

# SAFEGUARDING POLICY

## GENERAL

**IcFEM Dreamland Mission** is a grant-making body that does not, in the normal course of its business in the UK, come into direct contact with young persons or vulnerable adults.

However, the Trustees also acknowledge that they make regular grants to IcFEM Kenya, a Christian Mission that works predominantly with vulnerable children and adults, which means that the work of IcFEM Dreamland Mission therefore includes indirect contact with children and vulnerable adults, as well as direct contact when visiting Kenya. Whilst it is not practically possible for the UK Trustees of IcFEM Dreamland Mission to monitor safeguarding in Kenya on a day-to-day basis, the Trustees will ensure that adequate policies are put in place by IcFEM-Kenya and will review them from time to time.

This Safeguarding Policy aims to identify potential risks and to prevent and/or identify any possible future abuse, whether sexual, physical, emotional, mental, financial or spiritual, which may occur through the activities of IcFEM Dreamland Mission or IcFEM Kenya.

## IcFEM DREAMLAND MISSION

- 1 All Trustees and staff of IcFEM Dreamland Mission will be subject to DBS checks and will be required to read and implement all relevant Safeguarding policies and procedures.
- 2 The Trustees will appoint one of their number to take overall responsibility for safeguarding. He or she will be clearly identified on the website as the Safeguarding Trustee with contact details and will be the first port of call in the event of any incident or enquiry. The Safeguarding Trustee will keep a central record of DBS checks.
- 3 The Safeguarding Trustee will be appropriately trained and will arrange regular training for all IcFEM Dreamland Mission Trustees, staff and volunteers.
- 4 The Trustees will foster a culture of a caring and safe community and treat all staff, volunteers, donors and recipients with respect.
- 5 The Trustees will challenge any perceived abuse of power.
- 6 In the event of a complaint or indeed of a suspicion of any level of abuse of a person or of authority, this will be investigated without delay by the Safeguarding Trustee, taking advice from independent agencies as necessary.
- 7 If substantiated, the Safeguarding Trustee will notify the proper authorities or take appropriate action.
- 8 The Trustees will review the safeguarding policies of IcFEM-Kenya from time to time when visiting the mission as well as receiving the documented policies. IcFEM-Kenya will be asked to provide an annual report to the IcFEM Dreamland Mission Trustees on progress in implementing their Safeguarding policy.
- 9 The Trustees will insist that IcFEM-Kenya adheres to all current regulations on safeguarding from the Kenyan Government.
- 10 Whenever possible the Trustees will use any opportunity provided by visits to Kenya to offer ongoing training and support for IcFEM-Kenya staff and volunteers.

## **IcFEM KENYA**

- 1 IcFEM Kenya is a Christian Mission at whose heart is the transforming of poor rural communities. Specifically it adheres to and promotes the teaching of Jesus Christ that they should protect widows and orphans and help the weak and vulnerable in their community to rise above their poverty. As such, safeguarding is at the centre of their very existence.
- 2 However, contact with vulnerable people gives rise to risks that need to be carefully managed. The following areas of interaction with vulnerable people are identified:
  - a. Dreamland Education Centre and Secondary sponsored students.
  - b. Dreamland Mission Hospital.
  - c. IcFEM HQ staff.
  - d. Transformation Units in the villages and areas.
  - e. Visitors to the Mission from overseas.
- 3 Individual policies for each of the above are required covering the following areas:
  - a. Establishing a culture of care, nurture and respectful ministry in all its dealings.
  - b. Safeguarding and protecting young people and vulnerable adults.
  - c. Ensuring that senior staff are identified and trained to be responsible for safeguarding. The IcFEM-Kenya cascade structure lends itself to rolling out safeguarding training, once formalised, throughout the organisation.
  - d. Emphasising that safeguarding is the responsibility of all members of the mission.
  - e. Ensuring that the people responsible for safeguarding are widely publicised e.g. on highly visible notices and on the website, with people encouraged to come forward in a safe and confidential environment.
  - f. Ensuring that complaints or suspicions of abuse of vulnerable persons will be investigated without delay by the safeguarding officer.
  - g. Ensuring that written reports of any complaint or disclosure will be made and passed on to the relevant authorities and the IcFEM Dreamland Mission Safeguarding Trustee without delay.
  - h. Ensuring that any abuse of power will be challenged without delay especially where it involves a person in a position of trust.
  - i. Ensuring that the mission will also endeavour to provide pastoral care to anyone affected.
  - j. Insisting that the Safeguarding Officer will maintain all confidential safeguarding records for inspection by the Kenyan authorities and from time to time by the IcFEM Dreamland Mission Safeguarding Trustee.

## **Legislation**

The principal pieces of international and UK legislation governing this policy are:

### **International (and ratified by both the UK & Kenya)**

United Nations Convention on the Rights of the Child (UNCRC) 1989 - Covers all aspects of a child's life and sets out the civil, political, economic, and cultural rights that children everywhere are entitled to. Explains how adults and governments must work together to make sure all children can enjoy their rights.

United Nations Convention on the Rights of Persons with Disabilities (CRPD) 2007 - A major step toward changing the perception of disability. Ensures that societies recognise that all people must be provided with the opportunities to live life to their fullest potential.

## **England & Wales**

Safeguarding Vulnerable Groups Act 2006 - Established a single body to make decisions about individuals who should be barred from working with children and to maintain a list of these contacts.

Children Act 1989 - Provides the legislative framework for child protection in England.

Children Act 2004 - Strengthens the 1989 Act. Encourages partnerships between agencies and creates more accountability.

Working Together to Safeguard Children 2015 - Statutory guidance on inter-agency working to safeguard and promote the welfare of children for anyone working with children in England – produced by DfE – an update on the 2013 version.

The Care Act 2014 - Sets out responsibilities for protecting adults with care and support needs from abuse or neglect.

Public Interest Disclosure Act 1998 - Protects whistleblowers from detrimental treatment from their employer.

The Protection of Freedoms Act 2012 - Key changes affecting criminal records checks and disclosure and barring arrangements, inc. a new definition of 'regulated activity'.

Equalities Act 2010 - Harmonised all equality law such as the Disability Discrimination Act 1995, Race Relations Act 1976, Sex Discrimination Act 1975, and strengthened the law against discrimination and harassment related to personal characteristics.

The importance of Safeguarding has been highlighted by recent high-profile sexual abuse scandals including:

- Charities - 2018 Oxfam Haiti sex scandal following 2010 earthquake.
- Churches - Catholic church – abuse by priests covered up by leadership.
- 2012 Jimmy Savile – 450 historical cases disclosed posthumously.
- Organisations - 2018 UK Football coach Barry Bennell found guilty of abusing boys in 1980s.

It is therefore imperative that charities, including IcFEM Dreamland Mission, have robust Safeguarding policies and procedures in place.

## **Definitions**

*Vulnerable*: In the context of charities safeguarding 'vulnerable' beneficiaries, the UK Government uses the term 'vulnerable' to refer to children and young people under 18 years of age or to adults who are in receipt of a regulated activity. For the purpose of this document, it also refers to people living in poverty, who may be particularly susceptible to exploitation and abuse, although it should be noted that under UK legislation people are not recognised as 'vulnerable' simply because they are poor.

*Safeguarding*: is about embedding practices throughout the organisation to ensure the protection of children and/or vulnerable adults wherever possible. The Charity Commission defines safeguarding and

promoting the welfare of vulnerable groups and children as: 'protecting from maltreatment, preventing impairment of health or development, and ensuring children grow up in circumstances consistent with the provision of safe and effective care'.

*Protection:* child and adult protection is about responding to circumstances that arise. It is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific groups or children who are suffering, or are likely to suffer, significant harm. It is expected that all charities aim to proactively safeguard and promote the welfare of their beneficiaries so that the need for action to protect them from harm is reduced.

*Abuse:* is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including: Physical abuse; Sexual abuse; Emotional abuse; Bullying; Neglect; Financial (or material) abuse, Spiritual abuse.

*Definition of a child:* A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

*Definition of Vulnerable Adults:* A vulnerable adult is a person aged 18 years or over who is in receipt or regulated activity. This may include a person who is elderly and frail, has a mental illness including dementia, a physical or sensory disability, a learning disability, a severe physical illness, is a substance misuser, or is homeless. People affected by the conditions of poverty and inequality, may also be particularly susceptible to exploitation and abuse, and therefore may be deemed vulnerable.

*Direct contact with children and/or vulnerable adults:* Being in the physical presence of a child or children or vulnerable adult in the context of the organisation's work, whether contact is occasional or regular, short or long term.

*Indirect contact with children and/or vulnerable adults:* a) Having access to information on children and/or vulnerable adults in the context of the organisation's work, such as children's names, locations (addresses of individuals or projects), photographs and case studies. b) Providing funding for organisations that work 'directly' with children and/or vulnerable adults, and therefore confers upon the donor organisation responsibility for child protection issues.

## **Responsibilities**

Safeguarding is the responsibility of everyone. Anyone who hears a disclosure, or notices any matter of concern must listen carefully, record details in writing and refer the report to the Safeguarding Trustee, or to the Police or Social Services if someone is in immediate danger.

- **Recognise signs of concern**
  - Does it look right?
  - Does it sound right?
  - Does it feel right?
- **Respond to disclosures**
  - **Tell me about...**
  - **Explain to me...**
  - **Describe to me...**
- **Record disclosures or concerns**

- **Who?**
- **What?**
- **Where?**
- **When?**
- **Write down**
- **Report**
  - To Safeguarding Officer

All staff and volunteers (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. IcFEM Dreamland Mission expects all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Trustees have a duty of care to their charity which includes taking necessary steps to safeguard its vulnerable beneficiaries - they must, by law, always take responsibility for them, act in their best interests and ensure as trustees they take all reasonable steps to prevent any harm to them. Trustees also have duties to manage risk and to protect the reputation and assets of the charity Trustees have responsibility to ensure:

- The policy is in place and appropriate
- Liaison with and monitoring the Safeguarding Trustee's work
- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented.

The Safeguarding Trustee's responsibilities are:

- Ensure the policy is accessible
- Ensure the policy is implemented
- Ensure the policy is monitored and reviewed
- Promoting the welfare of children and vulnerable adults
- Ensure staff (paid and unpaid) have access to appropriate training/information
- Keep up to date with local arrangements for safeguarding and DBS
- Develop and maintain effective links with relevant agencies.
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Take forward concerns about responses

### **Related policies**

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures, ensuring safeguarding is embedded within the organisation. These include:

Whistleblowing, Grievance and disciplinary procedures, Health and Safety policy, Equality & Diversity policy, Data protection, Confidentiality, Staff induction, Staff training etc.

### **Safe recruitment** (applies to staff in UK and Kenya as indicated below)

IcFEM Dreamland Mission ensures safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details – 'recruitment is done in line with safe recruitment practices'.

- Job/role descriptions for all roles will contain reference to safeguarding responsibilities.
- Interviews are conducted according to equal opportunity principles

### **Professional Boundaries**

Professional boundaries define the limits of a relationship between a member of staff (paid or unpaid) and a beneficiary ensuring the correct detachment is kept in place. IcfEM Dreamland Mission expects staff and volunteers to protect the professional integrity of themselves and the organisation in order to carry out its aims and objectives of reducing poverty and improving lives.

The following professional boundaries must be adhered to:

- Do not shame, humiliate, or use abusive language, punishment or chastisement.
- Do not pass on beneficiaries' contact details to our supporters/major donors and vice versa
- Do not accept money as a personal gift - all donations to IcfEM Dreamland Mission, received by staff (paid or unpaid) on behalf of the organisation, will be declared and recorded.
- Do not borrow money from or lend money to beneficiaries, and do not accept responsibility for any valuables on behalf of a beneficiary.
- Do not accept gifts/rewards/hospitality from any organisation as an inducement for them either doing/not doing something in their official capacity.
- Do not ask for anything in exchange for assistance through our programmes.
- Do not engage in sexual exploitation of or sexual exchanges with beneficiaries – no sexy talking, looking or touching or the offer of employment in exchange for sex to potential staff (paid or unpaid).
- Avoid spending time alone with a child/children or vulnerable adult including in cars, rooms or their homes.
- Photography and video of children or vulnerable adults should not be taken without permission or in a way intended to belittle, shame or degrade any child or vulnerable adult.

### **Reporting to the Charity Commission:**

The commission expects trustees to report concerns to them as serious incidents when they arise. The commission's published guidance explains how trustees should report serious incidents to it and what information it needs. The guidance states that serious incidents should, as a matter of good practice, be reported to the commission immediately. However, it is common sense that trustees will need some time to gather information to establish the facts following an allegation or incident. Clearly there is a balance to be struck between fact finding and timely reporting and trustees will need to exercise their discretion and judgement in the circumstances.

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