeguarding**

In the UK, safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In the context of TES we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with Trustees, our associated personnel or our programmes and activities.

Further definitions are provided in the glossary below.

### **Scope**

- All *Trustees* of TES. (The "Trustees" of TES are the individuals who are its directors under its Memorandum of Association.)
- Any organisation or business (etc) acting on behalf of TES
- *Associated personnel* whilst engaged with work or activities related to TES. "Associated personnel" includes but is not limited to the following: volunteers, consultants and contractors, visiting speakers and other people engaged in activities for TES

### **Policy Statement**

TES 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. TES will not tolerate abuse and exploitation by Trustees or associated personnel.

This policy focuses upon child safeguarding and adult safeguarding. However TES has a duty to keep its Trustees and volunteers safe. This means paying attention to all types of harm that can develop in an organisation.

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

## **Prevention**

### ***TES responsibilities***

TES will:

- Ensure all Trustees 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 TES. This includes the way in which information about individuals in our programmes and activities is gathered and communicated;
- In particular when working with volunteers or members of the public, particular attention should be applied to the design and delivery of that activity to protect people from harm;
- Ensure Trustees receive training on safeguarding at a level commensurate with their role in the organisation
- Ensure Trustees are reminded at least once a year of this policy and their responsibilities under it and are invited to identify any additional training needs;
- Follow up on reports of safeguarding concerns promptly and according to due process.

### ***Responsibilities of Trustees and Associated Personnel***

The following individual responsibilities apply to TES Trustees and associated personnel in relation to people they have dealings with in connection with the Society.

#### *Child safeguarding*

TES Trustees 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*

TES Trustees 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*

TES Trustees and associated personnel must not exchange money, goods or services for sexual activity.

Additionally, TES Trustees 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 Trustee or an associated personnel in the way explained below

#### *Enabling reports*

TES will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to Trustees and the volunteers and other people we deal with

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

### **Recruitment**

There will be a formal or informal interview with each new Trustee. This will include a safeguarding question during the interview process. For example, 'What is your understanding of safeguarding' to identify any potential training need.

It is our standard practice to ask for references if the person is not known to at least two Trustees, to help build a bigger picture of the person.

All Trustees will have an induction that will include an explanation of the Society's policies including safeguarding policies and procedures. Appropriate training, if deemed necessary, will be offered.

### **Activities involving children and or adults at risk**

Each Trustee should ensure that if they are responsible for projects or activities that involve contact with children and/or adults at risk, special care is taken to safeguard them. This will usually involve ensuring that parents or guardians or responsible adults are always present. At no time must a Trustee be alone with a child or adult at risk including for example accompanying that person to the toilet.

Individuals engaged in specified activities involving children and/or adults at risk ("Regulated Activities") are subject a Disclosure and Barring (DBS) check. A summary of Regulated Activities is given in the glossary below. The nature of the Society's aims and activities make it highly unlikely that we will be involved in any Regulated Activity. However Trustees concerned with any activity involving children and/or adults at risk must satisfy themselves that it does not involve any Regulated Activity and should consult the Secretary for guidance. Any proposal to engage in a Regulated Activity must be specifically approved by the Management Committee, who will deal with any application for a DBS check and ensure compliance with any other safeguarding requirements.

### **Reporting a safeguarding concern**

Anyone who has raised a complaint or concern relating to safeguarding should report it immediately to the Chair or Secretary using the contact details below.

Chairman - [ds.cockle@btinternet.com](mailto:ds.cockle@btinternet.com)

Secretary -

[tessecretary@gmail.com](mailto:tessecretary@gmail.com) or 07803 954516

### **Response**

TES will follow up safeguarding reports and concerns in accordance with its legal and statutory obligations. Subject to these obligations, a complaint or concern reported as above will be treated as a complaint subject to the Society's Complaints Procedure and will be dealt with accordingly.

TES will offer support to survivors of harm caused by Trustees or associated personnel, regardless of outcome. 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.

TES Trustees and associated personnel must be aware that they have a responsibility to share information with other agencies in order to safeguard children.

We are committed to reviewing our policy and good practice at least every other year.

Written by: John Cole/Richard Stones

Amended 1/23

## **Glossary of Terms**

### *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;

### *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)

### *Regulated Activities*

These are defined by the Safeguarding of Vulnerable Groups Act 2006. The following is an outline of the categories of activity involved for general guidance, but Trustees should consult the Secretary about the detailed scope of the definitions.

- In relation to children
- Teaching, training or instruction, care or supervision of children (overnight or on more than 3 days in a 30 day period);

- Advice or guidance wholly or mainly for children (overnight or for more than 3 days in a 30 day period);
- Driving a vehicle for children (on more than 3 days in a 30 day period);
- Moderating a web service wholly or mainly for children (on more than 3 days in a 30 day period);
- Providing health care or personal care.
  
- In relation to adults at risk
- Providing health care, psychotherapy or counselling: this includes first aid, but only if administered by a person working for a professional organisation;
- Providing personal care, including assistance in going to the toilet;
- Providing social work;
- Assistance in the conduct of a person's affairs;
- Conveying an adult at risk to or from healthcare, personal care or social work.

### *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 context, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with us or our 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.

Safeguarding applies consistently and without exception across an organisation's 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 materialise. 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 an organisation does.

### *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.