

## Review history

1. Oct 2017
2. February 2018
3. January 2019 (Audit Committee)
4. March 2019 (Board of Trustees)

# SAFEGUARDING POLICY

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## 1. DOCUMENT DATE AND REVIEW SCHEDULE

- 1.1 This document has been approved by the Board of Trustees on 6<sup>th</sup> March 2019.
- 1.2 This policy will be reviewed annually by the Audit Committee or when there are changes in legislation or as requested by a Unicef UK governance committee, whichever is the sooner.

## 2 RESPONSIBILITIES

- 2.1 The responsibility for the updating and approval of this policy is assigned to the Unicef UK Head of Safeguarding.
- 2.2 The responsibility for ensuring compliance with this policy rests with the Executive Team.

## 3 PURPOSE OF THIS DOCUMENT

The purpose of this Safeguarding Policy and any referenced accompanying guidance or policies, is to:

- 3.1 Ensure that everyone, including Unicef UK personnel, do not experience harassment, abuse or any other infringement of their rights whilst acting in their role for Unicef UK
- 3.2 Ensure that any adult or child we come into contact with through our work as a beneficiary, or connected to a beneficiary of our work, does not experience any abuse or harm as a result of their engagement with Unicef UK personnel.

- 3.3 Ensure specifically that the welfare of children, as the primary recipients of Unicef UK's work, remains the paramount consideration in all aspects of this work
- 3.4 Ensure all personnel understand how to implement good safeguarding practice in their role
- 3.5 Ensure all personnel know how to respond appropriately where concerns arise about specific children, vulnerable adults or other personnel
- 3.6 Provide clarity about the process that will be followed when this policy is breached

## **4 GUIDANCE AND UNICEF INTERNATIONAL CONTEXT**

This Policy has been developed with due regard to the following laws and guidance and policies.

- 4.1 The Human Rights Act 1998
- 4.2 The United Nations Convention on the Rights of the Child
- 4.3 The Children Act 1989
- 4.4 The Children Act 2004
- 4.5 The Safeguarding Vulnerable Groups Act 2006
- 4.6 The Data Protection Act 1998
- 4.7 The General Data Protection Regulations 2018
- 4.8 The Protection of Freedoms Act 2012
- 4.9 The Sexual Offences Act 2003
- 4.10 The Equality Act 2010
- 4.11 The Care Standards Act 2000
- 4.12 Working Together to Safeguard Children 2018
- 4.13 The Children (Scotland) Act
- 4.14 The Children (NI) Order 1995
- 4.15 Social Services and Wellbeing (Wales) Act 2016
- 4.16 The Care Act 2014
- 4.17 The UNICEF Global Child Safeguarding Policy 2016

## **5 DEFINITIONS**

- 5.1 Safeguarding – is a broad term that refers to all the policies, procedures and actions that an organisation takes and puts in place to ensure that anyone

working on their behalf, and anyone benefitting from the work they are doing, does not come to any harm, either intended or unintended, as a result of this work taking place. It includes both policies and procedures and the culture within the organisation that either promotes or hinders best safeguarding practice.

- 5.2 Child - anyone under the age of 18 years old
- 5.3 Child Safeguarding - refers to all the actions we take to keep all children we come into contact with safe. It includes the proactive measures we put in place to ensure children do not come to harm as a result of our contact with them
- 5.4 Child Protection - refers to the actions we take when we have specific concerns that a particular child is at risk of significant harm
- 5.5 Adult safeguarding – refers to all the actions we take to ensure that any adults we come into contact with through our work, or who work on our behalf are safe. It includes adults connected to the children we are seeking to benefit and adults that are included in the definition of Unicef UK personnel.
- 5.6 Unicef UK personnel – anyone acting on behalf of Unicef UK in any capacity including (and not limited to), employees, volunteers, production teams, Trustees, field trip participants, community fundraisers and Ambassadors.
- 5.7 Dignity at work – describes the right for everyone to be treated with respect in the workplace, as well as the duty of everyone to behave in a dignified and respectful way towards others
- 5.8 Whistleblowing – describes the act of speaking out about certain types of wrongdoing at work which you believe to be in the public interest
- 5.9 Adults at risk – any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.
- 5.10 Vulnerable circumstances – vulnerability is a changeable and contextual state but may include people with a diagnosed condition such as dementia or blindness, individuals with learning difficulties or literacy issues, or those who have a mental health condition such as severe anxiety or depression.
- 5.11 Unicef UK Safeguarding Group – is the group of identified roles within Unicef UK that will oversee the strategic implementation of Unicef UK’s safeguarding plan.

This group will also manage any safeguarding incidents as per the Terms of Reference for the group.

- 5.12 Team/Area Designated Safeguarding Role Group – refers to the cross-organisational group consisting of operational staff that will support the implementation of best safeguarding practice at team level

## **6 POLICY STATEMENTS**

- 6.1 This policy applies to anyone acting on behalf of Unicef UK in any capacity including (and not limited to), employees, volunteers, Trustees, field trip participants, community fundraisers and Ambassadors
- 6.2 Unicef UK is committed to safeguarding all vulnerable people we engage with through our work and takes a zero-tolerance approach to any form of bullying, harassment and sexual exploitation and abuse.
- 6.3 Safeguarding is everyone’s responsibility in Unicef UK but we recognise that senior leaders have a particular responsibility to set the tone and culture of an organisation to ensure best safeguarding practice is expected and normalised.
- 6.4 Children are our primary beneficiaries and, in all actions, and decisions the welfare of the child will be the paramount consideration in everything we do.
- 6.5 All children have an equal right to protection from harm regardless of their gender, culture, ethnicity, age, religion, sexual orientation, or ability
- 6.6 Children have a right to have their voices heard and their views should genuinely shape and influence how we work
- 6.7 All adults have a responsibility to respond when they are concerned that a child may be at risk of harm
- 6.8 Anyone that reports a concern regarding a colleague in good faith will be protected under the Unicef UK Whistleblowing policy
- 6.9 Safeguarding concerns will be managed through a robust and transparent process. The UK Safeguarding Group will manage all such concerns as per the Terms of Reference for the group.
- 6.10 Information will be managed confidentially and only shared without consent where the duty to protect children from harm supersedes an individual’s right to privacy
- 6.11 Safeguarding decisions will be made in a timely manner and should not be subject to unnecessary delay.

- 6.12 Anyone working on behalf of Unicef UK will be subject to the most robust safeguarding recruitment checks for which they are eligible
- 6.13 Anyone working on behalf of Unicef UK will receive safeguarding training appropriate to their role and responsibilities
- 6.14 Whilst the primary beneficiaries of Unicef UK's work are children, we may interact with adults in vulnerable circumstances or adults at risk through our work. In the context of fundraising, please refer to our Vulnerable Circumstances Policy. Where Unicef UK personnel have other contact with adults in vulnerable circumstances or at risk, the same principles of good practice within this policy will apply and where appropriate any concerns will be reported to the relevant agencies.
- 6.15 Serious breaches in this policy, the Unicef UK Code of conduct and/or the further guidance contained in the Safeguarding Toolkit may result in formal disciplinary action being taken.

## APPENDIX 1 – APPLICATION OF POLICY

Guidance on the application of this policy is contained in the following Unicef UK documents:

Child Safeguarding – UUK Safeguarding Toolkit

Safeguarding Code of Conduct - UUK Safeguarding Toolkit

Adult Safeguarding – UUK Safeguarding Toolkit

Dignity at Work policy

Whistleblowing policy

Vulnerable Circumstances Policy