

Review history

Safeguarding Policy

1. October 2017
 2. February 2018
 3. January 2019
 4. March 2019
 5. March 2020
 6. March 2021
- Safeguarding Policy bifurcated into Child Safeguarding Policy and Adult Safeguarding Policy, May 2022.

ADULT SAFEGUARDING POLICY

The UK Committee for UNICEF (UNICEF UK)

Contents

1. Document date and review schedule
2. Responsibilities
3. Key Contacts
4. Policy Statement
5. Purpose
6. Our Commitment
7. Legislation
8. Abuse and Neglect
9. Signs and Indicators of Abuse
10. Well-being Principles and Person -Centered Approach
11. Recognising and Responding to Concerns
12. Recording Concerns and Information Sharing
13. Data Protection
14. Appendix.

1. DOCUMENT DATE AND REVIEW SCHEDULE

- 1.1 This document has been presented to the Audit and Risk Committee for review on 21st September 2022.
- 1.2 This policy will be reviewed annually by the Audit and Risk Committee, or earlier at the trustees' discretion if there are material changes in legislation, there has been a serious safeguarding incident, or a review has been requested by a UNICEF UK governance committee.

1.3 RESPONSIBILITIES

Trustees

The trustees of UNICEF UK have ultimate responsibility for safeguarding governance. This includes (but is not limited to) ensuring adequate measures are in place to assess and address safeguarding risk and that safeguarding policies, procedures and practices are appropriate, effectively implemented and regularly reviewed.

UNICEF UK has a Trustee Safeguarding Champion who maintains oversight and has responsibility for ensuring safeguarding governance and compliance.

Executive Director and Executive Team

The Executive Director is the risk owner of the strategic risk register that incorporates safeguarding risks.

The Deputy Executive Director for Advocacy, Programmes and Safeguarding serves as the nominated Executive Safeguarding Sponsor.

Head of Safeguarding

The Head of Safeguarding is responsible for the oversight of all safeguarding matters and in ensuring that the Executive Team and Board of Trustees are kept apprised appropriately of all safeguarding matters.

The responsibility for the updating and approval of this policy is assigned to the UNICEF UK Interim Director of Safeguarding.

Key contact:

The Safeguarding Team

safeguarding@unicef.org.uk

4. POLICY STATEMENT

UNICEF UK believes everyone has the right to live free from abuse, harm or neglect regardless of age, ability or disability, sex, race, religion or belief, ethnic origin, sexual orientation, marital or gender status.

We are committed to providing and maintaining a safe and inclusive environment, where an open listening culture is adopted to support people in sharing concerns without fear of retribution.

UNICEF UK acknowledges and will ensure compliance with the key legislative and regulatory provisions and guidance documents that underpin the principles of adult safeguarding and adult protection, in particular the Care Act 2014 and the associated statutory guidance, to ensure adults at risk are supported appropriately. The Charity Commission has also published guidance in this area [Safeguarding and Protecting People for Charities and Trustees](#) (2017).

UNICEF UK also acknowledges our responsibility to uphold the “do no harm” principles in everything we do.

Any actions taken by UNICEF UK will be prompt, proportionate and consistent with the principles of adult safeguarding best practice to ensure it is person centred and includes and respects the voice of the adult concerned.

5 PURPOSE

The purpose of this policy is to demonstrate our commitment to safeguarding any adult we come into contact with as a result of our work and to ensure all UNICEF UK Personnel are aware of:

- The legislation, policy and procedure for safeguarding any adult at risk we may come into contact with as a result of our work.
- The policy and procedure for managing safeguarding concerns in relation to Trustee’s, Colleagues and Volunteers.
- How to respond to a concern relating to the welfare or well-being of an adult and when to escalate as a safeguarding concern.

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.

We also expect our partner organisations, stakeholders, suppliers and sponsors to adopt and demonstrate their commitment to child safeguarding principles and practice as set out in this policy and we will undertake proportionate due diligence in relation to those we work and collaborate with (informed by the assessed level of risk) in relation to their safeguarding arrangements.

6. OUR COMMITMENT

To raise awareness of and embed best safeguarding practice throughout our work and across UNICEF UK, our approach to safeguarding is driven by the following principles:

Principle 1. Empower & Prevent

- To promote a culture where all adults have an equal right to protection from harm regardless of their gender, culture, ethnicity, age, religion or belief, sexual orientation, disability or ability.
- Recognition that adults at risk should be supported to make their own decisions and give informed consent, and their wishes should be given significant weight unless there is a good reason not to do so. Adult safeguarding guidance recognises that adults at risk should be enabled to make decisions about matters impacting on them, in some circumstances, even in cases where that decision may seem unwise.
- UNICEF UK Personnel understand their responsibility for safeguarding adults at risk and adults in vulnerable circumstance and have completed mandatory Adult Safeguarding Training within 90 days of their employment at UNICEF UK and mandatory Safeguarding Refresher Training every 2 years.
- UNICEF UK upholds fair, consistent and robust Safer Recruitment practices and continues to assess the suitability of employees and volunteers by undertaking DBS renewals and relevant vetting procedures every 3 years.
- Where UNICEF UK, in partnership or in its own right, plans activities or events, comprehensive and robust safeguarding risk assessments are conducted in collaboration with the Head of Safeguarding or Safeguarding Specialists to ensure the safety and well-being of all involved.
- There is an acknowledgment and understanding that a range of other policies and procedures, as detailed below, are consistent with the promotion of creating a safe culture and set out UNICEF UK's expectation of all UNICEF UK Personnel.

Other relevant UNICEF UK policies that support the creation of creating a safe environment include:

- [Dignity at Work Policy](#)
- [UNICEF UK Code of conduct](#)
- [Speak Up Policy](#)
- [Raising Concerns Map](#)
- [Safer Recruitment](#)
- [Data Protection Policy](#)

- [Well-being Policy](#)
- [Code of Conduct](#)

Principle 2. Protect & Respond

- UNICEF UK Personnel are aware of the adult safeguarding procedures and know how to escalate a concern
- Where an adult is at immediate risk of harm or there is a crime being committed, the relevant emergency services will be notified without delay (and a follow up report made to the Head of Safeguarding within 24 hours).
- The well-being of those at risk of harm will be prioritised and they will be actively supported to communicate their views and wishes and contribute to any decision making. Those views and wishes will be respected unless there are overriding reasons not to.
- Any concerns about an adult at risk (subject to the views of the adult in question) should be reported in accordance with the UNICEF UK Adult Safeguarding Escalation Process.
- Any concern that an adult is not safe or is at risk of harm is taken seriously and responded to in line with this policy. UNICEF UK recognises it takes significant courage to raise safeguarding concerns and will endeavour to place the needs and priorities of the adult at the forefront.
- Anyone that reports a concern regarding a colleague in good faith will be protected under the UNICEF UK Speak Up Policy.

Principle 3. Proportionate

- Any actions taken will respect the rights and dignity of all involved and be proportionate to the risk of harm and in compliance with applicable local safeguarding procedures.

Principle 4. Partnership

- As part of working in partnership we expect professionals and other stakeholders to act on our concerns in a proportionate and timely manner.
- UNICEF UK will cooperate with relevant law enforcement and local authorities in taking action to safeguard adults at risk and will share information with relevant authorities about anyone found to be a risk to children, a perpetrator of abuse, or where we believe a criminal offence has occurred.

Principle 5. Accountability

- Confidential and accurate records relating to all safeguarding concerns are maintained securely and stored in line with Data Protection Legislation.
- UNICEF UK recognises that information sharing is a key component of effective adult safeguarding and data protection concerns should not be a barrier to sharing information where there is valid safeguarding reason for doing so.
- Serious breaches of this policy, the UNICEF UK Code of conduct and/or the further guidance contained in the Safeguarding Toolkit by UNICEF UK Personnel may result in formal disciplinary action being taken in line with our Disciplinary policy and procedure; and may result in UNICEF UK ending our relationship with them.
- Any allegations or concerns relating to UNICEF Personnel may also be referred to the Office of Independent Audit and Investigations and the Charity Commission.

7. LEGISLATION

The Care Act 2014 sets out the legal principles that should underpin the safeguarding of adults. This guidance has statutory status which means there is a legal duty to have regard to it when working with adults at risk.

There are 6 principles within the Care Act 2014 that aim to ensure all adults are treated fairly, proportionately and compassionately. These principles are:

1. Empowerment
2. Prevention
3. Proportionality
4. Protection
5. Partnership
6. Accountability

The safeguarding legislation applies to all forms of abuse that harm a person's well-being.

It provides:

- a framework for good practice that makes the overall well-being of the adult at risk a priority of any intervention.
- a framework for making decisions on behalf of adults who are unable to make decisions for themselves – Mental Capacity.

- a framework for all organisations to share information and cooperate to protect adults at risk.

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

- a. The Human Rights Act 1998
- b. The Safeguarding Vulnerable Groups Act 2006
- c. The Data Protection Act 2018
- d. The General Data Protection Regulations 2018
- e. The Protection of Freedoms Act 2012
- f. The Sexual Offences Act 2003
- g. The Equality Act 2010
- h. The Care Standards Act 2000
- i. Social Services and Wellbeing (Wales) Act 2016
- j. The Care Act 2014
- k. Mental Capacity Act 2005
- l. Mental Health Act 2015 & 2020
- m. The Charity Commission Guidance: Safeguarding and Protecting People for Charities and Trustees (2017)
- n. The Care Act 2014 Statutory Guidance

8. ABUSE AND NEGLECT

Abuse is a violation of an individual's human and civil rights by another person or persons. It can happen in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Any type of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

There are different types and patterns of abuse and there are many contexts in which abuse might take place; e.g Institutional abuse, Domestic Abuse, Forced Marriage, Sexual Exploitation, County Lines, Radicalisation, Mate Crime, Cyber Crime, Modern Slavery.

ABUSE

The Care Act 2014 defines categories of adult abuse and harm as follows:

Physical

Sexual

Psychological or emotional

Neglect and acts of omission / Self Neglect

Financial or Material

Discriminatory

Organisational / Institutional

Domestic Abuse

Modern Slavery

9. SIGNS AND INDICATORS OF ABUSE

There are many signs and indicators that may suggest someone is being abused or is at risk of harm. The signs to look out for include, but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Belongings or money going missing – or appearance of not being in control of their own money and belongings.
- No longer attending social gatherings, work or other routine commitments.
- Appearing unkempt, change in personal appearance or presentation
- Change in behaviour – withdrawn, anxious, angry
- Signs of self-harm
- Fear of a particular group or person
- A disclosure of abuse

It is important that if you suspect or become aware of any indicators that someone may be being abused or is at risk of harm, you follow the UNICEF UK

Adult Safeguarding Escalation Process and seek advice from either the Safeguarding Specialist or Head of Safeguarding.

10. WELL-BEING PRINCIPLES AND PERSON-CENTRED APPROACH

The concept of well-being is threaded throughout best safeguarding principles and is important in how care and support is provided. Well-being includes our mental and physical health, our relationships, our connection with our communities and each other and our contribution to society.

Being able to live free from abuse and neglect is a key component of well-being.

The concept of “Person-centred Safeguarding” means engaging with the person around how to best respond to their situation in a way that enhances their involvement, wishes and control as well as keeping them safe.

The person’s views, feelings and beliefs must be taken into account when decisions are being made about how to support them to be safe.

Treating people with respect, enhancing their dignity and supporting their ability to make decisions also help to promote a sense of self-worth and supports recovery from abuse.

If someone has difficulty making their views known, they can be supported by an advocate. This might be a safe family member, friend, work colleague or a professional advocate.

11. RECOGNISING AND REPORTING CONCERNS ABOUT AN ADULT AT RISK OR ABOUT AN ADULTS CONDUCT TOWARDS AN ADULT AT RISK.

Concerns about risk of harm to adults may come to our attention in a number of different ways, including:

Observation: Something that is observed about an adult that causes concern

Disclosure: An adult disclosing that they have been abused, either currently or in the past

Risk Assessment: UNICEF UK risk assessment processes identifying potential safeguarding risks that could present in the future due to our own work or through work with partners.

Recruitment: Information that is disclosed through safe recruitment processes.

Whenever you are concerned about the safety or wellbeing of an adult you should follow the procedures below.

If you believe an adult is in immediate danger or needs immediate medical assistance you should contact the emergency services on 999 and/or contact adults social care.

If you believe that an adult associated with UNICEF UK has harmed or may pose a risk of harm to an adult at risk, or you have any concerns about their behaviour towards an adult at risk, you must report this to the Head of Safeguarding without delay, and in accordance with this policy.

If you are unsure if something is a safeguarding matter, you should seek guidance from the Head of Safeguarding or the Safeguarding Specialists.

If your concern relates to the Head of Safeguarding, you should report it to the Chief Executive or the Safeguarding Trustee.

It is not the responsibility of those working/volunteering on behalf of or representing UNICEF UK to decide if adult abuse is occurring but it is our responsibility to act on any concerns by reporting them.

12. RECORDING CONCERNS AND INFORMATION SHARING

RECORDING CONCERNS

It is important where an adult safeguarding concern has been identified or raised that this is recorded and documented appropriately via the Adult Safeguarding Incident Form This should then be uploaded securely to Box and the Head of Safeguarding alerted.

All adult safeguarding concerns should be recorded within 24hrs.

Tips for recording concerns:

- Record facts – times, locations, persons involved, what the concern is.
- Ensure where possible you record accounts verbatim and avoid paraphrasing or generalising where possible.
- If you have shared the concern without obtaining consent, record your decision making around this.
- Record the actions you have taken.
- Date any records.

Circumstances where we need to share information without a person's consent include those where:

- It is not safe to contact the adult to gain their consent (it might place them at further risk)
- You believe they or someone else is at risk, including children.
- You believe the adult is being coerced or is under duress.
- It is necessary to contact the police to prevent a crime, or to report a crime has been committed.
- The adult does not have mental capacity to consent.
- The person causing harm has care and support needs.

It is important to acknowledge that if there are children or young people placed at risk due to an adult safeguarding concern, a child's right to protection supersedes the adult's right to privacy.

When information is shared without consent, this must be explained to them, when it is safe to do so and where appropriate any further decisions and actions should fully consult with them.

You must fully document and maintain an audit trail of your decision making and why you took the actions you did. This should be documented on the Adult Safeguarding Incident Form.

13. DATA PROTECTION LEGISLATION

The Data Protection Act 2018 provides the legal framework that allows information to be shared lawfully. The sharing of information relating to a

safeguarding concern, with the right people is central to good safeguarding practice and early intervention and detection.

Information relating to a concern about someone may include personal data. It is therefore important that compliance is maintained in accordance with all applicable Data Protection Legislation. We must be clear about the grounds for processing, sharing information and keeping records.

- All information relating to safeguarding concerns should be accurate and relevant, and should be stored securely and confidentially.
- Access to safeguarding records should only be permitted to those who need to know, such as the Head of Safeguarding and Safeguarding Specialists.
- Information should only ever be shared with those “who need to know”, this does not automatically include the adult’s spouse, partner, siblings, or parents.

Information should only be shared with the adult’s family or friends with their consent, or where the adult does not have capacity to make that decision, where they need to know to support in keeping the adult safe.

Data Protection Legislation allows information sharing to take place within our organisation and with other professionals outside of the organisation too.

You must fully document and maintain an audit trail of your decision making and why you took the actions you did. This should be documented on the Adult Safeguarding Incident Form.

APPENDIX

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 including UNICEF UK Personnel:

- UUK Safeguarding Toolkit
- Dignity at Work Policy
- Whistleblowing Policy
- Vulnerable Circumstances Policy

DEFINITIONS

<p>Adult at Risk</p>	<p>Is any individual aged 18 years and over who: Has needs for care and support (whether or not the local authority is meeting any of those needs_ AND: Is experiencing, or at risk of abuse or neglect, AND: As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.</p>
<p>Data Protection Legislation</p>	<p>Includes the General Data Protection Regulation (EU) 2016/679 together with the UK's transposed version following its exit from the European Union (GDPR), the Data Protection Act 2018, the Privacy and Electronic Communications Regulation 2003 and other local, state, national and/or foreign laws, treaties, and/or regulations, and implementations of EU Data Protection Requirements into national law</p>
<p>Safeguarding Legislation</p>	<p>Applicable legislation protecting children and/or adults at risk and in vulnerable circumstances and/or designed to allow permitted disclosures, including: The Children Act 1989, The Public Interest Disclosure Act 1998, The Human Rights Act 1998, The Sexual Offences Act 2003, The</p>

	Children Act 2004, The Safeguarding Vulnerable Groups Act 2006, The Equality Act 2010, The Care Act 2014, The Modern Slavery Act 2015, The Mental Capacity Act 2005, Mental Health Act 1983, 2007 and any successor legislation; together with binding guidance and codes of practice issued from time to time by relevant supervisory authorities.
Safeguarding Practice	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
UNICEF Personnel	Anyone acting on behalf of UNICEF in any capacity including (and not limited to), employees, volunteers, production teams, Trustees, programme visit participants, community fundraisers and Ambassadors.
UNICEF UK Personnel	Anyone acting on behalf of UNICEF UK in any capacity including (and not limited to), employees, volunteers, production teams, Trustees, programme visit participants, community fundraisers and Ambassadors.