



Policy Statement

Safeguarding

The purpose of this Policy is:

- To provide trustees and volunteers with the overarching principles that guide our approach to safeguarding in the charity
- To protect trustees and volunteers, and any other people to whom, directly or indirectly, the charity provides a service from harm, maltreatment or exploitation
- To ensure that other organisations with which the charity works in Nepal have adequate safeguarding policies and procedures

We are committed to keeping people safe

Where we may work with, or where any third party organisation operating on our behalf ("TPO") works with anyone who may be at risk due to age, illness or disability, we and TPOs working on our behalf will at all times provide services and activities which are safe for children, young people or adults at risk to participate in.

Everyone, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has a right to equal protection from all types of harm or abuse.

We aim to protect our service users, staff and volunteers from harm or maltreatment or exploitation.

Our aim is to keep all trustees, volunteers and indirect service users safe by:

- listening to and respecting them
- Working with TPOs to ensure that they use appropriate procedures, safeguards and checks in their work
- appointing a Designated Safeguarding Lead (DSL)
- adopting safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- recording and storing information professionally and securely
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, and at-risk adults appropriately
- ensuring that we have effective complaints measures in place

Child Protection

In the UK, virtually all of the charity's activities involve fundraising with adults. However, our TPOs in Nepal do work with adults and children, mainly in school settings, so the charity maintains its own safeguarding standards, and works with TPOs to ensure that they also have adequate safeguarding controls. Every child or young person who participates in any event or meeting hosted either by YYY Foundation or by the TPOs should be able to take part in an enjoyable and safe environment and be protected from abuse. For the TPO's, this is principally the responsibility of the relevant TPO, but the charity also wishes to ensure that those organisations work to good safeguarding standards.

Designated Safeguarding Officer

Our Designated Safeguarding Lead is Sarah Gurung, Chair and Trustee.

Sarah is available to all trustees, volunteers and TPOs to speak to when they have any concerns, issues or complaints regarding the safety, well-being or conduct of volunteers or TPO service users.

Where appropriate, Sarah will liaise with relevant TPOs, appropriate local and national agencies, contribute to appropriate policies, maintain records and keep confidentiality, adhere to and promote this policy within the organisation, and support or provide access to support for individuals suffering harm or abuse.

Awareness of harm and abuse in our organisation

Harm is caused by accidents, deliberate abuse (physical, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes or a failure to enable *a person* to participate in activities that are open to most of their peers.

All incidents of harm to anyone involved in our service will require an appropriate response to safeguard the individual(s) to reduce risks and improve our service.

Deliberate acts of harm (sexual, physical, emotional, financial), exploitation and neglect are abuses against the person and will incur disciplinary proceedings and require reports and referrals to the relevant authorities.

Everyone involved in our organisation should understand that safeguarding is everybody's business.

Risk of harm

Where there is risk of harm to our service users, volunteers or trustees, the Designated Safeguarding Lead is empowered to act accordingly to:

- log all conversations regarding the issue
- sign and request signatures on reports and statements
- seek advice from expert sources
- to share concerns (with consent where required and appropriate) internally and with TPOs
- to share concerns and make referrals to relevant external agencies as appropriate to the circumstances

Confidentiality

All reports and logs will be kept securely and confidential according to the charity's data protection policy, until or unless it is necessary to share this material with relevant agencies. Information will be shared on a "need-to-know" basis only.

Communication and reporting concerns

We will communicate this Policy to all trustees, volunteers, and TPOs, using appropriate methods, so that our message is understood by all.

We support and encourage all TPO service users, TPO staff, trustees and volunteers to speak up where they have:

- a **concern** - a worry, issue or doubt about practice or treatment of a service user or colleague, or their circumstances
- a **disclosure** - information about a person at risk of or suffering from significant harm
- an **allegation** - the possibility that a trustee, volunteer or TPO member could cause harm to a person in their care

We will always seek consent to share information from a person at risk unless there is a significant risk in doing so.

Whistle blowing (disclosure in the public interest)

We encourage trustees, volunteers or TPO members to report things that aren't right, are illegal or if anyone is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing.

In the first instance they should speak with the Designated Safeguarding Lead.