

# **SAFEGUARDING CHILDREN POLICY**

*for*

## **CHILDREN FIRST UGANDA**

### **Introduction**

CHILDREN FIRST UGANDA (the Charity) is a registered charity run for the following purpose:

To provide financial support, effect transfer of such funds and offer technical support and advice to our sister Charity in Uganda, CALM Africa.

The Charity is based at:

4 The Bell Field, Luckington, Chippenham Wilts,  
SN14 6GZ

Charity Number: 1130672

The Charity has adopted this safeguarding children policy and expects every adult working or helping at Charity to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Charity.

Furthermore, as a charity raising funds for CALM Africa we, the Trustees, recognise that we have a responsibility to ensure that all children or vulnerable adults with whom CALM Africa interacts, in particular those children and adults benefitting from the funds we provide, either through Grants, Gifts or donations, are afforded the protection and security laid down in the Safeguarding Policy enforced by CALM Africa.

As we work closely with the Charity on a daily basis, we are confident that these policies are followed to the letter and it is on the understanding of trust and confidence, that the periodic transfer of funds are effected.

Updates, modifications and reviews of such Policies are shared with this Charity.

### **Purpose of the Policy**

This policy is intended to protect children who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy, the term children shall mean any person who is under eighteen years of age.

The Charity believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

## **The Risks to Children**

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- physical or emotional abuse
- neglect
- sexual abuse
- female genital mutilation (FGM)
- grooming and exploitation
- trafficking and modern slavery
- exposure to or infliction of domestic abuse
- bullying or cyber bullying
- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm
- physical harm when engaging with activities without adequate supervision

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

## **Safeguarding Principles**

Safeguarding children from harm and abuse is an essential responsibility for our Charity. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks to children
- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing of children engaging with us as a Charity

- reporting concerns expeditiously and appropriately, in line with child protection procedures
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
- acting appropriately in the presence of children
- not taking any inappropriate risks
- not smoking, drinking, or taking any form of illicit substances in the presence of children

### **Safeguarding Officer**

Any question, report or concern in relation to the safeguarding of children should be shared with our Safeguarding Officer:

**Name:** ANTHONY BATEMAN

**Email:** anthonybateman@gmail.com

**Telephone:** 07826 055303

### **Confidentiality and Data Protection**

All personal information we may process relating to children, shall be processed, and stored in accordance with our data protection privacy policy which can be located at: ON OUR WEBSITE.

### **Responding to a Safeguarding Concern**

Where a child is at immediate risk of serious harm, any adult present should call 999. Thereafter, the Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- listen calmly and carefully, showing that their their views are taken seriously
- provide an appropriate and honest level of reassurance

- avoid interrogating children and asking probing, intrusive and/or leading questions
- avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral)
- make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places, and people concerned. Audio and video recordings of children making disclosures should be avoided
- refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day

Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department.

### **Reporting Concerns About Other Adults**

Where any person has a concern regarding the conduct of an adult connected to the Charity, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally
- exposing a child to behaviour which may cause physical or emotional harm
- engaging in criminal activity concerning a child

this must be raised in the first instance with the Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Charity.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Charity will include either:

- further initial enquiries
- escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Charity
- a referral to the Disclosure and Barring Service, Disclosure Scotland or Access Northern Ireland, or any other relevant regulatory bodies

Any person within the Charity who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within the Charity who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the Charity who makes an allegation against another person from within the Charity shall be listened to, taken seriously, and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

### **Disclosure and Barring Service (DBS) Access Northern Ireland, Disclosure Scotland Checks**

Checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake checks with the DBS, Access Northern Ireland, and Disclosure Scotland (whichever is applicable) in relation to are:

Suzanne Duce  
Andrew Drakeford  
Terry Goddard  
Anthony Bateman

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in a activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the DBS, Access Northern Ireland and Disclosure Scotland.

### **Safeguarding Children at Events and Activities**

#### **Responsibilities and Planning**

Typically, we may arrange the following types of events and/or activities which could involve children:

STATEMENT. Children First Uganda was created solely to provide funds from donations and grants to its sister Charity in Uganda. At this time it has no expectation or need to hold events of any type which will be attended by children or vulnerable adults. Our single mandate is to raise funds for CALM AFRICA. However, should the need ever arise, the precautions and arrangements to supervise, protect and safeguard children and vulnerable adults, as required by safeguarding regulations will be implemented. Subsequent paragraphs in this policy explain our action plan on such occasions.

We are satisfied that CALM Africa has all the necessary procedures and safeguards in place to ensure that children and vulnerable adults are protected at all times. This also includes students and UK gap year students on placement

with CALM. As a funding charity we place great importance on the need for total supervision and tight adherence to, safeguarding policies by CALM Africa. We also demand periodic updates and progress reports from CALM Africa on all such events and confirmation from them that safeguards are in place and robustly controlled.

The Safeguarding Officer shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities the purpose of a specific event.

Although the Safeguarding Officer and any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see the relevant section above).

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

### Venues

Any events or activities held by us will typically take place at:

In the school premises of CALM Africa our sister charity in Uganda

We have carried out a health and safety risk assessment of this location in reference to its safety and suitability for children. Where any events or activities are held at any other location, we shall also carry out a risk assessment.

The fire safety procedure at this location can be found in the following location:

As produced and displayed on notice boards by CALM Africa at their premises in Uganda.

### First Aid

We have the following first aid procedure within the Charity:

On our website.

We are satisfied that CALM Africa has a robust First Aid Policy to ensure that children in their care are adequately protected from harm and that action is swiftly taken should a child become injured.

Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the Safeguarding Officer.

## Consent Forms

We shall always obtain written consent from a parent or guardian for any event which takes place with children in attendance without their responsible parent or guardian present. Consent will be obtained via:

CALM Africa will contact parents to obtain permission.

Consent forms will include emergency contact details and will set out any specific safety needs/requirements for children.

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

## Supervision

For most activities and events, our procedure for supervision of children is as follows:

Events held at school including sports days. Parents will be given the right to attend but a few choose not to come due to work.

Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

## **Managing Behaviour of Children Generally**

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally
- approach the situation in a calm and neutral manner
- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others
- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer

Further details regarding our procedures for managing behaviour can be located in our behaviour policy:

As written and displayed by CALM Africa at the schools and premises where they operate.

CFU does not have a separate policy.  
We are satisfied that this is tightly controlled by CALM Africa.

### **Managing Risks Posed by Other Children**

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and
- has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion, or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

Whilst we have no direct involvement with children or vulnerable adults we understand the need for appropriate action to be taken and are satisfied in the case of CALM Africa all instances of bullying the children and relevant adults involved will be spoken to and given a first warning. If it is repeated, children will be given a further warning, followed by supervision, guidance and education. We are confident that these control measures are carried out by CALM Africa when such instances are discovered.

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

Whilst we have no direct involvement with children or vulnerable adults we are fully aware of the need for vigilance over the possibility of cases of bullying. We understand that the child or adult involved shall be banned from any further dealings with the Charity and involvement with other children associated with the charity. We are satisfied that the staff at CALM Africa are sensitive to, and vigorous in, recognising instances of bullying and deal with all cases firmly and in accordance with regulations, all of which, are effectively covered in their own Safeguarding Policies.

All steps in relation to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.



## **Photography**

We do not take photographs of children when they are attending our premises, events or activities.

We do however recognise that members of the public may take photographs when they are attending our premises, events or activities.

We ask that any parents, guardians and other members of the public take the following into consideration when taking photos at our premises, events or activities:

- images of other children should not be shared on social media without the permission of any children who feature in the images (where ascertainable), together with the permission of the children's parent/guardian
- images which are shared on social media should be shared cautiously, with the appropriate privacy and security settings in place.

Further information is contained in our photography policy which can be found:

CFU has no need for such a policy at present.  
We are satisfied that CALM Africa has the appropriate policy in place which is robustly enforced.

## **Other Policies**

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our data protection policy
- Our first aid policy
- Our photography policy
- Our behaviour policy

This policy should also be read in conjunction with:

Should it ever become necessary: Health and Safety Policy  
Background checks

## **Legal Framework**

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Charity in the jurisdictions it operates within.

This Policy is approved and robustly endorsed by CHILDREN FIRST UGANDA and is due for review every YEAR.

**Signed:** *Anthony Bateman*

ANTHONY BATEMAN (Safeguarding Officer)

**Date:** 23rd March 2023