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## Introduction

This policy is an abbreviated version of the full CICRA safeguarding policy and procedures which can be found by emailing us at [safeguarding@cicra.org](mailto:safeguarding@cicra.org). It is designed to give a brief understanding of how to recognise and report a safeguarding concern or allegation within CICRA whilst explaining the core principles which underpin the full version of the CICRA safeguarding policy and procedures

Safeguarding is extremely important to CICRA, sitting at the heart of our work, and is a key priority. We believe that no one should ever have to experience or risk experiencing abuse, exploitation or neglect and we are committed to proactively safeguarding and promoting the welfare of our ultimate beneficiaries and staff and those of our partners and to taking reasonable steps to ensure that those who meet CICRA, or its work do not, as a result, come to any harm.

Ensuring the safety and protection of our beneficiaries is an essential aspect of our charity. Unless individuals are safe and treated well, with dignity and respect, it is impossible for them to realise their potential or to benefit fully from the work and activities supported by CICRA. We believe that no one should ever have to experience or risk experiencing abuse, exploitation or neglect and we are committed to proactively safeguarding and promoting the welfare of our beneficiaries and staff.

Although CICRA is not a child protection agency, CICRA has a general duty of care as an organisation to exercise due diligence and take all reasonable steps in regard to the safeguarding of children and adults.

This Safeguarding Policy and Procedures applies throughout the UK.

This Policy and Procedure relates specifically to safeguarding children and adults at risk pursuant to the various statutory and regulatory regimes applicable within the UK.

This Policy and Procedure does not apply to complaints or concerns relating to staff members' own personal circumstances, such as the way they have been treated at work and/or by colleagues, or information which relates to suspected wrongdoing, dangers at work or general misconduct. In those cases, staff should use the procedures set out in CICRA's Whistleblowing policy and/or Disciplinary Procedures/Grievance Procedure, as appropriate.

To the extent that volunteers, beneficiaries, or members of the public have complaints about CICRA, its staff or partners that do not relate specifically to the welfare of children and adults at risk, they should follow the procedures set out in CICRA's Complaints Policy.

To make its policy commitments a practical reality, CICRA will put in place and/or strengthen a range of measures that focus on making sure that CICRA's safeguarding policy and procedures within this document are in place, and that CICRA board members, staff and volunteers are supported to understand and work within the provisions of these procedures.

CICRA will also ensure that the measures within the Policy and Procedures are fully and effectively integrated into all CICRA's activities, and that they are subject to monitoring and review.

CICRA staff will receive regular appropriate training/briefing on their responsibilities and obligations under the Policy and Procedures.

The procedures in this document will protect children, and adults at risk, and may be used before any findings in criminal, civil or disciplinary proceedings are made.

This Policy and Procedure outlines CICRA's safeguarding responsibilities to inform statutory agencies of concerns and allegations without first informing the parents. CICRA will always aim to work with parents but there will be occasions when a safeguarding a concern or allegation will have to be referred to a statutory agency without the knowledge of a parent.

## Purpose

- to protect children and adults at risk who engage with CICRA
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding of children and adults at risk;
- to enable staff to ensure our delivery partners have effective policies and processes for safeguarding children and adults at risk to meet legal duties and take appropriate positive steps.

## Terms

A **safeguarding concern**:

- is a concern about the safety or well-being of a child or adult because of something that has been seen or heard, or information that has been given
  - includes **a safeguarding concern about children or adults who are connected to CICRA through** employment, volunteering or as beneficiaries,
- includes **a safeguarding concern in connection with other people outside of CICRA staff**, volunteers, and also those outside staff and volunteers from a CICRA Partnership Organisation

A **safeguarding allegation** is:

- an allegation made about a safeguarding concern against a CICRA member of staff or volunteer, or staff and volunteers from a CICRA Partnership Organisation.

A **person subject of the concern** is:

- the person who is the **victim** of the safeguarding concern or allegation.

A **person of concern** is:

- the person **alleged to have committed** the safeguarding concern or allegation.

A **Partnership Organisation** is:

An organisation whose work with CICRA involves direct contact, either in person or online, with children or adults at risk.

## Scope

The safeguarding policy and procedures apply to all CICRA staff, volunteers, and partner organisations.

## Board Members

CICRA Board of Trustees act always in the best interests of CICRA and its beneficiaries, so they are expected to comply with the Policy and Procedures.

## CICRA Staff

Compliance with this Policy and Procedure is mandatory for all CICRA board members, the Management Team, employees, contractors, volunteers, and CICRA Staff. This includes anyone who works for, or is engaged by CICRA, either in a paid or unpaid, full-time, or part-time capacity.

## Partnership Organisations

These Policy and Procedures also apply to partner organisations with whom CICRA works, if this work involves direct contact, either in-person or on-line, with children and/or adults at risk. CICRA expects partnership organisations to fully support the values and commitments set out in these Policy and Procedures. CICRA recognises that some may already have policies and measures in place, but they must also agree to the standards and measures set out in these Policy and Procedures.

## Legal Framework for safeguarding children and adults at risk

CICRA operates in the UK, all of whom have different laws but the interpretations of what a child and adult at risk are broadly the same. Any safeguarding decisions will take due cognisance of the different legislation and guidance of the relevant jurisdiction.

The legal framework that exists around safeguarding of children and adults at risk in the UK is varied and comprehensive. For a full list of legislation and guidance for the different jurisdictions of the UK, see the full version of the safeguarding policy and procedures.

### Children

The approach CICRA takes is based on, and reflects, the UN Convention of the Rights of the Child within which:

- the welfare of children is paramount;
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse;
- some children are additionally vulnerable because of the impact of previous trauma, their level of dependency, individual communication needs or other issues;
- working in partnership with children, their parents / carers and other agencies is essential in promoting their welfare especially with Health and education.

The principles of safeguarding children legislation and guidance

The approach CICRA takes reflects these further principles:

- Protecting children from abuse and maltreatment;
- Preventing impairment of children's health or development;
- Aiming that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

### Safeguarding Adults

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. (Care and Support Statutory Guidance 2018 s.14.7).

## **Safeguarding Commitments to Keep Children and Adults at Risk Safe**

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and adults at risk wherever possible and dealing sensitively and appropriately with the situation should any incident arise.

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.

CICRA is committed to ensuring continual improvement in safeguarding practice and will make sure that safeguarding considerations are integrated into all aspects of CICRA. To support this, CICRA has endorsed 7 policy commitments:

1. All CICRA Staff will strive to create and maintain a safe and trusted environment by valuing, listening to and respecting all children and adults at risk. There will be zero tolerance for behaviour which is not consistent with CICRA's safeguarding expectations. This will be achieved by:
  - staff and volunteer training, including induction for new staff and Board members;
  - effective supervision;
  - effective communication;
  - carrying out a risk assessment of safeguarding matters prior to commencement of new projects, programmes or initiatives and continually reviewing it through the programme's lifecycle;
  - including safeguarding risks in its risk register which is reviewed and updated annually at board meeting;
  - organisational learning from past incidents/concerns and implementing any learning points that arise;
  - monitoring compliance with this policy and its procedures through effectively implemented quality assurance arrangements that ensure consistency and compliance throughout the organisation; and having a robust code of conduct for CICRA Staff which clearly sets out the ethos and values of behaviour acceptable to CICRA.
2. CICRA will carry out appropriate due diligence on partnership organisations, ensure that they have an effective safeguarding policy and procedures which ensure that the ethos, values, and practices of CICRA are reflected within them and that there are appropriate onward reporting requirements. This will be achieved by ensuring CICRA's expectations and requirements regarding safeguarding are clearly set out in our agreements and contracts with partnership organisations.
3. CICRA will have specific procedures in place to select and carry out the highest level of vetting to which it is entitled for all people involved within it, in accordance with current legislation and government guidance. See CICRA Pre-employment Policy. This will be achieved by:

- risk assessing all roles to determine if they are eligible for a DBS check and at what level;
  - recruiting staff and volunteers safely, and ensuring all necessary vetting checks are carried out, in accordance with CICRA's Pre-employment Policy; and
  - through a robust but compassionate policy of employing and engaging with people who have positive vetting checks in accordance with the Rehabilitation of Offenders Act 1974.
4. CICRA will respond promptly to every safeguarding concern and allegation which is raised with them. This will be achieved through:
- ensuring all Staff are aware of their responsibilities to report concerns and of steps to take/who go to report such concerns;
  - ensuring that safeguarding concerns are addressed promptly and through the appropriate channels;
  - the appointment of a nominated safeguarding lead (details of which are in section 6 of this policy);
  - robust safeguarding procedures which reflect best practice;
  - handling, recording, and storing information in accordance with CICRA's Privacy Policy and Data Protection Policy;
  - correct application of our relevant HR policies and procedures if a safeguarding allegation is made against a member of staff, with appropriate oversight from a Safeguarding Lead;
  - reporting safeguarding incidents, allegations or concerns to external authorities and regulators, as appropriate, and in accordance with best practice. CICRA will fully risk assess such reporting to ensure that making a report is not likely to cause further harm to individual(s); and
  - an ethos of learning through robust audit and quality assurance procedures and implementing any learning.
5. CICRA will treat those raising safeguarding concerns or allegations with respect and dignity. This will be achieved by:
- maintaining an anti-bullying and harassment environment and ensuring that CICRA has a policy and procedure to help us deal effectively with any bullying that does arise;
  - people will receive a compassionate response, be listened to and be taken seriously; and
  - CICRA will offer appropriate support to all those affected.
6. CICRA will treat those that are subject of safeguarding concerns or allegations with respect and dignity. CICRA will hold those who have been involved in causing harm or pose a risk of harm to account through appropriate disciplinary process and/or external reporting to relevant authorities (where it is safe to do so).
7. CICRA will take all reasonable steps to support people through this process, ensuring our relevant policies are understood and used appropriately to set clear expectations of behaviour and enable action to be taken.

## Recognising a safeguarding concern

Poor safeguarding practice takes place if staff or volunteers fail to fulfil the highest standards of safeguarding care and support for those that are most vulnerable or fail to act in accordance with the Policy. Poor safeguarding practice can cause harm if it is allowed to continue. This is unacceptable and will be treated seriously with appropriate action. Please see the **Disciplinary Procedures in the CICRA Employee Handbook**.

## Receiving a Safeguarding Concern or Allegation

It can be difficult and distressing to receive a safeguarding concern or allegation, and to recognise signs of harm and abuse. This is called a **safeguarding disclosure**.

However, it is **not the role of CICRA staff to decide if harm has occurred or investigate safeguarding concerns and allegations**, as this will be done by safeguarding and children protection professionals.

The **role of all CICRA staff is to report any concerns or allegations** to CICRA's Safeguarding Officer.

## Reporting Process for a Safeguarding Concern or Allegation

To assist in creating and maintaining a safe environment, **all CICRA staff and volunteers must report all safeguarding concerns and allegations** to the Designated Safeguarding Officer, except when the concern or allegation relates to the DSO, in which case the safeguarding concern is sent straight to the Chair of Trustees.

### Reporting Structure within CICRA





All safeguarding concerns or allegations, however minor, must be reported to a Safeguarding Officer for consideration.

As soon as a safeguarding concern or allegation is received by anyone:

- As soon as is practicably possible or within 24 hours of receiving information about a safeguarding concern or allegation, refer the matter to the DSO.
- If the DSO is not available or is subject to the concern or allegation, then this must be referred direct to the Chair of Trustees or safeguarding agency. If it referred external to CICRA then within 24 hours, it must be reported to the DSO or Deputy DSO.

### Emergency Reporting of a Safeguarding Allegation or Concern

In cases of emergency where a child or adult at risk appears to be at immediate risk of harm, take the following action:

- Dial the **emergency number** relevant for the jurisdiction i.e., 999 (UK), 911 (USA), etc.;
- Contact a Designated Safeguarding Officer following this, to let them know what action has been taken, decisions made and any outcomes.

It is the responsibility of everyone within CICRA to ensure those who may need protection are not left at risk.

***PLEASE ENSURE YOU READ THE FULL VERSION OF CICRA SAFEGUARDING POLICY AND PROCEDURES AS THERE ARE ADDITIONAL RESPONSIBILITIES PLACED ON EACH OF YOU. TO COMPLY WITH ALL YOUR RESPONSIBILITIES AND THE CICRA CODE OF CONDUCT PLEASE ENSURE YOU READ THE FULL VERSION.***