

## Safeguarding Policy

### Introduction

Safeguarding means protecting people’s health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect and exploitation regardless of age, gender, disability, sexual orientation or ethnic origin.

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 our projects.

Purple Field Productions (PFP) is committed to the welfare of all beneficiaries and their protection and will not tolerate abuse and exploitation by staff or associated personnel. This policy aims to deter, minimise and remove opportunities for abuse of children and vulnerable adults to occur in the scope of our work.

### Scope

This policy applies to

- all members of the PFP Board
- all staff contracted by PFP
- associated team-members engaged with PFP projects
- programme partners

The policy does not cover Safeguarding concerns in the wider community not perpetrated by PFP or associated personnel.

### Policy Statement and Purpose

PFP is committed to promoting and supporting progressive implementation of safeguarding procedures to protect the people it works with from harm, in particular children, at-risk adults and beneficiaries of assistance

This policy addresses the safeguarding of children and vulnerable adults. It lays out the commitments made by PFP to prevent harm that may arise from:

- the conduct of staff or personnel associated with PFP
- the design and implementation of PFP programmes and activities

PFP commits to addressing safeguarding throughout its work, through the three pillars of

1. Prevention
2. Reporting and
3. Response

## **Pillar 1. Prevention**

### **PFP will:**

- Inform all those working or volunteering on its behalf of its commitment to safeguarding by disseminating its policy and commitment to safeguarding in ways that are appropriate for the audience including
  - making the policy freely available on the PFP website with a signed hard master copy held by the Chair of the Charity
  - sharing and discussing safeguarding with all current and future PFP employees, Board members, volunteers and other representatives
  - implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel including relevant safeguarding checks and self-disclosure as appropriate
- Ensure all those working or volunteering on behalf of PFP
  - undergo safeguarding checks and complete self-disclosure forms where appropriate
  - have access to, are familiar with and know their safeguarding responsibilities
  - sign up to the PFP Code of Conduct
- Provide appropriate training to PFP representatives who may come into contact with children and vulnerable adults to
  - recognize abuse and respond to concerns expressed by a child or vulnerable adult
  - recognize their responsibilities and know how to report any concerns about suspected poor practice and/or abuse
- 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 Purple Field Productions. This includes the way in which information about individuals in our programmes is gathered and communicated which means
  - ensuring that communications comply with the Dochas Code of Conduct on Images and Messages and that PFP representatives are made aware of this code.
  - recording and reporting as a child safeguarding concern any complaints or concerns about inappropriate or intrusive images
  - not revealing identifying details of children that may feature in its publications or other materials without their informed consent or that of their parents/carers
  - recognising the issue of confidentiality is secondary to the need for the safeguarding of children. Information in relation to safeguarding concerns will be shared with the relevant authority when deemed necessary.
  - reporting any instance of the use of ICT to access online child sexual exploitation and abuse material in accordance with national laws
  - storing pictures, materials and personal information regarding children a secure place whether physical or online
- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Follow up on report of safeguarding concerns promptly and according to due process

### **Staff and other associated team members' responsibilities**

PFP staff and associated representatives must

- ensure that professional and personal conduct is consistent with PFP's values and standards
- be respectful of the rights, background, culture and beliefs of all people including children and vulnerable adults
- sign and adhere to the PFP Code of Conduct
- contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- promptly report any concerns or suspicions regarding safeguarding violations by an PFP staff member or associated personnel in line with the reporting guidelines

## **Pillar 2. Reporting**

PFP will ensure that:

- safe, appropriate, accessible means of reporting safeguarding concerns are made available to PFP personnel, PFP representatives and the communities we work with.
- anyone reporting concerns of complaints against any representative of PFP through formal whistleblowing channels will be protected by PFP's Whistleblowing policy
- it will also accept complaints from external sources such as members of the public, partners and official bodies

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

Anyone with a complaint or concern relating to safeguarding should report it immediately to their PFP Safeguarding focal point. This can be done in person, by phone, email or in writing. If the complainant does not feel comfortable reporting to the PFP 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 member of the PFP Board or programme team.

## **Pillar 3. Response**

PFP will treat all complaints and allegations seriously and will record all allegations made. When there is a suspicion/ disclosure of abuse allegedly committed by a representative PFP will consider immediate referral to the statutory authorities where it appears an incident of abuse may have been committed. Where the nature or details of the concern are unclear, PFP will follow the procedures as laid down in the PFP Reporting Procedures document and conduct an internal investigation. Should information about an incident of abuse emerge, PFP will report the abuse to the relevant authorities.

**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 always kept secure.

**Signed:**

*Kevin Waldie*

**Name and position:** Kevin Waldie, Chair of Trustees

**Date:** March 2021

**Date for Review:** March 2022

## Glossary of Terms

**Beneficiary of Assistance:** Someone who directly receives goods or services from [NGO]'s programme. Note that misuse of power can also apply to the wider community that the NGO 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

**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 children and at-risk adults, from harm that arises from coming into contact with our staff or programmes. 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.

**Vulnerable adult:** Sometimes also referred to as "at risk 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.