



Knowledge for Change

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Appendix 3 Children and Vulnerable Adults Safeguarding Policy

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Contents

Introduction	2
Purpose	3
Scope	3
Definitions	4
Policy Statements	5
Knowledge for Change Statement on Child Protection	7
Responsibilities	8
Managers	8
Designated Safeguarding Officer	8
K4C Board of Trustees	9
Procedure Overview	9
Recruitment and Selection:	9
Induction and Support:	9
Data Protection	10
Minimum Standards	10
Social Media	10
Raising and responding to concerns	10

Introduction

Over recent years, there has been increasing recognition of how children, young people and vulnerable adults can be at risk of discrimination, neglect, abuse and exploitation by those who are in positions of trust and power, including through international development activities.

Consequently, there has been a significant increase in the efforts made by development organisations to ensure that no harm results from the contact their employees, volunteers and other representatives have with their target populations or communities.

Through our work, K4C employees, employees of partner organisations, professional volunteers and students on elective placements may engage with young people and vulnerable adults either directly or indirectly. K4C recognises it has an obligation to put in place all reasonable safeguarding measures to ensure, as far as possible, the safety and protection of children, young people and vulnerable adults, including those with whom we work and those in the communities where K4C work is undertaken.

K4C aims to ensure that the welfare and interests of children/young people/ adults, regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, and socio-economic background are paramount in all circumstances.

Purpose

The purpose of this document is to specify Knowledge for Change's (K4C) Policy for the safeguarding of children, and adults who may be considered vulnerable. K4C aims to adopt the highest possible standards and to take all reasonable steps concerning the safety and welfare of all people in the course of its work. K4C will not tolerate abuse, neglect or misuse of anyone.

We know that the children and vulnerable adults in the communities within which we work can be at particular risk. This policy aims to deter, minimise and remove opportunities for abuse of children and vulnerable adults to occur in the scope of our work. Any concerns the organisation has about the safety of vulnerable people within the communities in which they work, are dealt with, and reported to the appropriate authorities. It is also to help us make sure that employees, volunteers, and other representatives are protected. Whilst it is recognised that local legislation may vary from country to country, this policy identifies our minimum standards and may exceed the requirements of local legislation.

This Policy is based on and incorporates elements of the following (UK) legislation, national and local guidance documents (including but not limited to):

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children Act 2004
- Counter Terrorism & Security Act 2015
- Working Together to Safeguard Children 2015
- Data Protection Act 2018
- Care Act 2014/2015
- Human Rights Act 1998
- Disclosure and Barring Service Guidance documents
- Charity Commission Guidance documents
- Greater Manchester Safeguarding Procedures
- University of Salford Safeguarding Policy

Scope

This Policy applies to all members of Knowledge for Change faculty, staff, trustees, third party employees, associates, students and professional volunteers who in the course of their professional obligations, whilst on K4C business, may have contact with children (i.e. individuals under 18 years old) or vulnerable adults (i.e. individuals over 18 who are vulnerable to harm or exploitation due to their personal situation and / or social circumstances).

Faculty, staff, students and professional volunteers on work-based placement learning in clinical settings, health care and social care may come into regular contact with children and vulnerable adults.

Knowledge for Change expects the following groups to be familiar with this Safeguarding policy:

- Knowledge for Change Board of Trustees/ Committee members
- Knowledge for Change Faculty and Staff (based in the UK or overseas)
- Professional Volunteers and Interns
- Students on Elective Placements
- Contractors/ third party agencies carrying out work on behalf of the charity
- Partner Agencies
- Visitors
- Journalists, photographers, film/TV producers

This policy demonstrates how K4C will meet its legal obligations and reassure volunteers, employees, partners, and members of the public:

- a) On what they can expect K4C to do to protect and safeguard vulnerable people.
- b) That they can safely voice any concerns through an established procedure.
- c) That all reports of abuse or potential abuse are dealt with in a seriously and effectively.
- d) That there is an efficient recording and monitoring system in place.
- e) That employees, volunteers, sub contracted agencies and partners receive appropriate induction on safeguarding.
- f) That a robust 'safe' recruitment procedure is in place.

Any breach of this policy will be treated as a disciplinary matter, which may result in immediate termination of employment or contract, withdrawal of volunteer status, and reporting to the police, relevant regulatory authority or other body.

Definitions

Child/Children – a person or persons 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.

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.

Staff, volunteers & representatives: Used as collective term to refer to anyone working with or for Knowledge for Change to cover all members of staff, consultants engaged to work with or for us, students, interns, volunteers, trustees and any other person who can be said to be representing Knowledge for Change in some capacity e.g. patrons, ambassadors, advisors.

Abuse - a violation of an individual's human and civil rights by any other person or persons. It can take the form of physical, emotional, 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.

- Physical abuse
 - Purposefully injuring or threatening to injure a child or vulnerable person. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures.
- Emotional abuse
 - A chronic attack on the recipient's self-esteem. It can take the form of name calling, threatening, ridiculing, intimidating or isolating.
- Neglect
 - The failure to provide or ignoring the need for the necessities of life (where such necessities are available), such as food, clothing, shelter, medication and supervision
- Sexual Abuse
 - Rape, sexual assault or sexual acts to which a vulnerable adult has not consented to or has been coerced into giving consent through abuse. Engaging a child sexually regardless of consent.
- Financial or material abuse
 - Theft, fraud, exploitation, misuse or misappropriation of property, possessions, or benefits.
- Discriminatory abuse
 - Ageism, racism, sexism based on disability or other harassment.

Policy Statements

K4C has zero tolerance against abuse and exploitation of vulnerable people. We know that the children and vulnerable adults in the communities with whom we work can be at particular risk. K4C also recognises that safeguarding is everyone's responsibility and that it has an obligation to put in place reasonable measures to ensure, as far as possible, the safety and wellbeing of vulnerable people with whom we work and those in the communities in which we live.

Knowledge for Change applies the following core principles to safeguarding:

- a. Faculty, staff, students and volunteers who have regular contact, as part of their work or studies, with children or adults who may be vulnerable, should:
 - Ensure they understand the implications of this Policy before commencing any programme, event, visit or other activity and should ensure appropriate risk assessments have been completed.
 - Safeguarding training should be incorporated into relevant programmes of study and / or briefings for students undertaking work-based placement learning; and be responsible for their own

actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation and intentions

- b. Members of the K4C Community should never leave a safeguarding concern unreported. Knowledge for Change will take all safeguarding concerns (including suspicions and allegations of harm, abuse, or exploitation, including radicalisation) seriously and will report concerns promptly.
- c. Any information relating to safeguarding concerns shall be handled in accordance with the Data Protection Act 1998. There may be occasions where a safeguarding concern is shared without the consent of the individual, as obtaining consent could place an individual at increased risk of harm or it could undermine the investigation, prevention, detection or prosecution of a serious crime.
- d. The best interests of the vulnerable person are paramount and shall be the primary consideration in our decision-making.
- e. K4C will ensure that all partners are informed and in compliance with our Safeguarding Standards.
- f. When working with or through partners or sub contracted agencies, K4C will ensure that their safeguarding procedures are consistent and in line with the principles and approaches set out in this policy.
- g. K4C recognises that an element of risk exists, and while we may never be able to totally remove this, we need to do all we can to reduce it or limit its impact.
- h. K4C respects confidentiality and has a responsibility to protect sensitive personal data. Information should only be shared and handled on a need to know basis, that is, access to the information must be necessary for the conduct of one's official duties. Only individuals who have legitimate reasons to access the information are allowed to receive it.
- i. K4C commits to monitoring the implementation of the safeguarding policy. This policy will be reviewed every three years and earlier if necessary.
- j. K4C has zero tolerance for violence, sexual harassment, abuse and exploitation including sexual tourism. Any inequalities, exclusion and discrimination will be challenged.
- k. Cultural sensitivity; K4C seeks always to work in ways which are culturally sensitive and that respect the diverse nature of the people we work with. We recognise that there are many different ways of thinking and taking care of vulnerable people and making sure they are protected. Protecting these groups of individuals and being culturally sensitive can be a difficult balancing act, especially given the situation in many of the countries where we work. Culture must not be used as an excuse to abuse children, young people, women or vulnerable adults.

Knowledge for Change Statement on Child Protection

K4C is committed to providing justice for children and supporting their well-being. K4C aims to treat children in a manner, which is respectful of their rights, integrity and dignity, to consider their best interests and ensure that we do not expose them to, or place them at risk of, harm. Child protection is defined in this policy as the responsibilities and preventative and responsive measures and activities that K4C undertakes to protect children ensuring that no child is subject to violence or abuse, as a result of their association with our staff, associates, visitors and/or their participation in any K4C activity, including our projects and programs. K4C's focus on maternal and newborn health means that we are particularly concerned to support activities focused on birth registration; we actively support children with disabilities and those orphaned or without parental care and are alert to any evidence of sexual violence against children.

Our active involvement with undergraduate and volunteer placements has increased our attention to issues of ICT and social media and we have firm policies and practices in this area.

We have relatively little direct contact with matters such as FGM (which isn't routinely practiced in Uganda and Tanzania), armed violence, child labour, child marriage, child recruitment by armed forces or groups, child trafficking or family separation in emergencies but remain vigilant and aware of such issues.

Acts of violence can also take place online through, for example, the web, social media or mobile phones. It may be an intentional act involving the use of physical force or power, or it may be failing to act to prevent violence against a child or young person. Violence consists of anything which individuals, groups, institutions or organisations do or fail to do, intentionally or unintentionally, which either results in or has a high likelihood of resulting in actual or potential harm to the child or young person's wellbeing, dignity and survival and development

K4C is aware of our responsibility to ensure that where there are concerns over a child's welfare or where a child has been subject to child abuse, actions are taken to address this. These concerns are reported and responded to appropriately and in line with the relevant global and local procedures and incidents are analysed to ensure continued learning and growth in the field.

Should any of these acts of violence be identified by our organization, K4C will report to the relevant authorities in the UK or Uganda. This can include, Police Authorities, Medical Bodies, Educational Bodies, the UK Charity Commission and the Uganda-UK Health Alliance.

Responsibilities

All employees, volunteers, consultants, agency faculty, staff, sub-contractors, partner organisations and visitors are obliged to follow this policy and maintain an environment that prevents exploitation and abuse and which encourages reporting of breaches of this policy using the appropriate procedures.

All people working with K4C will:

- Read, understand, and adhere to the K4C Global Safeguarding Policy and K4C Code of Conduct Policy
- Strive to promote a zero-tolerance approach to discrimination, sexual harassment and abuse in all professional working environments
- Strive to develop relationships with all stakeholders which are based on equality, trust, respect and honesty
- Place the safety and welfare of children and vulnerable people above all other considerations
- Report any concerns they may have about the welfare of a child or vulnerable person
- Report any concerns they may have about the behaviour of a K4C representative concerning safeguarding

All people working with K4C will not:

- Sexually harass, assault or abuse another person
- Physically harass, assault or abuse another person
- Emotionally abuse another person, such as engaging in behaviour intended to shame, humiliate,
- Belittle or degrade
- Condone, or participate in behaviour which is abusive, discriminatory, illegal, or unsafe
- Develop, encourage or fail to take action of relationships with children or other vulnerable people which could in any way be deemed sexual, exploitative or abusive
- Act in ways that may be violent, inappropriate or sexually provocative
- Agree with a child to keep a secret which has implications for their safety or the safety of other young people

Managers

Managers, at all levels are responsible for ensuring employees, volunteers, consultants, visitors and partner organisations 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.

Designated Safeguarding Officer

Designated safeguarding officers are responsible for handling reports or concerns, about the protection of vulnerable people, appropriately and in accordance with the

procedures that underpin this policy.

Knowledge for Change's Designated Safeguarding officer is Claire Horder.

Contact Details: +447828976375

Email: c.r.horder1@edu.salford.ac.uk / clairehorder@hotmail.com

The lead designated safeguarding officer is responsible for:

- Monitoring and recording safeguarding concerns
- Ensuring referrals to the relevant authorities happen without delay
- Updating safeguarding training for all faculty and staff
- Ensuring this policy is reviewed every 3 years or earlier if necessary
- Ensuring it is implemented throughout the organisation and safeguarding training given
- Ensuring monitoring and recording procedures are implemented

K4C Board of Trustees

The K4C Board of Trustees are responsible for ensuring the effective implementation of this policy and associated procedures and ensuring that everyone linked with K4C is equipped and supported to meet their responsibilities. The Board of Trustees holds ultimate accountability for this policy.

Procedure Overview

Recruitment and Selection:

- Safe recruitment and vetting processes are followed for all volunteers, employees, students, consultants and partners
- All K4C employees, students and volunteers must sign and abide by this safeguarding policy and the Code of Conduct. The code sets out the standards of practice we expect of employees, students and volunteers - in terms professional competence, integrity, acting as a representative and in safeguarding - which support our vision, mission and values. (For more detailed guidance, refer to the Code of Conduct).

Induction and Support:

Advice, support and training on safeguarding will be provided to all employees, students and volunteers on:

- What they should do in the event of a disclosure
- What to do if they have concerns about the welfare of a child
- How to recognise signs of abuse
- What to do if they have concerns about a K4C employee, student, volunteer, or employee of a partner organisation
- Where to go for advice and support within the organization

Ensure that clear processes for reporting and dealing with safeguarding concerns and incidents are widely communicated, regularly reviewed and consistently applied. Where allegations are made about an employee, careful consideration must take place about the appropriateness of the person continuing to work with K4C. (For more detailed guidance, refer to the Disciplinary Policy)

Data Protection

Ensure that personal information is kept confidential unless we have the agreement of the individual and/or their parent/guardian, except where it is necessary to pass this to a specialised child welfare or law enforcement agency in relation to a safeguarding incident.

Minimum Standards

Where employees, students or volunteers are contracted by other employers, or when working with partners, sub contracted agencies, K4C will brief them on our safeguarding policy and ask for information on how the organization works to protect vulnerable people and ensure that they meet our Safeguarding Standards.

Social Media

K4C has a policy regarding the media and the use of actual names, images, including photographs and recordings (the 'Social Media Policy'). This should be applied in all situations. Specifically relating to protection of children, young people and vulnerable adults.

Raising and responding to concerns

K4C places a mandatory obligation on all employees, students, volunteers, contractors and partners to report concerns, suspicions, allegations and incidents which indicate actual or potential abuse or exploitation vulnerable people or which suggests this policy may have in any other way been breached. It is not the responsibility of the employees to decide whether or not abuse has taken place, however, concerns should be raised with an individual's line manager, functional lead or a designated safeguarding officer who will initiate the procedure for dealing with suspected or actual incidents of abuse.

The designated Safeguarding Officer is responsible for ensuring that the reporting procedure is followed so that suspected or actual cases of abuse are responded to appropriately and consistently and referred to the relevant statutory authority.

To ensure that all such situations are handled appropriately and effectively:

- Reports must be made, and decisions and actions taken
- K4C is not an investigative authority. It is essential that referrals are made to the relevant law enforcement agency to ensure that appropriate protection and support is given to the vulnerable individual, and that any evidence is collected in accordance with the law.

- All sensitive and personal data must be kept confidential (including the names of anyone who makes a report of abuse), and be shared on a strictly 'need to know basis', that is, access must be necessary for the conduct of one's official duties.
- Where a K4C employee is the subject of an investigation, the designated safeguarding officer will lead the case.

Date of last review: July 2023

Date of next review: July 2024