

Creekside Education Trust (CET)

Safeguarding Children and Vulnerable Adults Policy

Review approved by Trustees in June 2021.

How to use this Policy & Guidance

This document is in several parts.

You only need to read the sections of the document that are relevant to you.

1. Policy Statement

All those covered by 2-5 below should read this to find out about the CET general policy on safeguarding children and vulnerable adults.

2. Guidance for CET Trustees

Read this if you are a CET trustee.

3. Guidance for CET Staff

Read this if you are a CET staff member.

4. Guidance for CET volunteers

Read this if you take part in helping with our organised activities , especially if children or vulnerable adults are likely to participate.

5. Guidance for Participants

Read this if you are under 18 or a vulnerable adult planning to attend a CET activity, or if you are a parent, guardian or carer or a funder supporting our work.

Purpose

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with Creekside Education Trust. This includes harm arising from:

- The conduct of staff or personnel associated with CREEKSIDE EDUCATION TRUST
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Tel: 020 8692 9922 Email: info@creeksidecentre.org.uk Website: www.creeksidecentre.org.uk

- The design and implementation of CREEKSIDE EDUCATION TRUST's programmes and activities

The policy lays out the commitments made by CREEKSIDE EDUCATION TRUST, and informs staff and associated personnel¹ of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under CREEKSIDE EDUCATION TRUST's Anti Bullying and Harassment Policy²
- Safeguarding concerns in the wider community not perpetrated by CREEKSIDE EDUCATION TRUST or associated personnel

What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect³

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes.

Further definitions relating to safeguarding are provided in the glossary below.

Scope

- All staff contracted by CREEKSIDE EDUCATION TRUST
- Associated personnel whilst engaged with work or visits related to CREEKSIDE EDUCATION TRUST, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians

Policy Statement

CREEKSIDE EDUCATION TRUST believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. CREEKSIDE EDUCATION TRUST will not tolerate abuse and exploitation by staff or associated personnel.

We are also committed to supporting fully our volunteers and staff in their work to deliver our charitable aims and strategic objectives, including protecting them from potential liabilities and false suspicions and allegations of abuse.

¹ See 'Scope' for definition of associated personnel

² Some NGOs are now including workplace bullying and harassment in their safeguarding portfolio, as it relates to harm caused by coming into contact with our staff or programmes. However accompanying procedures for dealing with workplace bullying and harassment are likely to be different, due to legal and statutory differences in handling workplace incidents

³ NHS 'What is Safeguarding? Easy Read' 2011

This policy will address the following areas of safeguarding as appropriate: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse.

1. Who are children and vulnerable adults?

In this document, a child is anyone under the age of 18 years old, as defined by relevant legislation.

A vulnerable adult is someone of 18 years or older who is unable to care independently for themselves.

This might include people who:

- ♣ Have a physical disability, illness or injury, or are severely frail though old age
- ♣ Are experiencing mental health issues including dementia, or have learning disabilities
- ♣ Are in need of community care
- ♣ Are unable to protect themselves from harm, through domestic violence or substance addiction.

2. Welcoming children and vulnerable adults

CET helps everyone enjoy their local wild environment. We welcome children and vulnerable adults on all activities that are suitable for them as individuals. We are committed to equal opportunities and diversity and aim to treat everyone with dignity and respect, and not to discriminate on grounds of age, disability ethnicity, race, sex (gender), sexual orientation, gender reassignment, religion or belief or non-belief, marriage or civil partnership, or pregnancy or maternity.

While we are the experts at providing and supporting outdoor environmental learning and recreation activities, we are not able to provide specialist care and support for people who have special needs or who are unable to care independently for themselves, or to take special responsibility for looking after children and young people under the age of 18.

- We will only accept children under the age of 18 on activities when they are accompanied by a parent, legal guardian or other person with equivalent responsibility for them such as a teacher or youth worker. • We will only accept adults who cannot care for themselves independently if accompanied by a carer or support worker to assist with their everyday needs.
- Participation in all activities is subject to their suitability for individual participants. CET activity leaders have an enhanced duty of care towards participants, and sometimes need to make judgements that take into account the safety and enjoyment of everyone involved in an activity. They have a right to refuse a participant if in the leader's opinion this would result in danger to the individual, or danger or major disruption to the rest of the group. We will strive to make such judgements on a fair and practical basis, without making stereotypical or unwarranted assumptions.

3. Who is responsible?

Everyone helping the CET run its activities is responsible for providing children and vulnerable adults with appropriate safety and protection.

This includes:

- Members of staff, both practically when working with children and vulnerable adults and in ensuring management practices, procedures and guidance are in place to ensure children and vulnerable adults are protected.
- Volunteers, including those assisting CET staff to organise and deliver activities where children and vulnerable adults are likely to participate.
- Trustees, who are expected to ensure the CET complies with the law and that CET policies and objectives are implemented as effectively as possible.

4. What we will do

We will take all reasonable measures to protect the welfare of children and vulnerable adults involved with CET activities and minimise their risk of harm by:

- Having appropriate safeguarding procedures and practices in place, tailored to the organisation's needs, and striving to ensure they are implemented.
- Producing practical and appropriate guidance for the participants, volunteers and staff on our procedures, and ensuring it is easily available and publicised.
- Working closely with appropriate partner agencies.

- Referring any concerns promptly to the appropriate authorities.

5. Updates and revisions

The CET safeguarding policy, procedures and guidelines will be reviewed on a regular basis. They are subject to change at any time, based on updated legislation and feedback regarding best practice

6. Guidance for CET Trustees

The policy and guidance set out in this document has been approved by the Board.

Trustees should review this document yearly and must satisfy themselves that it remains appropriate. Any changes made to this document to ensure it remains appropriate must be approved by the Board.

2.1 Responsibilities of Trustees

The Charity Commission guidance on safeguarding tells trustees that: “Protecting people and safeguarding responsibilities should be a governance priority for all charities. As part of fulfilling your trustee duties, you must take reasonable steps to protect people who come into contact with your charity from harm.” This is an individual, legal responsibility for all trustees even if the operational application of CET’s Policy & Guidance is delegated to staff through the Managing Director. This document should be read in conjunction with the Charity Commission guidance, with which trustees must comply. Trustees shall also ensure (through the Managing Director and staff as needed) that CET Volunteers are informed of this Policy & Guidance and take note of it. The Board shall ensure it stays abreast of relevant legal and regulatory changes, and of relevant new guidance (e.g. from the Charity Commission), and shall take proper account of these when revising this Policy & Guidance.

Any trustee who believes that this Policy & Guidance is not being properly observed, or that an unreported incident has occurred, or that the charity is otherwise at risk of not meeting its safeguarding obligations, must report this immediately to the Managing Director and Chair of the Board.

2.2 Communicating this guidance

It is the responsibility of trustees to ensure this guidance is communicated to all relevant parties, even if this is in practice delegated to staff via the Managing Director, and to take all reasonable steps to ensure it is complied with.

2.3 Reporting Serious Incidents

The Charity Commission defines what constitutes a serious incident.

Trustees are required to report serious incidents to the Charity Commission.

3. Guidance for CET Staff

The guidance given in this document for Volunteers also applies to activities run by CET staff.

All staff running CET activities should therefore read and comply with that guidance.

3.1 Reporting incidents and keeping a register

If an incident occurs then it should be reported immediately to the CET Safeguarding Officer, (The Managing Director). The Managing Director shall make sure a register of all reported incidents is kept and notify the Board of trustees at each meeting, and ensure it is noted for the minutes, of any incidents that have occurred since the previous meeting. This register shall also record how each matter was handled.

The Managing Director will immediately inform the Board of Trustees if a serious incident has occurred and how it is being handled.

3.2 Running activities with unaccompanied children or vulnerable adults

The Board may from time to time give permission to the Managing Director for activities to be conducted under the supervision of staff that involve unaccompanied children or unaccompanied vulnerable adults (these may or may not be in partnership with other bodies, such as schools or youth organisations).

Permission to do so shall be given only on the basis that the Board is satisfied that relevant and appropriate safeguarding policies and procedures are in place to cover these activities.

The Managing Director shall be responsible making the request to the Chair for such activities to be run.

Staff shall not conduct such activities unless instructed by the Managing Director on the basis that permission has been given by the Board.

4. Guidance for Volunteers

It is useful to read the Guidance for Participants (below) in conjunction with this section.

4.1 Who should read this guidance?

All Volunteers involved in organising activities specifically targeted at families/children and vulnerable adults, or where children or vulnerable adults regularly attend, should be familiar with this guidance and ensure it is implemented.

Any coordinators and organisers that don't run targeted activities should still be aware of the contents of this guidance and be prepared to implement it.

4.2 Why we need this guidance

CET provides activities for a wide range of people. We have a duty of care to ensure the well-being of everyone who participates in them and to minimise the risk of harm, and a moral duty as well as a legal and an insurance obligation to safeguard those who are particularly vulnerable, including children and vulnerable adults.

Our partner organisations and funders require us to demonstrate that we have appropriate policies and procedures in place. And it is vital we support fully our volunteers and staff, including protecting them from potential liabilities and false suspicions and allegations of abuse.

4.3 General principles

We help everyone enjoy outdoor learning and environmental activities, including children and vulnerable adults. We are committed to equal opportunities and diversity and aim to treat everyone with dignity and respect, and not to discriminate on grounds of age, disability, ethnicity, race, sex (gender), sexual orientation, gender reassignment, religion or belief, marriage or civil partnership, or pregnancy or maternity. While we are the experts at providing and supporting our learning and recreational activities, we can't provide specialist care, supervision or support for children and for those who are unable to care independently for themselves.

Children under 18 and those with special needs must be accompanied by others who take responsibility for meeting their needs. It is important to ensure that volunteers don't work unsupervised on a regular basis with unaccompanied children and young people under 18 and/or with vulnerable adults

Otherwise our activities might be classified by law as 'regulated activities' and the people organising them will require enhanced background checks to establish that they are not barred from working in this way. Organisations which knowingly allow barred people to work on regulated activities are breaking the law.

All our charity staff are enrolled in the enhanced background checks (DBS) as standard and added to the subscription for the automatic annual update check via the Direct.Gov system recommendations. Volunteers are asked to join the voluntary action DBS check

system run by Lewisham and Greenwich Volunteer services , of which Creekside is a member for both boroughs.

Participation in all activities is subject to their suitability for individual participants.

Leaders of CET activities sometimes need to make judgements that take into account the safety and enjoyment of everyone involved in an activity. So long as a judgement is not based on stereotypical assumption or prejudice, they are well within their rights to refuse a participant if they believe this would result in danger to the individual or danger or major disruption to the rest of the group.

It is also not our responsibility to investigate or intervene in suspected cases of abuse or ill treatment, but it is our responsibility to refer such cases to the appropriate authorities, and to recognise that as organisers and leaders of activities in a position of trust, we may be made aware of signs of abuse, or even have it disclosed to us.

When organising activities:

1 Ensure that, when promoting activities, you help potential participants judge their suitability by including details such as activity length, pace, grade/difficulty, and advice on matters such as clothing, footwear and equipment required.

Give contact details for more information and be prepared to discuss this in more detail with individual enquirers.

Try to refer to other organisations more suitable for an enquirer's needs where necessary.

2 If working with other organisations who work with children or vulnerable adults (for example schools or community groups), make clear from the outset in writing that they are responsible for the supervision and support of their participants.

3 Inform people at the start of an activity what to expect, and be prepared to turn away those they consider ill-equipped or not capable of doing the activity, so long as their decision is based on practicalities and not stereotypical or prejudiced assumptions.

4 Arrange for extra volunteers on activities aimed at children or people with special needs, to ensure there is cover in case of accident or illness.

5 Always report incidents promptly and correctly using the standard CET incident report form.

6 Be sensitive about taking photos and films of activities. Ask the participants first if anyone would prefer not to be featured, and respect their wishes. You should use a photo consent form. If working with schools or organisations dealing with children or vulnerable adults, abide by any policies they have about written permission.

7 Consider including activities in your programme that are accessible to a wide range of people.

4.4 Welcoming children and young people

Children under 18 must be accompanied by an adult with parental responsibility, such as a parent, legal guardian, carer, teacher or youth worker. CET volunteers cannot provide direct care and supervision to people under 18.

We are responsible for ensuring that accompanying adults are aware of their responsibility for supervision and direct care. This is particularly important when participants are not already well-known to the Group.

1 Include a statement in your programmes and publicity, for example: "Participants must be 18+ or accompanied by a responsible adult".

2 If working with a school or youth organisation bringing people under 18, make clear to the organisation that they must provide sufficient supervising adults who will take responsibility for the children and young people.

3 Where accompanied under 18s are present on a CET activity, the organiser should remind the group before the start of the activity that CET volunteers are not responsible for their direct care and supervision.

4 If you use a signing in form or register, consider including a tick box for responsible adults to confirm they understand their responsibilities.

5 Don't be afraid or embarrassed to ask for proof of age if you think it necessary.

6 If an unaccompanied person is under 18, it is usually best for everyone that they do not participate in the activity.

7. If anyone unaccompanied, in the age group between 14 to 17, wishes to volunteer or attend our activities with our charity, please ensure they contact the Managing Director ahead of the activity to discuss if this is possible.

In certain circumstances and by prior agreement, the Managing Director may give permission.

When the underage individual is already on site, do your best to ensure that they are safe, for example by asking for a contact number and making arrangements with a parent or guardian. Under special circumstances, for example, if you are far from the young person's home and no-one else is available to ensure they can get home safely, you may choose to include them as a one off.

In this case:

- Keep a close eye on the young person and check they are accounted for throughout the activity.
- Keep a note, and complete the incident report form.
- Make sure that the young person and their parent or guardian are aware that they will need to be accompanied in future or ask for permission to attend .

4.5 Welcoming vulnerable adults

A vulnerable adult is someone 18 or over who is unable to care independently for themselves. This could be due to a physical or learning disability, illness or injury or mental health issues; old age; substance addiction; domestic violence or abuse or other reasons.

It can be a temporary or a permanent condition.

CET volunteers cannot provide direct care to anyone with special needs. We ask for a carer or support worker to accompany them if necessary. We encourage people with special needs to contact leaders or organisers beforehand to discuss suitability of activities.

Note that providing care for adults with special needs is generally classified by law as a 'regulated activity' and organisations must take special precautions before permitting individuals to provide it

- 1 Make sure the carer or support worker knows they are responsible for the direct needs of the person they're accompanying.
- 2 Take a note of an emergency contact number and any important medical details that can be passed to the emergency services if required.
- 3 It can be difficult to identify levels of independence, and these may change over time. For example, an individual who has been attending activities on a regular basis may experience deteriorating physical or mental health. If you have concerns and feel they should be accompanied by a carer, you can seek advice from the CET safeguarding officer and could ask them tactfully and discreetly to arrange to bring along a carer in future.

Concerns about abuse

You may typically have little contact with children or vulnerable adults, so it is unlikely volunteers will encounter concerns about abuse. However, if you regularly welcome children and vulnerable adults, though abuse remains thankfully rare, it is possible you

may have concerns from your own observations of participants, or have such concerns raised with you.

As a trusted adult, you may even have abuse disclosed to you by a survivor.

Abuse can include not only physical and sexual abuse but also emotional abuse and neglect.

Vulnerable adults can also be at risk of financial exploitation or may come to harm through self-neglect or their own behaviour.

1 If anyone is under serious threat of physical harm or in need of urgent treatment during a CET activity:

- Dial 999 immediately and ask for the police, if a criminal offence is being or is likely to be committed, and/or ambulance in cases of medical need.
- When it is safe to do so, make notes of the incident and its outcome, fill in an incident report form and return to CET Managing Director.
- If there is an issue of violence or abuse, be prepared to answer further questions from the police and/or the local authority. Contact the safeguarding officer (jill@creeksidecentre.org.uk or 020 8692 9922) for advice and support.

2 If there is no immediate danger but you have a suspicion or concern that abuse is taking place or when an allegation of abuse has been made:

- Make a note of your concerns as soon as possible, within an hour of any incident if you can.
- Contact the local authority's children and family services team (see contacts). They may ask for a written report and will advise what should be in it.
- Fill in an incident report form and return to CET Managing Director's office attaching a copy of any written report made to the local authority. Don't record personal details of people involved on the report form. The CET safeguarding officer is here to support and guide you throughout this process. Please contact them if you need assistance.

3 Generally:

- When working with children and vulnerable adults, be sensible and self-aware, and avoid placing yourself into situations where your actions may be misinterpreted. Avoid agreeing to supervise a child or vulnerable adult while a parent or carer is absent especially if this means being left alone with them.
- If someone discloses abuse to you, be sympathetic and supportive, but don't agree to keep confidences. Explain it is your duty to pass on information appropriately.

- Keep concerns confidential. Only share details as necessary with trusted senior volunteers and staff and the appropriate authorities.
- Don't risk putting yourself in difficulty or danger by attempting to investigate the case yourself or to challenge the alleged abuser.

4.7 Summary

- 1 Be familiar with this guidance and ready to explain it to activity leaders.
- 2 Ensure publicity helps people judge the suitability of an activity.
- 3 Communicate our policy that children and young people under 18 must be accompanied by an adult with parental responsibility.
- 4 Be prepared to discuss the suitability of an activity with enquirers, and ensure people with special needs know they must be accompanied by someone responsible for their direct care.
- 5 Enlist extra volunteers on activities specifically aimed at children and people with special needs.
- 6 Know how to get hold of the contact details for your local authority Child and Family services.
- 7 Ensure incident reports are completed correctly and promptly.
- 8 Support leaders in dealing with concerns about abuse, keep appropriate contact details and ensure incidents and referrals are reported to staff promptly and accurately.

4.8 Useful contacts

- Emergency: Police/Ambulance telephone 999
- CET safeguarding officer: email jill@creeksidecentre.org.uk or call 020 8692 9922.
- CET insurance and other toolkits. CET General drive/Insurance.
- Local authority child and family services. Contact Lewisham or Greenwich council and ask for child and family services. See the phone book or www.gov.uk which has a list of all councils in the UK. They normally have out- of-hours emergency contacts.
- Police (non-emergency calls). England 0300 123 1212
- NSPCC helpline telephone 0808 800 5000, www.nspcc.org.uk/helpline

5. Guidance for Participants

We are committed to ensuring the well-being of everyone who participates in CET activities and will take every practical step to minimise the risk of harm, paying particular attention to the needs of those who are most vulnerable, including children and vulnerable adults. We are also committed to supporting our hardworking volunteers and staff who help deliver our charitable aims. Please help us by reading and observing the following guidance. It is particularly relevant to children and young people; their parents, guardians and carers; vulnerable adults and others with special needs; and their carers and support workers.

We help everyone enjoy environmental learning.

We are committed to equal opportunities and diversity and aim to treat everyone with dignity and respect, and not to discriminate on grounds of age, disability, ethnicity, race, sex (gender), sexual orientation, gender reassignment, religion or belief or non-belief, marriage or civil partnership, or pregnancy or maternity. Everyone is welcome to participate in our activities, so long as the activity is practically appropriate for a particular individual.

However we are unable to provide specialist care and support for those that need it. We are also unable to accept responsibility for children under 18, who must be accompanied by a responsible adult.

When attending CET activities:

1 Check that an activity is appropriate for you before turning up. Activity listings usually include an indication of length, pace and difficulty so check this carefully, and follow any advice about clothing and equipment. If in doubt, contact us in advance.

2 If you are under 18, you will need to be accompanied by a responsible adult when participating in activities, such as your parent, legal guardian, carer, teacher or youth worker, unless you have specific permission from the Managing Director.

3 If you are under 18 and are participating in activities using tools, such as habitat maintenance, you must be supervised at all times by a parent, guardian or responsible adult.

4 Please do not be offended if asked for proof of age.

5 If you are a responsible adult accompanying children or young people under 18, be aware that you are responsible for their direct care and supervision, and that this is not the responsibility of CET staff and volunteers.

6 If you are an adult who is unable for whatever reason to care for themselves independently, or needs specific help in order to participate in an activity safely (for example because of an illness or disability), you must be accompanied by another adult such as a carer or support worker who takes responsibility for your care.

7 If you are a carer or support worker accompanying someone who is unable to care for themselves independently or who needs special assistance, please be aware you are responsible for their direct care and/or special assistance, and that this is not the responsibility of CET staff and volunteers.

8 Please tell the organiser discreetly and in confidence about any medical conditions that may affect your ability or that of the people in your care to participate safely.

9 Before and during the activity, please follow the advice of the leader or organiser. Leaders have to take responsibility for everyone's safety and enjoyment, and can refuse to accept people who in their judgement may place themselves or the group in danger, or seriously disrupt the activity, so long as a judgement is not based on stereotypical assumption or prejudice.

10 If you have any concerns about the behaviour of anyone participating in an activity, such as abusive, threatening or inappropriate behaviour, raise this discreetly with the activity leader. If you have concerns that a child or vulnerable person is being placed in danger or abused, you can raise this with your local authority, the NSPCC helpline (in the case of children, Tel 0808 800 5000, www.nspcc.org.uk/helpline) and/or the CET safeguarding officer (jill@creeksidecentre.org.uk or call 020 8692 9922). If you suspect that anyone is ever in immediate danger, call the police.

11 Everyone under 18 must be accompanied by a responsible adult when participating in CET activities, unless you have specific permission from the Managing Director.

APPENDIX - Questions when referring concerns about abuse

These questions are likely to be asked by the local authority should you refer a concern about abuse to them. You may find it helpful to consider them when making notes or a referral. Keep any written documents containing personal details strictly confidential and store them in a safe place.

CET staff are here to support you. If you need any guidance, please get in touch with the safeguarding officer.

1 Your name, role and contact details.

2 The organisation's name and contact details.

3 Child or vulnerable adult's name, age/date of birth (estimated if unknown) and contact details.

4 Whether or not you are reporting concerns on behalf of someone else.

5 A brief description of what prompted the concerns, including dates, times and other specific factors, making a clear distinction between fact, opinion and hearsay, including:

- Any visible bruising or injuries.
- Any indirect signs such as behavioural changes.
- The child or vulnerable adult's account of any signs or injuries, if any.
- Whether the child or vulnerable adult has been spoken to directly, and their account of any signs or injuries, or any disclosures.
- Any contact with parents/carers or support workers including:
 - Their names and contact details.
 - Times and dates of discussion.
 - What was said.
- Has anyone been alleged to be the abuser? Give further details.
- Where and when do you suspect the abuse to have taken place? Was it on your activity or elsewhere?
- Is anyone else involved and have they been contacted? Are there any witnesses?
 - Their names and contact details.
 - Times and dates of discussion.
 - What was said

Summary of Policy and Procedures

CREEKSIDE EDUCATION TRUST commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

Prevention

CREEKSIDE EDUCATION TRUST responsibilities

CREEKSIDE EDUCATION TRUST will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with CREEKSIDE EDUCATION TRUST. This includes the way in which information about individuals in our programmes is gathered and communicated.

- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process

Staff responsibilities

Child safeguarding

CREEKSIDE EDUCATION TRUST staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

Adult safeguarding

CREEKSIDE EDUCATION TRUST staff and associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an at-risk adult to physical, emotional or psychological abuse, or neglect

Protection from sexual exploitation and abuse

CREEKSIDE EDUCATION TRUST staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, CREEKSIDE EDUCATION TRUST staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by an CREEKSIDE EDUCATION TRUST staff member or associated personnel to the appropriate staff member

Enabling reports

CREEKSIDE EDUCATION TRUST will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by CREEKSIDE EDUCATION TRUST 's Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

CREEKSIDE EDUCATION TRUST will also accept complaints from external sources such as members of the public, partners and official bodies.

How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding named contact in this policy. If the staff member does not feel comfortable reporting to their Safeguarding named contact (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be a senior member of staff or a member of the Board of Trustees.

Response

CREEKSIDE EDUCATION TRUST will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in Associated Policies).

CREEKSIDE EDUCATION TRUST will apply appropriate disciplinary measures to staff found in breach of policy.

CREEKSIDE EDUCATION TRUST will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

Associated policies

Code of Conduct

Procedures for safeguarding in staff recruitment

Glossary of Terms

Beneficiary of Assistance

Someone who directly receives goods or services from CREEKSIDE EDUCATION TRUST programme. Note that misuse of power can also apply to the wider community that the CREEKSIDE EDUCATION TRUST serves, and also can include exploitation by giving the perception of being in a position of power.

Child

A person below the age of 18

Harm

Psychological, physical and any other infringement of an individual's rights

Psychological harm

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

Safeguarding

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect⁴

We understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes. One donor definition is as follows:

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all

⁴ NHS 'What is Safeguarding? Easy Read' 2011

risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre of all we do.

Sexual abuse

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

Survivor

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

At risk adult

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

End.