

**Friends of Kipkelion Charitable Trust
Child and Vulnerable Adult Safeguarding Policy
September 2016**

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Introduction

- This document sets out the policy of the Friends of Kipkelion Charitable Trust (“Friends of Kipkelion”) on safeguarding children, young people and vulnerable adults.
- It includes a code of behaviour for use by trustees and volunteers both in the UK and overseas. It also describes categories of abuse that Friends of Kipkelion will not tolerate.
- Through its various programmes Friends of Kipkelion works directly with children, young people and vulnerable adults. We have undertaken to implement this policy in relation to any trustee or volunteer, working overseas or in the UK, who comes into contact with children or vulnerable adults in the course of their work.
- The Policy and Procedures are available for inspection by others outside Friends of Kipkelion who want to know how we safeguard children, young people and vulnerable adults.
- Friends of Kipkelion acknowledges the need to make explicit and visible our determination that our work and activities must promote the safety and security of children, young people and vulnerable adults.

Policy Objective

- Friends of Kipkelion’s objective in adopting this policy is to prevent and reduce the risk of significant harm to children, young people and vulnerable adults from abuse or other types of exploitation.

Policy Aims

The aims of the Policy are as follows:

- Raising the awareness of the duty of care responsibilities relating to children, young people and vulnerable adults among all Friends of Kipkelion’s trustees and volunteers.
- Actively encouraging good practice among all trustees and volunteers of Friends of Kipkelion and promoting wider awareness wherever possible i.e. among partnership organisations and other stakeholders.
- Creating a safe and healthy environment for all our services, avoiding situations where abuse or allegations of abuse may occur.
- Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults.
- Ensuring that we listen to children, young people and vulnerable adults.

- Minimising dangers and working closely with other agencies.
- Actively ensuring that trustees and volunteers who work with children, young people and vulnerable adults adopt best practice to safeguard and protect those people from abuse
- Recognising that child protection policies are designed not only to keep children and vulnerable adults safe from harm but also to safeguard adult members working with them from being falsely accused
- Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedures.
- Requiring trustees and volunteers to adopt and abide by this policy and procedures and code of conduct.

Specific Objectives

- To provide appropriate training for trustees and volunteers to enable them to recognise the potential signs and indicators of abuse and to improve good practice.
- To aid trustees and volunteers to respond sensitively and seriously to a child or young person or vulnerable adult who discloses information about abuse, and be confident and able to take appropriate action swiftly, regardless of whom the allegation is about, e.g. carer/trustee.
- To maintain a level of good working practice at all times and therefore reducing the risk to children, young people and vulnerable adults under the care of our trustees and volunteers.
- To promote the general welfare and wellbeing of children, young people and vulnerable adults during and within the programmes we support.
- To develop and implement effective procedures for recording and responding to complaints of alleged or suspected abuse.

Core Statements

- In line with the UN Convention on the Rights of the Child (UNCRC), for the purposes of this policy, Friends of Kipkelion regards children and young people as any person under the age of 18 years (UNCRC Article 1).
- A vulnerable adult may be defined as any person who lacks the absolute most basic human life skills by reason of not having learned them through the formative years or childhood, adolescence and young adulthood. The main cause is usually a clinical-

level cognitive impairment but could also have been caused and/or exacerbated by the long term effects of abuse and severe neglect from an early age.

- “Trustees” refers to individuals who serve as trustees of the Friends of Kipkelion Charitable Trust.
- “Volunteers” refers to a range of individuals who are committed to working with and supporting Friends of Kipkelion. It includes volunteers who travel to Kenya; volunteers who support the work done in the UK on awareness raising, fundraising etc; volunteers involved in school link programmes. We acknowledge that on occasion volunteers can be under 18 years of age and as such would themselves be within the age range that this policy is designed to protect.
- This policy applies to all children and vulnerable adults with whom Friends of Kipkelion has contact regardless of gender, religion or ethnicity.
- Friends of Kipkelion recognises that vulnerable adults may also be in need of particular protection, and recognises that the needs and concerns of this group may be different from those of children. We will extend this policy to include specific commitments relevant to this group.
- Friends of Kipkelion and all its trustees and volunteers undertake to do all in our power to create a safe environment for children, young people and vulnerable adults and to prevent their physical, sexual or emotional abuse.
- Friends of Kipkelion is committed to acting at all times in the best interests of children and vulnerable adults, seeing these interests as paramount. We will do this in line with the guidance published by the Department for Education and the Home Office for the safeguarding of children, following these steps –
 1. Ensure best practice in the recruitment of trustees and volunteers, which includes DBS vetting, taking up of references, good HR practices in interviewing, induction training, probation and ongoing supervision and management;
 2. Ensure that trustees and volunteers are aware of how to recognise signs of child abuse or neglect;
 3. Develop guidance and procedures for trustees and volunteers who may have reasonable grounds for concern about the safety and welfare of children involved with the organisation.
 4. Identify a designated person [for the time being, Nicholas Kyrke-Smith] to act as a liaison with outside agencies and a resource person to any staff member or volunteer who has child protection concerns. The designated person is responsible for reporting allegations or suspicions of child abuse to the Metropolitan Police.
 5. In addition to these steps Friends of Kipkelion will also –
 - Ensure that MOU’s with local partners in Kenya contain relevant reference to protection of children, young people & vulnerable adults

- Keep the issue on the agenda at all partner meetings to ensure protection of all trustees & volunteers and protect the rights of children, young people and vulnerable adults.
- Verify that partners in Kenya also have a policy in place for the protection of children, young people and vulnerable adults.

UN Convention on the Rights of the Child (UNCRC)

This policy is informed by a set of principles that are derived from the UNCRC and include:

- All children have equal rights to protection from abuse and exploitation
- Each child has a fundamental right to life, survival and development.
- All children should be encouraged to fulfil their potential and inequality around discrimination should be challenged.
- Children will be assured the right to express their views freely and this will be given due weight in accordance with their age and level of maturity. We will not discriminate against the child. The child will be treated with respect irrespective of gender, nationality or ethnic origin, religious or political beliefs, age, physical or mental health, sexual preference and gender identity, family, socio-economic and cultural background or any history or conflict with the law.
- Everybody has a responsibility to support the care and protection of children.
- Friends of Kipkelion has particular responsibilities to children with whom we come in contact through our programmes in Kenya. No child must come to harm as a result of their engagement with Friends of Kipkelion.

Definition of Abuse

- Abuse is the violation of an individual's human and civil rights by any other person or persons. This occurs in many forms and may consist of a single act or repeated acts. It may also be shown by a failure to act in order to protect vulnerable people.
- Abuse occurs when adults or other children hurt children or young people under the age of 18 or vulnerable adults, either physically or in some other way. In the majority of cases, the abuser is someone the child or young person knows well, such as a parent, friend or relative.
- There are four main kinds of abuse:
 - **Physical abuse** is actual or likely physical injury to a child or vulnerable adult, such as hitting, kicking or shaking, where there is definite knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented.
 - **Emotional abuse** is harm done by persistent or severe emotional ill-treatment or rejection, such as degrading punishments, threats, not giving care and affection and bullying, resulting in adverse effects on the behaviour and emotional development of a child or young person or vulnerable adult.

- **Neglect** occurs when basic needs such as food, warmth and medical care are not met, or when there is failure to protect a child or vulnerable adult from exposure to any kind of danger, resulting in serious impairment to their health or development.
- **Sexual abuse** occurs if a child, young person or vulnerable adult is used for the sexual gratification of the adult – whether or not they are pressured or forced. Sexual abuse includes incest, rape and fondling. It may also include non-contact activities such as showing pornography or internet based activity. Sexual abuse may involve siblings or other family members, or persons outside the family.
- Abuse may be current or recent, or in some cases, historical, i.e. an adult may disclose sexual abuse that took place when he/she was a child. Abuse may be carried out by adult men or women, or by siblings or other young people.
- There are some groups of children and young people who are particularly vulnerable; children with disabilities are among these, and children from ethnic minority communities who may be particularly vulnerable if their communities suffer from discrimination. Children who are refugees or asylum seeking, and children living in residential care are also among these groups. Abuse may also take place in families in which there is alcohol or drug abuse, domestic violence or mental health problems.
- Although the statutory protection defines children and young people as those under the age of 18, care should also be taken of adults who are vulnerable through disability or other factors.

Friends of Kipkelion Safeguarding Procedures

Recruitment of Trustees and Volunteers

- All candidates will be asked to describe their previous experience of working with children, young people or vulnerable adults and to provide a referee who can comment on their work in this context.
- Candidates (whether trustees or volunteers) will sign a declaration stating that there is no reason why they might be deemed unsuitable for working with children or vulnerable adults and being in their company.
- DBS vetting (or equivalent police check depending on where the candidate is from) will be undertaken for all persons taking up an assignment which might bring them into contact with children or vulnerable adults.

Ensuring Awareness and Prevention

- Friends of Kipkelion's commitment to child protection will be stated in appropriate corporate documents and on our website. We will make our policy and procedures available to anyone who requests them.
- We will ensure that all trustees and volunteers are aware of the Child Protection Policy and have access to a copy. This will also form part of our training programme for prospective members.
- We expect all trustees and volunteers to follow the code of behaviour. Trustees and volunteers should make every effort to avoid situations in which they are lone adults working with one or more children. If urgent or practical circumstances result in such a situation occurring, trustees and volunteers should resolve it as soon as possible and note it to their colleagues. In any activity involving children or vulnerable adults, their parents, teachers or other relevant responsible adults should be present.
- All trustees have the responsibility for ensuring that their co-workers are aware of the Policy and for reminding them of its provisions when the need arises.
- Any trustee or volunteer planning events should ensure that child protection issues are considered as part of the risk analysis and/or health and safety arrangements.
- - In planning or co-ordinating multi-agency or coalition or network organised events and activities, we will ensure that child protection considerations have been taken into account if relevant.

Dealing with Disclosures and Suspicion

- Friends of Kipkelion recognises that disclosures (i.e. when a specific allegation of abuse is made against a named individual) and suspicion (i.e. when concern is expressed about abuse that may have taken place or be in prospect) should always be reported to the statutory authorities who have sole responsibility for investigating complaints.
- While the matter is being investigated by the statutory authorities the trustee or volunteer may be asked to step aside from the activities of the organisation.
- Any information offered in confidence should be received on the basis that it will be shared with relevant people in authority.
- Parents or carers will also be informed if appropriate. Apart from this, careful confidentiality will be observed.

If a child, young person or vulnerable adult tells you they are being, or have been, abused:

- Listen to and accept what they are saying.
 - Do not investigate, and do not inform, question or confront the alleged abuser.
 - Take the alleged abuse seriously.
 - Reassure the child, young person or vulnerable adult that they have done the right thing by telling you.
 - Let them know you need to tell someone else. Do not promise total confidentiality.
 - Let the child, young person or vulnerable adult speak freely but do not press for information.
 - Let the child, young person or vulnerable adult know what you are going to do next and that you will let them know what happens.
 - Record carefully (on the form below) what you have heard whilst it is still fresh in your mind. Include the date and time of your conversation and any incident disclosed.
- If any trustee or volunteer suspects abuse, or if a child, young person or vulnerable adult makes a disclosure, or if a person external to Friends of Kipkelion reports a suspicion or allegation relating to trustees or volunteers, the following steps should be taken:
 - Avoid any delay.
 - Report this to the person designated as the Child Protection Officer
 - If the suspicion or allegation relates to activities or persons working in a school or in another setting, ensure that the relevant Child Protection Officer or other appropriate authority is also informed.
 - The Child Protection Officer will ensure a report is made and given to the appropriate Social Services Department and Police Station. However, if urgent action is required to protect children this should be done immediately.

- No staff member or volunteer will prejudice their own standing or position within Friends of Kipkelion by responsibly reporting potential or suspected child abuse.

Friends of Kipkelion's Responsibilities

Following the Child Protection Guidance published by the Department of Health and Social Security -

- If a trustee or volunteer is the subject of an allegation of child abuse, that member will be asked to withdraw from their work until an investigation has been completed. In all cases, it should be made clear that suspension does not imply guilt but rather protects all parties whilst an investigation is undertaken.
- Friends of Kipkelion will see that the statutory authorities are informed if a disclosure of abuse takes place in which the alleged abuser is a trustee or volunteer of Friends of Kipkelion, or the incident has taken place in connection with our activities.
- If a trustee or volunteer or anyone closely associated with our work in some recognisable capacity is found to have committed acts in relation to children which are criminal or which contravene in a serious way the principles and standards set out in this policy, FOK will take disciplinary action and/or any other action which may be appropriate to the circumstances. If trustees or volunteers are found to have committed such acts, their association with Friends of Kipkelion will be ended.

Reviewing this policy and reporting to the Trustees

- Friends of Kipkelion will ensure that this policy is reviewed annually and that an annual report on any incidents relating to child protection is made to its governing body.

Code of Behaviour

There are some simple rules and procedures that will minimise the risk of an incident occurring or being alleged. Most of these are common sense and will already be followed, but it is important that trustees and volunteers specifically check that they are being implemented in any event which involves children, young people or vulnerable adults.

- Treat everyone with respect, recognising their right to personal privacy.
- Be aware of situations which may present risks and manage them.
- Plan and organise the event so that risks are minimised.
- Recognise that caution is required in all one-to-one situations.
- If it is a residential event, ensure that adults and children have separate sleeping accommodation.
- Provide access for children, young people and vulnerable adults to talk to others about any concerns they have.
- Encourage young people and adults to feel comfortable enough to point out attitudes and behaviour they do not like.
- Remember that someone else may misinterpret your actions, no matter how well intentioned.
- Do not spend time alone with children – plan activities so that more than one adult is present or, at least, other people are within sight and hearing.
- Do not take children alone in a car, even for short journeys, unless this is unavoidable for safety reasons. If this is unavoidable, make sure an adult carer or another member of staff is aware it is happening.
- Avoid inappropriate physical or verbal contact with others.
- Avoid being drawn in to inappropriate attention-seeking behaviour, such as tantrums or crushes
- Avoid showing favouritism to any individual.
- Never make suggestive remarks or gestures, even in fun.
- Do not engage in rough physical games including horseplay.
- Do not engage in sexually proactive or provocative games.
- Do not do things of a personal nature for children, young people and vulnerable adults that they can do themselves, e.g. assist in changing clothes.

N.B. It may sometimes be necessary to do things of a personal nature for children, young people and vulnerable adults, particularly if they are very young or are disabled. The tasks should only be carried out with the full understanding and consent of the parents/carers. In an emergency situation that requires this type of help, you should endeavour to have someone present and fully inform the parent/carers as soon as it is reasonably possible.

In such situations it is important that you ensure that all staff etc. are sensitive to the child, young person or vulnerable adult and undertake personal care tasks with the utmost discretion.

- Do not use the internet to access child pornography sites for any reason.
- Do not trivialise or exaggerate child abuse issues.
- Do not rely on just your good name to protect you.
- Do not believe “It could never happen to me”

DECLARATION

Friends of Kipkelion is fully committed to safeguarding the well-being of children, young people and vulnerable adults by protecting them from neglect, physical, sexual and emotional harm.

As a trustee or volunteer of Friends of Kipkelion it is important that you have taken time to thoroughly read this Child and Vulnerable Adult Safeguarding Policy.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children, young people and vulnerable adults in our care.

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Declaration:

I have read and understand Friends of Kipkelion's Child and Vulnerable Adult Safeguarding Policy and Procedures and I accept the principles therein.

Signed: _____ Date: __/__/__

Name: _____

(Please print)

Position: _____

Office: _____

This document will be retained in our records.

Reporting Templates

Part One: Person Reporting

Name

Friends of Kipkelion Trustee / Volunteer / Other (please circle relevant one)

Details of any other organisation involved

Your relationship to the child or young persons or vulnerable adult concerned

Part Two: About the Child/Young Person(s)

Name(s)

Male or female?

Age

Address

Who does the child or young person live with?

Part Three: About Your Concern

How did you come to have a concern: was abuse observed or suspected?

Was an allegation made?

Did a child disclose abuse?

Date, time and place of any incident(s)

Nature of concern/allegation

Observations made by you (e.g. child's emotional state, any physical evidence)

Write down exactly what the child said and what you said: continue on a separate sheet if necessary.

Any other relevant information? (e.g. disability? language?)

Were other children involved or aware?

Have you reported to parents or carers or any other Child Protection Personnel (including designated officer(s) and statutory authorities)?

Person(s) to whom report was made (Designated Child Protection Officer)

Time and date of reporting

Advice given

Action taken

References

Safeguarding Children and Safer Recruitment in Education- Department for Education, 2007