



# Safeguarding Policy

July 2019

## **Safeguarding Policy**

The purpose of this policy is to protect all people, particularly women, girls, boys and at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with Size of Wales. This includes harm arising from:

- The conduct of staff or personnel associated with Size of Wales
- The design and implementation of Size of Wales's programmes and activities

The policy lays out the commitments made by Size of Wales, and informs staff and associated personnel<sup>1</sup> of their responsibilities in relation to safeguarding.

This policy does not cover safeguarding concerns in the wider community not perpetrated by Size of Wales 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<sup>2</sup>.

We understand it to mean protecting people, particularly women, girls, boys and at risk adults, from harm that arises from coming into contact with our staff or programmes.

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

## **Scope**

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

## **Policy Statement**

Size of Wales 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. Size of Wales will not tolerate abuse and exploitation by staff or associated personnel.

Size of Wales commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## **Prevention**

### ***Size of Wales responsibilities***

Size of Wales will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy

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<sup>1</sup> See 'Scope' for definition of associated personnel

<sup>2</sup> NHS 'What is Safeguarding? Easy Read' 2011

- Design and undertake all its programmes and activities in a way that minimises risk of harm that may arise from their coming into contact with Size of Wales.
- Seek to recruit all paid staff and volunteers using appropriate procedures, safeguards and checks including determining whether any roles are in regulated activity and so subject to a barring list check, which roles are eligible for enhanced DBS checks only, and take up references for all posts and volunteer roles
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process

### ***Staff and Volunteer Responsibilities – Behaviour Code***

All Size of Wales staff, volunteers, grant recipients and partners are prohibited from engaging in the following harmful behaviour, including but not limited to:

- Any behaviour or activity that could amount to sexual exploitation and abuse
- Sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- Any other activity that is intended to cause physical or emotional harm, humiliation or exploitation to any individual.
- Any activity, practice or behaviour that suggests staff, grant recipients or partners have abused their position of power and is engaging any individual based on inherently unequal power dynamics.
- Sexual relationships between staff-, grant recipients-, partners and any individuals that are based on unequal power dynamics are strongly discouraged since they may undermine the credibility and integrity of the work of Size of Wales.

All staff, volunteers, grant recipients and partners will report safeguarding concerns in accordance with this policy.

### **Reporting concerns or allegations**

Where a member of staff (or volunteer or trustee) has a concern:

- That a child may be being abused or at risk of harm;
- That an adult at risk may be being abused or at risk of harm; or
- That an adult working with children or adults at risk may pose a risk of harm to those children or adults at risk,

they should contact the Size of Wales Safeguarding Officer or, in her absence to the Chair of the Board of Trustees, immediately face to face, or through the email addresses specified below.

Size of Wales will also accept complaints from external sources such as members of the public, partners and official bodies.

### **How to report a safeguarding concern**

Staff members who have a complaint or concern relating to safeguarding should report it immediately to Size of Wales' Safeguarding Officer or to their line manager. If the staff member does not feel comfortable reporting to the Safeguarding Officer or line manager (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 the Deputy Safeguarding Officer (or to any Trustee).

#### **Contact details:**

Safeguarding Officer – Barbara Davies Quy (Head of Programmes)

safeguarding@sizeofwales.org.uk

Deputy Safeguarding Officer - Chair of the Board of Trustees – Peter Davies

peter@pdpartnership.co.uk

### **Responding to a concern or allegation**

The Safeguarding Officer (and the Deputy in her place) will take all concerns and allegations of abuse seriously and will respond appropriately in order to ensure the safety of children and adults at risk who come into contact with Size of Wales. Where the concern relates to a child or adult in the United Kingdom this may require a referral to children's social care services, adults' safeguarding services, the Local Authority Designated Officer (LADO) or occasionally the police.

The Safeguarding Officer (or Deputy in her place) must report all allegations of abuse against staff working in the United Kingdom to the LADO within 24 hours of the allegation coming to light. An allegation may relate to a person who works with children who has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Where Size of Wales becomes aware of a concern or allegation of abuse relating to a member of staff working overseas, or an adult working for a programme delivery partner or sub-grantee based overseas, referrals may need to be made to relevant local agencies. The Safeguarding Officer will take appropriate advice of the most appropriate course of action in order to ensure the safety of children and adults at risk who come into contact with Size of Wales activities.

Size of Wales Board of Trustees will be informed of all allegations of abuse (as defined above) involving a member of staff, a sub-grantees or programme delivery partner.

Size of Wales will apply appropriate disciplinary measures to staff found in breach of policy.

Size of Wales will offer support to survivors of harm caused by staff 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. Where the survivor is a child or otherwise unable to make decisions, support will be provided by an appropriate guardian or carer.

### ***Reporting bullying or harassment***

Size of Wales staff are entitled to work in an environment that is safe, secure and free from harassment and abuse. Size of Wales has a number of policies in place to support this and these are detailed in the Staff Handbook. If a staff member is concerned that a staff member may be harassing or bullying another staff member, or making other feel unsafe or uncomfortable, they should speak to the Director or to a Trustee.

### **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.

### **Glossary of Terms**

#### **Beneficiary of Assistance**

Someone who directly receives goods or services from Size of Wales' programmes. Note that misuse of power can also apply to the wider community that Size of Wales 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 staff 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>3</sup>

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 staff 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 and children, 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 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**

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**

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<sup>3</sup> NHS 'What is Safeguarding? Easy Read' 2011

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.