

**Review history**

- 1. Oct 2017
- 2. February 2018



# SAFEGUARDING POLICY

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## 1. DOCUMENT DATE AND REVIEW SCHEDULE

- 1.1 This document has been approved by the Board of Trustees on 20<sup>th</sup> September 2017.
- 1.2 This policy will be reviewed after 1 year initially and then every 3 years by the Audit Committee or when there are changes in legislation or requested by a Unicef UK governance committee, whichever is the sooner.

## 2 RESPONSIBILITIES

- 2.1 The responsibility for updating and approval of this policy is assigned to the Unicef UK Safeguarding Lead.
- 2.2 The responsibility for ensuring compliance with this policy rests with the Executive Team.

## 3 PURPOSE OF THIS DOCUMENT

The purpose of this Safeguarding Policy is to:

- 3.1 Ensure that the welfare of children remains the paramount consideration in all aspects of the work of Unicef UK
- 3.2 Ensure all personnel understand how to implement good safeguarding practice in their role
- 3.3 Ensure all personnel know how to respond appropriately where concerns arise about specific children
- 3.4 Provide clarity around the process that will be followed when this policy is breached

## 4 GUIDANCE AND UNICEF INTERNATIONAL CONTEXT

This Policy has been developed with due regard to the following laws and guidance:

- 4.1 The Human Rights Act 1998
- 4.2 The United Nations Convention on the Rights of the Child
- 4.3 The Children Act 1989
- 4.4 The Children Act 2004
- 4.5 The Safeguarding Vulnerable Groups Act 2006
- 4.6 The Data Protection Act 1998
- 4.7 The Protection of Freedoms Act 2012
- 4.8 The Sexual Offences Act 2003
- 4.9 The Equality Act 2010
- 4.10 The Care Standards Act 2000
- 4.11 Working Together to Safeguard Children 2015
- 4.12 The Children (Scotland) Act
- 4.13 The Children (NI) Order 1995
- 4.14 Social Services and Wellbeing (Wales) Act 2016
- 4.15 The Care Act 2014

## 5 DEFINITIONS

- 5.1 Child - Anyone under the age of 18 years old
- 5.2 Safeguarding - Refers to all of the actions we take to keep all children we come into contact with safe. It includes the proactive measures we put in place to ensure children do not come to harm as a result of our contact with them
- 5.3 Child Protection - Refers to the actions we take when we have specific concerns that a particular child is at risk of significant harm
- 5.4 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
- 5.5 Unicef UK personnel – Anyone acting on behalf of Unicef UK in any capacity including (and not limited to), employees, volunteers, production teams, Trustees, field trip participants, community fundraisers and Ambassadors.
- 5.6 Unicef UK SG – Unicef UK Safeguarding Group
- 5.7 Vulnerable circumstances – vulnerability is a changeable and contextual state but may include people with a diagnosed condition such as dementia or blindness, individuals with

learning difficulties or literacy issues, or those who have a mental health condition such as severe anxiety or depression.

## 6 POLICY STATEMENTS

- 6.1 This policy applies to anyone acting on behalf of Unicef UK in any capacity including (and not limited to), employees, volunteers, Trustees, field trip participants, community fundraisers and Ambassadors
- 6.2 The welfare of the child will be the paramount consideration in everything we do.
- 6.3 All children have an equal right to protection from harm regardless of their gender, culture, ethnicity, age, religion, sexual orientation, or ability
- 6.4 All adults have a responsibility to respond when they are concerned that a child may be at risk of harm
- 6.5 Anyone that reports a concern regarding a colleague in good faith will be protected under the Unicef UK Whistle Blowing policy
- 6.6 Safeguarding concerns will be managed through a robust and transparent process. The UKSG will manage all such concerns as per the Terms of Reference for the group.
- 6.7 Information will be managed confidentially and only shared without consent where the duty to protect children from harm supersedes an individual's right to privacy
- 6.8 Safeguarding decisions will be made in a timely manner and should not be subject to unnecessary delay.
- 6.9 Children have a right to have their voices heard and their views should genuinely shape and influence how we work
- 6.10 Anyone working on behalf of Unicef UK will be subject to the most robust safeguarding recruitment checks for which they are eligible
- 6.11 Anyone working on behalf of Unicef UK will receive safeguarding training appropriate to their role and responsibilities
- 6.12 Whilst the primary beneficiaries of Unicef UK's work are children, we may interact with adults in vulnerable circumstances or adults at risk through our work. In the context of fundraising, please refer to our Vulnerable Circumstances Policy. Where Unicef UK personnel have other contact with adults in vulnerable circumstances or at risk, the same principles of good practice within this policy will apply and where appropriate any concerns will be reported to the relevant agencies.
- 6.13 Serious breaches in this policy may result in formal disciplinary action being taken.

# APPENDIX 1 – APPLICATION OF POLICY

Guidance on the application of this policy is contained in the Unicef UK [Safeguarding Toolkit](#).