

Transformalife General Safeguarding Policy

Scope and purpose of this policy

This document is the Transformalife policy for the safeguarding of Children, Young People and Vulnerable Adults who are involved with the organisation in any way. It will be followed by all staff, volunteers, board members and beneficiaries of Transformalife and followed and promoted by those in the positions of leadership within the organisation. This policy relates to Transformalife's responsibility for the safeguarding of children, young people and vulnerable adults who volunteer with, work for, or are beneficiaries of the charity and its donors.

This policy will be shared with all Transformalife volunteers, trustees and staff, who will also make beneficiaries aware of the relevant information contained within. Staff and trustees must review the policy annually to ensure currency and accuracy of information contained within this policy.

Safeguarding Statement

Transformalife fully recognises its responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults and is committed to being a fully accessible and inclusive organisation welcoming and respecting the diversity of its staff, volunteers, and board members. Transformalife believes that children, young people and vulnerable adults have a fundamental right to be protected from harm. We also believe that all those working on behalf of the organisation have a right to personal support, guidance, and education concerning the protection of children, young people and vulnerable adults. In all our activities we will establish and maintain an environment and positive ethos where children, young people and vulnerable adults feel secure, supported and are encouraged to talk, are listened to, can participate, develop and feel valued. Transformalife staff and trustees have a responsibility to report all safeguarding concerns following the reporting structures set out in this policy. We will also ensure that volunteers are aware of their individual responsibility for reporting child protection concerns, and understand the process of doing so.

Transformalife safeguarding officer, David Locke (Treasurer), provides staff, trustees, volunteers, and beneficiaries with support and advice when needed.

Recognition of abuse

In the UK and in countries in which Transformalife provides support and outreach, staff, volunteers, and trustees of the organisation may occasionally encounter vulnerable children, young people and adults and some activities may involve working more closely with pupils in schools and young people and adults who may be vulnerable. Abuse and neglect are forms of maltreatment of a child, a young person and/or vulnerable adults. Somebody may abuse or neglect a child, a young person and/or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children, young people, and vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Working or volunteering with Children and Vulnerable Adults

In the UK, staff, volunteers, and trustees of Transformalife will generally not work in isolation with children and/or vulnerable adults. Staff and volunteers of Transformalife may at times work in isolation with children and their families in the countries in which Transformalife provides support and outreach. In these cases, staff will be well educated in regards to safeguarding policies and procedures and will be provided with regular support and opportunity for review. Transformalife will also interact or collaborate with schools and other organisations, and in these situations the safeguarding policies of those schools and organisations must be followed at all times, unless they directly conflict with what Transformalife understands to be proper safeguarding policy.

The guidelines below are an example of the type of actions these procedures are likely to involve:

Exemplar organisational safeguarding actions - what to do if Children and Vulnerable Adults talk to you about abuse or neglect

It is recognised that a child and/or vulnerable adult may seek you out to share information about abuse or neglect or talk spontaneously individually or in groups when you are present. In these situations, YOU MUST:

- Listen carefully to the child and/or vulnerable adult. DO NOT directly question the child.
- Give the child and/or vulnerable adult time and attention.
- Allow the child and/or vulnerable adult to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given, taking care to record the timing, setting and people present, the child's and/or vulnerable adult's presentation as well as what was said.
- Do not throw this away as it may later be needed as evidence.
- Use the child's and/or vulnerable adult's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Reassure the child and/or vulnerable adult that they have done the right thing in telling you. They have not done anything wrong.
- Tell the child and/or vulnerable adult what you are going to do next and explain that you will need to get help to keep him/her safe.
- DO NOT make promises that you cannot guarantee.
- DO NOT ask the child and/or vulnerable adult to repeat his or her account of events to anyone.
- Do not give your home address.
- Report the event immediately.

Because of your observations of, or information received about, a child and/or vulnerable adult who has not spoken to you, you may become concerned about their safeguarding. It is good practice to ask a child and/or vulnerable adult why they are upset or how a cut or bruise was caused or respond to a child and/or vulnerable adult wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action where needed.

Allegations against Adults who work with Children and/or vulnerable adults.

If you have information which suggests an adult linked to Transformalife who works with children and/or vulnerable adults (in a paid or unpaid capacity) has:

- Behaved in a way that has harmed or may have harmed a child and/or vulnerable adult.
- Possibly committed a criminal offence against, or related to, a child and/or vulnerable adult.
- Behaved towards a child/children and/or vulnerable adult/s in a way that indicated s/he is unsuitable to work with children and/or vulnerable adults.

You should report this immediately following our reporting procedures outlined below.

Reporting concerns about beneficiaries

Transformalife can access support from local children's services, and all serious concerns relating to children and vulnerable adults are reported and followed up to ensure that action is taken.

If you have a Child and/or vulnerable adult protection concern you should consult David Locke, the Transformalife safeguarding lead, immediately, by calling +12504632888 or emailing david20locke@gmail.com.

We will work closely with the local authorities and other organisations as necessary to decide a plan of action and where appropriate will develop an individual plan to support the child or vulnerable adult to complement the work of the local authority.

Confidentiality

Transformalife will ensure that any records made in relation to a referral will be kept confidentially and in a secure place. Information in relation to child protection concerns will be shared on a "need to know" basis only. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to the need for protection and safeguarding.

Whistleblowing

Transformalife will protect any informant who comes forward with allegations against adults who work with children and/or vulnerable adults, regardless of their relationship to Transformalife or our partner organisations. We will ensure that their identity is kept anonymous, and all information given will be shared only with the relevant bodies, including:

- The police in the UK when linked to UK staff, volunteers and trustees
- The police in countries where Transformalife provides support and outreach when linked to staff, volunteers and trustees in any of those countries.
- The charity commission.
- Relevant Donors
- Partner organisations

E-Safety

Transformalife has an 'Acceptable Internet use' policy that covers the use of all Information and Communications Technology (ICT) related activities including the use of social media, email and

internet. If you experience or are subject to any form of abuse via any form of ICT we take this matter very seriously. Any and all incidences are required to be reported immediately.

Modern day slavery

Modern day slavery is defined as the recruitment, movement, harbouring or receiving of children, women or men through the use of force, coercion, abuse of vulnerability, deception or other means for the purpose of exploitation. It is a crime under the Modern Slavery Act 2015 and includes holding a person in a position of slavery, servitude, forced or compulsory labour, or facilitating their travel with the intention of exploiting them soon after.

Modern day slavery is a form of abuse and should be treated in the same way as a safeguarding concern. This will not be tolerated by Transformalife in any way, shape, or form.

APPENDIX

1. Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

2. Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children and vulnerable adults that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, causing children and vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional Abuse is involved in all types of ill treatment of a child and/or vulnerable adult though it may occur in isolation also.

3. Sexual Abuse

Sexual abuse involves forcing or enticing a child, young person and/or vulnerable adult to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children and vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children and vulnerable adults to behave in sexually inappropriate ways.

4. Neglect

Neglect is the failure to meet a child's and/or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or

development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger or ensure adequate supervision (including the use of inadequate care-givers).
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's and/or vulnerable adult's basic emotional needs.

Individuals within the organisation need to be alert to the potential abuse of children and vulnerable adults both within their families and also from other sources including abuse by members of that organisation.