



SAFEGUARDING POLICY AND PROCEDURES

1. Introduction

The International Christian Consulate makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. The beneficiaries of the charity are resident outside of the UK, mostly in Greece, where the charity's main operations are currently focused.

The International Christian Consulate does not work with children, but *may* encounter vulnerable adults through the following activities:

- Provision of emergency safe-house accommodation in Greece

The types of contact with vulnerable adults will be:

- No regulated activities

This policy seeks to ensure that the International Christian Consulate undertakes its responsibilities with regard to protection of children and/or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

2. Confirmation of Reading

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for the International Christian Consulate.

Please complete the details below and return this completed form to the Senior Management Team (SMT).

Employee/Volunteer Name:

Employee/Volunteer Signature:

Date:

3. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

The full, legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended (in particular, by the Protection of Freedoms Act 2012).

Definition of Regulated Activity Related to Children

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Regulated activity excludes family arrangements, and personal, non-commercial arrangements. The new definition of regulated activity relating to children comprises only:

- (i) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;
- (ii) Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers; Work under (i) or (ii) is regulated activity only if done regularly.
- (iii) Relevant personal care, for example washing or dressing; or health care by or supervised by a professional;
- (iv) Registered childminding; and foster-carers.

Regulated Activity Relating to Adults

The new definition of regulated activity relating to adults no longer labels adults as 'vulnerable'. Instead, the definition identifies the activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time. This means that the focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities. There is also no longer a requirement for a person to do the activities a certain number of times before they are engaging in regulated activity.

There are six categories of people who will fall within the new definition of regulated activity (and so will anyone who provides day to day management or supervision of those people). A broad outline of these categories is set out below. For more information please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012.

(i) Providing health care

Any health care professional providing health care to an adult, or anyone who provides health care to an adult under the direction or supervision of a health care professional. Please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012, for further details about what is meant by health care and health care professionals.

(ii) Providing personal care

Anyone who:

- provides physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of an adult's age, illness or disability;
- prompts and then supervises an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin, hair or nails without that prompting or supervision; or trains, instructs or offers advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of their age, illness or disability.

(iii) Providing social work

The provision by a social care worker of social work which is required in connection with any health care or social services to an adult who is a client or potential client.

(iv) Assistance with cash, bills and/or shopping

The provision of assistance to an adult because of their age, illness or disability, if that includes managing the person's cash, paying their bills or shopping on their behalf.

(v) Assistance in the conduct of a person's own affairs

Anyone who provides various forms of assistance in the conduct of an adult's own affairs, for example by virtue of an enduring power of attorney. Please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012, for the further categories which are covered here.

(vi) Conveying

A person who transports an adult because of their age, illness or disability either to or from their place of residence and a place where they have received, or will be receiving, health care, personal care or social care; or between places where they have received or will be receiving health care, personal care or social care. This will not include family and friends or taxi drivers.

4. Responsibilities

All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Additional specific responsibilities

Trustees have responsibility to ensure:

- The policy is in place and appropriate
- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented

SMT have responsibility to ensure:

- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed
- Liaison with and monitoring the Designated Senior Manager work

The Designated Senior Manager / lead officer (Greece) is the Senior Management Team. This person's responsibilities are:

- Ensure staff (paid and unpaid) have access to appropriate training/information
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Keep up to date with local arrangements for safeguarding
- Take forward concerns about responses

5. Implementation

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

- Grievance and disciplinary procedures – to address breaches of procedures/ policies
- Health and Safety policy, including lone working procedures (staff and volunteers must not have contact with beneficiaries alone), mitigating risk to staff and clients
- Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory
- Data protection
- Confidentiality (or limited confidentiality policy) ensuring that service users are aware of our duty to disclose
- Staff induction
- Staff training

Safe Recruitment

International Christian Consulate ensures safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details: 'recruitment is done in line with safe recruitment practices.'
- Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding
- Shortlisting is based on formal application processes/forms and not on provision of CVs
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification
- DBS checks will be conducted for specific roles for UK staff (paid or unpaid) working with children and vulnerable adults according to the definitions outlined above. (Currently no such roles apply). For non-UK staff, alternative background checks will be carried out where appropriate.
- No formal job offers are made until after checks for suitability are completed (including DBS and 2 references).

Service delivery contracting and sub contracting

- There will be systematic checking of safeguarding arrangements of partner organisations.
- Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non compliance procedures.

6. Communications Training and Support for Staff

International Christian Consulate commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

Induction will include:

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence)
- Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding

Communications and discussion of safeguarding issues

Commitment to the following communication methods, where appropriate, will ensure effective communication of safeguarding issues and practice:

- Team meetings
- SMT meetings
- Board meetings
- One to one meetings (formal or informal),

Support

We recognise that involvement in situations where there is risk, or actual harm, can be stressful for staff concerned. The mechanisms in place to support staff include:

- Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g. access to counselling.
- Staff who have initiated protection concerns will be contacted by line manager /DSM within 1 week.

7. Professional Boundaries

Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

International Christian Consulate expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:

- **Giving and receiving gifts from clients:**
International Christian Consulate does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However gifts may be provided by the organisation as part of a planned activity.
- **Staff contact with user groups**
Romantic relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited. It is also prohibited to enter into a romantic relationship with a person who has been a service user over the past 12 months.

The following policies also contain guidance on staff (paid or unpaid) conduct:

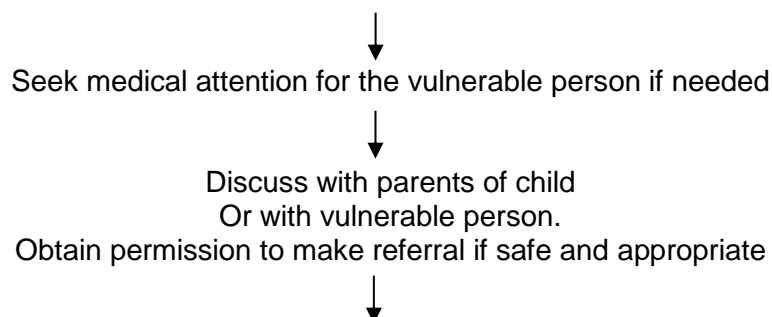
- Staff (paid or unpaid) must adhere to the code of conduct outlined in the staff manual.
- Staff (paid or unpaid) must declare any actual or potential conflict of interests to their line manager or the Designated Senior Manager.

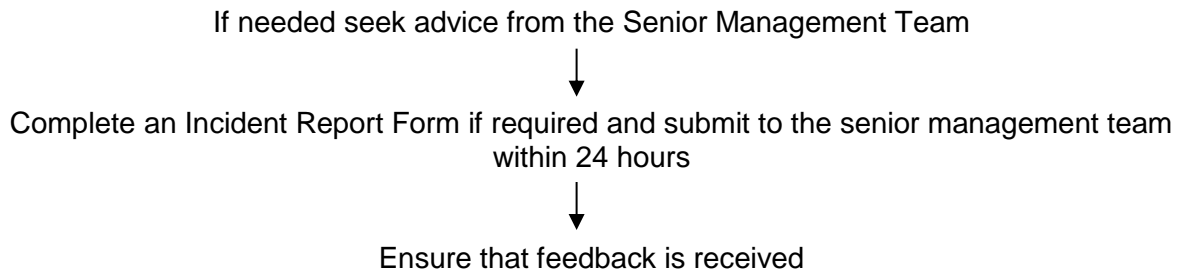
If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures.

8. Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at International Christian Consulate:

Communicate your concerns with your immediate manager (if manager is implicated then refer to their line manager or peer)





9. Allegations Management

International Christian Consulate recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

First step: Any member of staff (paid or unpaid) from International Christian Consulate is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. A written record of the concern will be completed by the individual / line manager / safeguarding manager / peer.

Second step- contact local authority of country of which the allegation took place, for advice.

Third step – follow the advice provided

10. Monitoring

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices
- References applied for new staff
- Records made and kept of supervision sessions
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place

11. Managing

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.

All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

12. Communicating and Reviewing the Policy

International Christian Consulate will make clients aware of the Safeguarding Policy through the following means:

- Staff inductions and manual

This policy will be reviewed the senior management team every 2 years and when there are changes in legislation.