

Chula Safeguarding Policy

Scope and purpose of this policy

This document is the Safeguarding Children, Young People and Vulnerable Adults Policy for Chula, which will be followed by all staff, volunteers, board members and beneficiaries of the organisation and followed and promoted by those in positions of leadership within the organisation. This policy relates to Chula's responsibility for the safeguarding of children, young people and vulnerable adults in Sheffield, and within any community that Chula is working within.

This policy will be shared with all Chula volunteers, trustees and staff. Staff and trustees must review the policy annually.

Safeguarding Statement

Chula fully recognises its responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults and are committed to being a fully accessible and inclusive organisation welcoming and respecting the diversity of their staff, volunteers, Board members and beneficiaries. Chula believes that children, young people and vulnerable adults have a fundamental right to be protected from harm. We also believe that all those working on behalf of the organisations have a right to personal support and guidance concerning the protection of children, young people and vulnerable adults.

Our work

Chula delivers projects that provide skills and educational opportunities for disadvantaged girls and young women and improve future employment opportunities. By linking cohorts of marginalised girls in Sheffield to girls in a disadvantaged international community, we provide educational opportunities for girls and young women to learn about gender equality and harmful forms of discrimination against women in communities around the world. As such, staff, volunteers and trustees of Chula come into contact with vulnerable children, young people and adults on a regular basis and work closely with children, young people and adults who may be vulnerable from around the world.

In all our activities we will establish and maintain an environment and positive ethos where children, young people and vulnerable adults feel secure, supported and are encouraged to talk, are listened to, can participate, develop and feel valued. Chula staff and trustees have a responsibility to report all safeguarding concerns following the reporting structures set out in this policy. We will also ensure that volunteers know

that they have an individual responsibility for referring child protection concerns, and how they should go about doing so.

Recognition of abuse

Abuse and neglect are forms of maltreatment of a child, a young person and/or vulnerable adults. Somebody may abuse or neglect a child, a young person and/or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children, young people and vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

(1) Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child, young person or vulnerable adult.

(2) Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child, young person or vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children and vulnerable adults that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's/vulnerable adults developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, causing children and vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of Emotional Abuse is involved in all types of ill treatment of a child and/or vulnerable adult though it may occur alone.

(3) Sexual abuse

Sexual abuse involves forcing or enticing a child, young person and/or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children and vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children and vulnerable

adults to behave in sexually inappropriate ways.

(4) Neglect

Neglect is the failure to meet a child's and/or vulnerable adult basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger or ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's and/or vulnerable adult's basic emotional needs.

As Chula works with young people from some of Sheffield's most deprived areas and international communities with high levels of the population living on less than \$1 per day, it is important to remember that such families often struggle to meet their children's basic needs, through no fault of their own. However, it is important that all concerns are raised with Chula staff so that the reasons for neglect can be investigated and appropriate action can be taken or support provided for the family where necessary.

Individuals within the organisation need to be alert to the potential abuse of children and vulnerable adults both within their families and also from other sources including abuse by members of that organisation.

What to do if Children and Vulnerable Adults talk to you about abuse or neglect

It is recognised that a child and/or vulnerable adult may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations, YOU MUST:

- Listen carefully to the child and/or vulnerable adult. DO NOT directly question the child
- Give the child and/or vulnerable adult time and attention.
- Allow the child and/or vulnerable adult to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's and/or vulnerable adult's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's and/or vulnerable adult's own words where possible.

- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure the child and/or vulnerable adult that: they have done the right thing in telling you; they have not done anything wrong;
- Tell the child and/or vulnerable adult what you are going to do next and explain that you will need to get help to keep him/her safe.
- DO NOT make promises that you can't guarantee
- DO NOT ask the child and/or vulnerable adult to repeat his or her account of events to anyone
- Do not give your home address
- Report the event immediately.

Because of your observations of, or information received you may become concerned about a child and/or vulnerable adult who has not spoken to you. It is good practice to ask a child and/or vulnerable adult why they are upset or how a cut or bruise was caused, or respond to a child and/or vulnerable adult wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

Prostitution

Prostitution is against the law in the UK and Chula staff, trustees and volunteers are strictly prohibited from the use of prostitutes. If you suspect that Chula beneficiaries are being exploited or encouraged to use their bodies in exchange for goods, grades or favours then please follow our reporting structures as outlined below.

Allegations against Adults who work with Children and/or vulnerable adults

If you have information which suggests an adult linked to Chula who works with children and vulnerable adults (in a paid or unpaid capacity) has:

- behaved in a way that has harmed or may have harmed a child and/or vulnerable adult.
- possibly committed a criminal offence against, or related to, a child and/or vulnerable adult.
- behaved towards a child/children and/or vulnerable adult/s in a way that indicated s/he is unsuitable to work with children and/or vulnerable adults.

You should report this immediately following our reporting procedures outlined below.

Reporting concerns about beneficiaries

If you have a Child and/or vulnerable adult protection concern you should consult Chula CEO Sarah Godfrey immediately, by visiting her in the

office, calling 07510722720 or emailing sarah@chulaeducation.org.

Chula staff will work closely with the local authorities to decide a plan of action and where appropriate will develop an individual plan to support the child or vulnerable adult to complement the work of the local authority.

Chula staff report on safeguarding concerns and actions in monthly reports provided for Chula staff and trustees. Chula staff and trustees have a responsibility to ensure that appropriate action is being taken, and to ensure that all staff are provided with sufficient support to carry out their roles. All cases are recorded confidentially by Chula to ensure transparency, and to ensure that historical relevant information can be accessed when cases are escalated to the criminal justice system.

Chula safeguarding officer, Sarah Godfrey, provides staff, trustees, and volunteers with support and advice when needed.

Reporting concerns related to prostitution and adults working with children, young people and vulnerable adults

All concerns should be reported immediately to Sarah Godfrey by visiting her in the office, calling 07510722720 or emailing sarah@chulaeducation.org. Sarah will act immediately to report this to the local authorities and children's office, and will contact Verity Allan at Verity@chulaeducation.org or Emily Inglis at Emily@chulaeducation.org, who are the Chula safeguarding officers, to consult and update Chula on what has happened.

If the concern relates to Chula staff, volunteers or trustees, then please also contact Verity (safeguarding lead) or Emily (safeguarding officer) directly to report the issue. Verity can be contacted at verity@chulaeducation.org, Emily can be contacted at Emily@chulaeducation.org. The safeguarding officer will consult with/make a referral to the relevant authorities in the UK in accordance with our whistleblowing policy outlined below.

Information required when making a referral

Be prepared to give as much of the following information as possible when contacting Sarah Godfrey, Verity Allan or Emily Inglis: sarah@chulaeducation.org, Verity@chulaeducation.org, Emily@chulaeducation.org. If your referral relates to Sarah or Verity you should contact a Chula trustee.

Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and/or vulnerable adult and siblings.

- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family and/or vulnerable adult e.g.: GP, Health Visitor, School.
- The nature of the concern; and foundation for the concern.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and/or vulnerable adult and their family.
- Whether the consent of a parent with Parental Responsibility has been given to the referral being made.

Confidentiality

Chula will ensure that any records made in relation to a referral will be kept confidentially and in a secure place. Information in relation to child protection concerns will be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to the need for protection.

Whistleblowing

Chula will protect any informant who comes forward with allegations against adults who work with children and/or vulnerable adults, regardless of their relationship to Chula or our partner organisation. We will ensure that their identity is kept anonymous, and all information given will be shared with relevant bodies, including:

- The police in the UK when linked to UK staff, volunteers and trustees
- The charity commission
- Donors
- Child services in the relevant country
- Partner organisations

E-Safety

Chula has an 'Acceptable Internet Use' policy that covers the use of all ICT related activities including the use of social media, email and internet. If you experience or are subject to any form of abuse via any form of ICT communications we take this matter very seriously and all and any incidents are required to be reported immediately.

Photographs and videos of children and vulnerable adults All staff, volunteers and trustees must obtain verbal consent from beneficiaries before taking any photographs or videos of beneficiaries. When beneficiaries join a programme they must be asked for consent for use of

their information, images and video content before taking part. If they do not wish for their images, or information to be used by Chula this information must be recorded by Chula and acted on accordingly. This will not impact on their participation in our programmes. Where the beneficiary is under 18 consent must be obtained from the individual and a guardian.

Safer Recruitment

Chula has a responsibility for ensuring that adults involved with our work are suitable for working with young people, should the situation arise. This applies to trustees, employees and volunteers.

- Potential trustees and employees will be asked to provide a CV which will be scrutinised for any anomalies or discrepancies in the information provided. It will also be considered with regard to any history of gaps, or repeated changes in employment, or moves to supply work, without clear and verifiable reasons. References will always be taken up.
- Any volunteer or staff member will undergo safeguarding training with the CEO or/and a safeguarding officer. This will include whistleblowing and reporting structures of Chula.
- Volunteers will never be placed in a situation where they are working with a child, young person or vulnerable adult unless a trustee or staff member is also present.
- We will ensure that all staff, trustees and volunteers have up to date DBS checks when necessary.
- Any staff, volunteers or trustees in breach of safeguarding policy will be dismissed.
- All UK visitors to international communities must read and sign our code of conduct.

Linked Policies

Equal Opportunities and Diversity policy

Acceptable Internet Use policy

Policy for Recruiting New Trustees

Volunteer Policy

Code of Conduct

Whistleblowing Policy

Location and Access to the Policy

The Safeguarding Policy is located as follows: In the Policies and Procedures folder in Chula's google drive.

With the Secretary to the Board of Trustees

With each Trustee

Will be shared with all volunteers and staff members

Person Responsible for the Policy:

Safeguarding officers – Verity Allan & Emily Inglis

This policy was adopted at a trustees meeting of Chula on 24th September 2020, and will be reviewed at least every year.

Signed:

Bradley French

Bradley French

Georgina Thomas

G. Thomas

Verity Allan

VAllan

Sarah Godfrey

S Godfrey