Kumi Community Foundation Safeguarding Policy and Procedure

Kumi Community Foundation is committed to safeguarding all children, young people and adults from all forms of abuse. As required by the Charity Commission for England and Wales, we follow UK Government Guidelines as stated in Working Together to Safeguard Children (Department for Education 2018) and Care and Support Statutory Guidance (Department of Health, updated 2016).

We implement these guidelines by:

1. appointing a Safeguarding Trustee (Lynn Fletcher),
2. safely recruiting volunteers,
3. providing volunteers with basic information about how to recognise abuse ,
4. providing volunteers with a procedure for reporting abuse and
5. including safeguarding in the duties of the visit co-ordinator.
6. The Safeguarding Trustee ensures that safeguarding is fully considered in all of the organisation’s activities. This includes reviewing any safeguarding incidents/concerns and providing a report and, where necessary, a policy revision, to the Annual General Meeting.
7. Safe recruitment of volunteers includes:

* Requiring all UK volunteers to have a DBS check at the appropriate level unless:

1. They have signed up to the DBS online update system, can present their certificate to the Safeguarding Trustee and can enable the Safeguarding Trustee to check their DBS status online, or
2. They can provide a reference from their line manager or HR department, indicating that they have a current clear DBS and giving the date of the disclosure.

The Secretary can arrange for DBS checks to be obtained online through DDC (Due Diligence Checking) at a cost of £12, payable by the volunteer.

* Requiring volunteers from outside the UK to obtain a ‘Certificate of Good Conduct’ from their relevant government organisation and provide the certificate to Kumi Community Foundation, unless they can provide a reference from their line manager or HR department, indicating that they have an appropriate Certificate of Good Conduct or other relevant check.
* Reminding volunteers that they are in a position of trust and must guard against any abuse of trust in their dealings with others, whether child or adult.

1. Recognition of abuse is based on UK Government guidance (definitions are given in Appendix 1), although the visit co-ordinator will take advice from the local team on applying this guidance in the local context:

* In relation to children - physical, emotional, sexual (including child sexual exploitation) abuse and neglect
* In relation to adults – physical, domestic, sexual, psychological, financial/material and discriminatory abuse. Other recognised forms of abuse are modern slavery, neglect and acts of omission and self-neglect.

1. Reporting abuse to the visiting Team Leader is the safeguarding duty of the volunteer. The volunteer may become concerned about abuse or have evidence that abuse is occurring because of something seen, heard, reported to the volunteer or disclosed to the volunteer. He or she will make an immediate and factual written record of the information. In the event of a disclosure, the volunteer will be supportive and accepting and tell the discloser what will happen next. The volunteer will take the record to the visiting Team Leader for discussion and action (unless the visiting Team Leader is implicated, in which case the volunteer will contact the Safeguarding Trustee).
2. The visiting Team Leader works with appropriate local contacts to ensure the immediate safety of the child or adult, liaises with local agencies, obtains copies of any reports and keeps a confidential log of events. If a volunteer from Kumi Community Foundation is implicated, the visiting Team Leader immediately asks the volunteer to step back from the work (a procedure which does not pre-judge guilt or innocence). The visiting Team Leader seeks advice from the Safeguarding Trustee as required and reviews the concern with the Safeguarding Trustee on return from the visit.

**Appendices:**

**1. Abuse – categories and definitions**

**2. Guidance on the use of photography during a Kumi Community Foundation visit**

**Appendix 1 Abuse: categories and definitions**

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| Children - Working Together to Safeguard Children (Department for Education 2018)  *(A child is anyone who has not yet reached their 18th birthday)* | |
| Physical abuse | A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. |
| Emotional abuse | The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s 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 (including cyber bullying), causing children 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 maltreatment of a child, though it may occur alone. |
| Sexual abuse  Child sexual exploitation | Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.  Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology |
| Neglect | The persistent failure to meet a child’s 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;  • ensure adequate supervision (including the use of inadequate care-givers); or  • ensure access to appropriate medical care or treatment.  It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs. |
| Adults - Care and Support Statutory Guidance (Department of Health, updated 2016) | |
| Physical abuse | Includes assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions |
| Domestic abuse | Includes psychological, physical, sexual, financial, emotional abuse, so called ‘honour’ based violence. A new offence of coercive and controlling behaviour in intimate and familial relationships was introduced into the Serious Crime Act 2015. |
| Sexual abuse | Includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo  sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting |
| Psychological abuse | Includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks |
| Financial or material abuse | Includes theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits |
| Modern slavery | Encompasses slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment |
| Discriminatory abuse | Includes harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation, religion |
| Organisational abuse | including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to  care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. |
| Neglect and acts of omission | Includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating |
| Self-neglect | This covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. |

**Appendix 2 – Guidelines on photography**

Kumi Community Foundation will, at all times, portray children and adults in a respectful, appropriate and consensual way.

* Before photographing or filming an individual, volunteers will assess and endeavour to comply with local traditions or restrictions for reproducing personal images.
* Before photographing or videoing an individual, volunteers will ensure that the individual is happy to have their image taken and used. The written consent of an adult (or the adult with responsibility for a child) will be sought whenever possible. In seeking permission, volunteers will explain, as far as is possible, how the photograph or video will be used. Assurances will be given to individuals that he or she will not be identified by name or contact details.
* Volunteers will ensure that photographs and videos present individuals in a dignified and respectful manner and not in a vulnerable or submissive manner and those individuals are adequately clothed and not in poses that could be seen as sexually suggestive.
* Volunteers will ensure that images are honest representations of the context and the facts.
* Volunteers will ensure that file labels do not reveal identifying information about individuals when sending images electronically.