

# The CCG Trust – *Safeguarding Policy*

## 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 The CCG Trust. This includes harm arising from:

- The conduct of volunteers or personnel associated with The CCG Trust (please note, The CCG Trust does not currently employ any staff. Instead, it is run by a dedicated team of Trustees and volunteers).
- The design and implementation of The CCG Trust's grant giving programme and activities

The policy lays out the commitments made by The CCG Trust, and informs volunteers and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Safeguarding concerns in the wider community not perpetrated by The CCG 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 neglect.

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 volunteers, associated personnel or grant giving programme.

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

## Scope

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

## Policy Statement

The CCG 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. The CCG Trust will not tolerate abuse and exploitation by volunteers or associated personnel.

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

The CCG Trust commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## Prevention

### The CCG Trust responsibilities

The CCG Trust will:

- Ensure all volunteers and associated personnel 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 The CCG Trust. This includes the way in which information about individuals is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting and managing volunteers, any future staff and associated personnel
- Ensure volunteers and associated personnel receive training on safeguarding at a level commensurate with their role in the organisation
- Follow up on reports of safeguarding concerns promptly and according to due process

### Staff responsibilities

#### Child safeguarding

The CCG Trust volunteers 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

The CCG Trust volunteers 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

The CCG Trust volunteers 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, The CCG Trust volunteers 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 The CCG Trust volunteer or associated personnel to the appropriate individual

## Enabling reports

The CCG Trust will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to volunteers and associated personnel.

Any volunteers or associated personnel reporting concerns or complaints through formal whistleblowing channels will be protected by The CCG Trust.

The CCG Trust will also accept complaints from external sources such as members of the public, partners and official bodies.

### How to report a safeguarding concern

Volunteers or associated personnel who have a complaint or concern relating to safeguarding should report it immediately to the Safeguarding Focal Point. If the volunteer or associated personnel does not feel comfortable reporting to the Safeguarding Focal Point (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 individual. For example, this could be a Trustee.

#### **Safeguarding Focal Point:**

Struan McDougall:

trustees@ccgtrust.com ; +44 7887 997079

## Response

The CCG 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).

The CCG Trust will apply appropriate disciplinary measures to volunteers or associated personnel found in breach of policy.

The CCG Trust will offer support to survivors of harm caused by volunteers 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 reporting and response to safeguarding concerns

## Glossary of Terms

### **Beneficiary of Assistance**

Someone who directly receives goods or services from The CCG Trust's programme. Note that misuse of power can also apply to the wider community that The CCG 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

### **Protection from Sexual Exploitation and Abuse (PSEA)**

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by volunteers or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

### **Safeguarding**

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect<sup>1</sup>

In our sector, we understand it to mean protecting people, including at risk adults, from harm that arises from coming into contact with our staff, associated personnel 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, 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, associated personnel and staff. It requires proactively identifying, preventing and guarding against all 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**

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<sup>1</sup> NHS 'What is Safeguarding? Easy Read' 2011

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.