

FOR EVERY
CHILD IN
DANGER

unicef 
UNITED KINGDOM

UNICEF UK SAFEGUARDING STATEMENT: EMPLOYEES AND TRUSTEES

INTRODUCTION FROM EXECUTIVE DIRECTOR

Unicef UK believes in and is committed to Article 19 of the UN Convention on the Rights of the Child which states that all children, wherever they may live and whatever their circumstances, have the right to be protected, nurtured and to be free from all forms of violence, abuse, neglect, maltreatment and exploitation. Everything we do as an organisation is designed to help make this a reality for all children. Ensuring we meet the highest standards of behaviour and conduct whenever anyone representing Unicef UK interacts with children, either directly or indirectly, is part of how we help promote every child's right to be safe from harm.

Mike Penrose Executive Director, Unicef UK

WHAT DO KEY TERMS MEAN?

- **Child:** Anyone under the age of 18 years old
- **Adults at risk:** Anyone 18 years or over who is, or may be, unable to take care of themselves against harm or exploitation, whether due to age, physical or mental disability or otherwise.
- **Safeguarding:** Refers to all of the actions we take to keep all children and adults at risk we come into contact with safe. It includes the proactive measures we put in place to ensure children and adults at risk do not come to harm as a result of our contact with them
- **Child Protection:** Refers to the actions we take when we have specific concerns that a particular child is at risk of significant harm

WHO DOES THIS STATEMENT APPLY TO?

The principles and code of conduct in this Statement apply to anyone acting on behalf of Unicef UK in any capacity including (and not limited to), employees, temporary staff, agency workers, production teams, interns, volunteers, trustees, field trip participants, community fundraisers and ambassadors.

WHAT IS YOUR DUTY OF CARE?

Anyone working with children or adults at risk has a legal and moral duty of care to do all they can to protect them from harm. Specifically this means:

- A duty to behave in a way that does not place children or adults at risk of harm
- A duty to report all safeguarding concerns about specific children or adults at risk to Unicef UK and ensure these concerns are addressed.

Unicef UK has a duty to ensure concerns are reported onto the appropriate authorities who can act to protect them, as per the reporting process below. Unicef UK also has a duty follow up such referrals to ensure action has been taken.

These duties extend to every aspect of our work from how we collect and store children's data to how we interact with them directly. The **Unicef UK Safeguarding Toolkit** will help anyone representing Unicef UK fulfil their duty of care in practice; This Safeguarding Statement is a summary of the key points and by signing it you confirm that you will abide by all Unicef UK safeguarding expectations.

WHAT ARE THE PRINCIPLES AND PURPOSE OF THIS STATEMENT?

The key principles of this Statement are:

- **The welfare of the child will be the paramount consideration in everything we do.** This principle is enshrined in international and domestic legislation. It should have a direct impact on how we work and ensure that every decision we make puts children's best interests above all other considerations
- All children have an equal right to protection from harm regardless of their gender, culture, ethnicity, age, religion, sexual orientation, or ability
- All adults have a responsibility to respond when they are concerned that a child may be at risk of harm
- Anyone that reports a concern regarding a colleague in good faith will be protected under the Unicef UK Whistle Blowing policy
- Safeguarding concerns should be managed through a robust and transparent process. The Unicef UK process can be found in the Safeguarding Toolkit
- Information should be managed confidentially and only shared without consent where the duty to protect children from harm supersedes an individual's right to privacy
- Safeguarding decisions should be made in a timely manner and should not be subject to unnecessary delay. Timescales are outlined in the Flowchart below.
- Children have a right to have their voices heard and their views should genuinely shape and influence how we work
- Anyone working on behalf of Unicef UK will be subject to the most robust safeguarding checks for which they are eligible
- Anyone working on behalf of Unicef UK will receive safeguarding training appropriate to their role and responsibilities
- Anyone working on behalf of Unicef UK will always conduct themselves with the highest professional standards in line with our Code of Conduct.

The purpose of this Safeguarding Statement and the Toolkit is to help everyone to:

- Understand how to implement good safeguarding practice in their role
- Recognise the signs of potential child abuse and respond appropriately where concerns arise about specific children
- Have clarity around the process that will be followed when this policy is breached

WHAT DOES GOOD PRACTICE LOOK LIKE?

Everyone should operate within the following good practice guidelines (please refer to the Unicef UK Safeguarding Toolkit for procedures and templates):

- **Risk Mitigation:** Consider the potential risks or negative impact on children or adults at risk of any activity we engage in prior to any piece of work starting and putting in place appropriate safeguards
- **Special Considerations:** Work in a way that makes provision for children or adults at risk who need additional support due to their needs or circumstances

- **Best Practice:** Plan and deliver any activities that involve direct contact with children or adults at risk to best practices standards as outlined in the Unicef UK Safeguarding Toolkit in order to minimise any risks to children involved
- **Putting Children First:** Ensure anyone working on behalf of Unicef UK follows all of this guidance and has read, signed and adheres to the Code of Conduct below

ADULTS AT RISK

Whilst the primary beneficiaries of Unicef UK's work are children, you may come across adults at risk or adults in vulnerable circumstances through your work for Unicef UK. Unicef UK will apply the same principles and standards of conduct set out in this Statement and in the Safeguarding Toolkit to adults at risk and you must follow the procedures set out below to report any safeguarding concerns you have in relation to adults at risk.

HOW DO I RECOGNISE AND REPORT CONCERNS?

Whenever anyone representing Unicef UK is concerned about a child they have a duty to report their concern so that steps can be taken to help protect the child from harm.

Remember it is not the responsibility of those working/volunteering on behalf of or representing Unicef UK to decide if child abuse is occurring but it is our responsibility to act on any concerns by reporting them. This means that you should always report your concerns following the process outlined below even if you are not sure that a child has been abused.

Concerns about risk of harm to children may come to our attention in a number of different ways, including:

- **Observation:** Something that an adult or child observes about another adult or child's behaviour that causes them concern.
- **Disclosure:** A child or adult disclosing that they have been abused, either currently or in the past, or that they are worried another child may be being abused. This is the least likely way we will hear about abuse and we must be vigilant to identify other signs of potential harm to children and act upon them.
- **Risk Assessment:** Unicef UK risk assessment processes identifying potential safeguarding risks that could occur due to our actions.
- **Recruitment:** Information that is disclosed through safe recruitment processes.

Unicef UK could receive safeguarding concerns through direct contact with adults and children or indirect such as email and social media. However concerns arise, they must be reported and responded to by the organisation.

If you are part of a UK based or international field trip please follow the reporting process for the trip.

If you are in the following teams please refer to team specific guidance for your reporting process for your Designated Safeguarding Lead:

- **Baby Friendly Initiative**
- **Supporter Care Team**
- **Rights Respecting Schools Assessment**
- **Child Friendly Cities and Communities**
- **U-Report**

For all other concerns please follow the reporting process below



Code of Conduct

Everyone acting on behalf of Unicef UK is required to sign the code of conduct below. This acts as confirmation that you have read this Safeguarding Statement; you agree to fulfil your duty of care to safeguard children to the best of your ability; and you agree to abide by the principles and behaviours as outlined in the Safeguarding Statement. Disciplinary action will be taken if the Code of Conduct or Safeguarding Statement is breached.

As a representative of Unicef UK I will:

Always

- Work in a way that respects the rights of children and or adults at risk and places children's best interests above all other considerations
- Act on safeguarding concerns swiftly and pass information to the appropriate safeguarding person so that action can be taken to reduce the risk of harm to children or adults at risk
- Treat all children and adults at risk with equal respect, without discrimination or harassment, regardless of their gender, culture, ethnicity, age, religion, sexual orientation, or ability
- Work in a way that makes provision for children or adults at risk who require additional support due to their own needs or circumstances in order for them to access the same level of protection or opportunities that others may have
- Respect cultural and religious differences when engaging with children or adults at risk and their families and be sensitive to these in my interactions with them
- Maintain appropriate boundaries at all times whenever I have direct or indirect contact with children or adults at risk. I recognise that when I engage with children or adults at risk through my activity with Unicef UK I am in a position of trust and will not engage in any conduct that compromises that position and breaches appropriate boundaries. This includes online and digital contact

- Ensure that all data regarding children or adults at risk I obtain through my role is handled with the highest regard for safety and privacy, including collection, storage and sharing of information where appropriate. All personal data and sensitive/special categories of data will be stored in line with data protection legislation.
- Ensure I have completed all safe recruitment checks that Unicef UK requires of me with integrity and honesty.

Never

- Share personal details with children or adults at risk including online or digital information
- Spend time alone with children or adults at risk where my actions cannot be accounted for
- Initiate physical contact with a child or adult at risk (including hugging, picking them up)
- Engage in any physical abuse of a child or adult at risk (including hitting, slapping, shaking, throwing, pushing or otherwise causing physical harm)
- Engage in any sexual activity (contact or non-contact) with a child or adult at risk (including indecent exposure, exposure to pornographic material, sexual teasing or innuendo, inappropriate touching including penetrative or non-penetrative acts, or use of adult sex workers)
- Engage in any form of financial or material exploitation (including stealing, fraud, misuse or misappropriation of property, possessions or benefits) behaviour through or during my work with Unicef UK
- Perform tasks of a personal nature for a child or adult at risk
- Endorse the participation of a child or adult at risk in abusive activities (e.g. bullying, neglect, withholding medication, food or shelter, or ignoring medical, physical or emotional needs)
- Emotionally or psychologically abuse a child or adult at risk by acting in a way that shames or degrades them (including threatening to hurt or abandon, humiliating, blaming, controlling, overprotecting, isolating or intimidating)

Name: [Click here to enter text.](#)

Your role: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Please tick to indicate you have read and will adhere to this Statement