



# SAFEGUARDING POLICY

Nwoya Charity Foundation  
Transforming Lives • Giving Hope

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## POLICY STATEMENT

**Nwoya Charity Foundation (NCF)** wants to restore dignity and revive hope to people from all walks of life. We are concerned with individuals and their circumstances and actively encourage an inclusive environment.

We seek to ensure that all our team members are aware of what is required from them under the vulnerable adult and child protection policy and make sure that it is practised at all times.

It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse and neglect of vulnerable adults and children.

We commit ourselves to co-operate fully with the appropriate statutory services when they are conducting official investigation into physical, emotional or sexual abuse and neglect of vulnerable adults, children or young people (by an adult or young person).

This statement is to be brought to the attention of all staff and volunteers when they join, as part of their induction programme. Any amendments will be brought to the attention of all team leaders to be cascaded throughout the staff and volunteer teams.

### Implementation

#### NCF SHALL:

Plan its work so as to minimise situations where the abuse of vulnerable adults and children might occur.

Although the number of people who actively seek to abuse vulnerable adults and children is very small NCF can reduce opportunities for abuse in various ways. We will, for instance:

- Ensure that there is adequate supervision for all vulnerable adults and children.
- Ensure that any vulnerable adult or child working with NCF is aware of who they can talk to if they have concerns.
- Ensure that all staff and volunteers know where the nearest telephone is in case of emergencies.
- Arrange that an adult is not left alone with a child except in an emergency where there is little or no opportunity of the activity being observed by others. This good practice can be of as much benefit to the adult as to the child.
- Make sure the designated person and deputy has correct and up to date training.
- Ensure staff and volunteers supervising vulnerable adults or children are suitably trained.

### Designated person and their role

NCF has a designated person who is responsible for dealing with any concerns about the protection of vulnerable adults or children. There is also a deputy in the absence of the designated person.

The designated person for NCF is Adoch Susan; the deputy is Executive Director, Richard Okello Lukiko.

The designated person will be available for vulnerable adults and children to speak with should they feel the need to talk with someone about an incident, which has happened whilst working for or receiving assistance from NCF, particularly if they feel they have been physically, sexually or emotionally abused or neglected by an adult or another young person.



## **RECORDING**

The designated person will make notes and keep confidential records of any disclosure or concerns they or another staff/team member has and seek advice from the Social Services Department or the Police. See 'incident reporting form' at page 7; blank copies are held in the office.

Staff and volunteers must ensure that their recording of facts, incidents, assessments, referrals, case discussions are all sufficient, accurate, concise, up-to-date, legible, dated and factual. Opinions should be kept to a minimum and backed up by factual evidence. Any supporting evidence should be preserved and clearly labelled. These records must be stored in an individual file and stored securely in a manner that safeguards the individual's right to privacy and security. These records are available to individuals on request (not third party information) and may be used as evidence in disciplinary proceedings or in civil or criminal prosecutions.

## **WHISTLE-BLOWING**

Staff and volunteers are encouraged to take action when suspicious that abuse is occurring at work – no matter what the setting, who the perpetrator is or who the victim is. NCF will respect and not penalise those who stand up for anyone who is suspected of being abused.

Staffs have a responsibility to report any occurrences or suspicions of adult abuse.

## **REMEMBER**

It is important that everyone in NCF is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional vulnerable adult and child protection agencies following a referral to them of concern about someone.

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## **Additional points**

### **Displaying Information**

The name of the designated person shall be displayed at every NCF information boards.

All workers in NCF should be informed of the name of the designated person and how they might be contacted.

### **Applying agreed procedures for protecting vulnerable adults and children to all workers**

These procedures are set in place to protect vulnerable adults and children should apply to all those in contact with them. This is not the same as treating each person who relates to vulnerable adults and children as being under suspicion, but a matter of taking sensible measures to protect vulnerable adults and children, which are then observed by everyone. This will involve thought and planning within each group to minimise the risk.

If any member of staff or supervising volunteer has concerns, please raise them with the designated person. If it is brought to the attention of the designated person and not adequately dealt with the next step is to talk to Board of Directors to discuss your concerns.

### **Disclosure of Information**

There is a difference between confidentiality and secrecy. All personal and delicate information disclosed to us is confidential, but may not always be secret.

Personal and delicate information about staff and volunteers will be:

- Confidential to NCF and can be shared with staff and volunteers on a 'need to know basis' and
- Can be shared with another agency when:
  - Permission is given by the person about whom the information is held.
  - There is an overriding justification to share information without the person's consent.
  - The law requires it.

### **Give staff and volunteers clear roles**

Abuse of vulnerable adults and children is most easily concealed where there is confusion among adults about roles and responsibilities. Included therefore in all job and role descriptions, both for employees and volunteers, will be a statement laying down the behaviour and values expected from all who work as part of this team.

Over and above the written word, expected behaviour towards vulnerable adults and children when working with YARID will be explained to new workers as part of their induction.

### **Supervision as a means of protection**

Regular staff meetings will be held where team leads meet together to raise issues about their area of work and discuss them. When receiving feedback about the work, particular attention should be paid to any situation or suggestion that a vulnerable adult or child is being either highly favoured or harshly treated, as these are signs of abuse.

Within NCF, our main area of concern about protecting people lies with the welfare of any vulnerable adult supported volunteers. Where possible, team leads should take opportunities to observe those vulnerable adults and children for whom they are responsible.



In all recruitment decisions concerning volunteers:

- a) A detailed application form should be completed
- b) 2 references should be taken about the suitability of the applicant for the post being considered
- c) An informal interview will provide an extended conversation to allow an opportunity to explore in more detail the applicant's experience and motivation for volunteering.

### Training

Training in the prevention of abuse and the action to take if abuse occurs should be included as part of the Training and Induction Programme for all staff and volunteers.

All workers will be informed of this policy and procedures at induction and with any updates required by law.

### General

All workers driving any vehicle, which transports vulnerable adults and/or children, must hold a valid driver's licence for the type/class of vehicle they are driving.

All vehicles used in the transportation of vulnerable adults and/or children must have a valid road fund licence, be appropriately insured, have a valid MOT certificate and comply with all appropriate legislation and regulations. Seat sharing is not permitted, and seat belts must be worn.

### Policy Review

This policy and its implementation will be reviewed at least annually and whenever there are any legislative changes or amendments to guidance issued by relevant statutory bodies.

### Signature of Chairperson of Directors

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Date Policy Adopted

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Sign of Executive Director

