

# Coxley Community Land Trust (CCLT)

## Safeguarding Policy

### Introduction

Coxley Community Land Trust has no employees and a small number of adult volunteers. As the project to provide a Community Hub develops so will the necessity for a Safeguarding Policy, especially when the Community Hub opens as an employer/volunteer operated community facility.

This is an evolving document whose issue control will be indicated, at least initially by the date of modification in reverse order (y/m/d).

### Purpose

The purpose of this policy is to protect people, particularly children and at risk adults, from any harm that may be caused due to their coming into contact with CCLT. This includes harm arising from:

- The conduct of volunteers, staff or personnel associated with CCLT
- The design and implementation of CCLT's programmes and activities.

The policy lays out the commitments made by CCLT, and informs volunteers, staff and associated personnel of their responsibilities in relation to safeguarding.

### What is 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>

It means protecting people, including children and at risk adults, from harm that arises from coming into contact with our volunteers, staff or programmes.

Further definitions relating to safeguarding are provided in the glossary below.

### Scope

- All volunteers and staff contracted by CCLT
- Associated personnel whilst engaged with work or visits related to CCLT, including but not limited to the following: consultants; contractors; programme visitors including journalists, celebrities and politicians.

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<sup>1</sup> NHS 'What is Safeguarding? Easy Read' 2011

## Policy Statement

CCLT believes that everyone it comes into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. CCLT will not tolerate abuse and exploitation by volunteers, staff or associated personnel.

This policy will address the following areas of safeguarding

- Child safeguarding,
- Adult safeguarding.

CCLT commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## Prevention

### CCLT responsibilities

CCLT will:

- Ensure all volunteers and staff have access to, are familiar with, and know their responsibilities within this policy
- 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 CCLT. This includes the way in which information about individuals in its programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying volunteers, staff and associated personnel
- Ensure volunteers, staff receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process.

### Volunteers and staff responsibilities

#### Child safeguarding

CCLT volunteers and staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children.

#### Adult safeguarding

CCLT volunteers and staff and associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an at risk adult to physical, emotional or psychological abuse, or neglect.

## **Protection from sexual exploitation and abuse**

CCLT volunteers and staff and associated personnel must not exchange money, employment, goods or services for sexual activity.

Additionally, CCLT volunteers, staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by a CCLT volunteer or staff member or associated personnel to the appropriate volunteer or staff member.

## **Enabling reports**

CCLT will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to volunteers, staff and the communities it works with.

CCLT will also accept complaints from external sources such as members of the public, partners and official bodies.

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

Volunteers or Staff members who have a complaint or concern relating to safeguarding should report it immediately to the Chair of the CCLT committee or line manager. If the volunteer or staff member does not feel comfortable reporting to the Chair of the CCLT committee or line manager (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 committee or staff member.

## **Response**

CCLT will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

CCLT will apply appropriate disciplinary measures to volunteers or staff found in breach of policy.

CCLT will offer support to survivors of harm caused by volunteers, staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

## **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 kept secure at all times.

# Glossary of Terms

## **Beneficiary of Assistance**

Someone who directly receives goods or services from CCLT's programme. Note that misuse of power can also apply to the wider community that CCLT 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

## **Safeguarding**

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect

This means

- Protecting people, including children and at risk adults, from harm that arises from coming into contact with our volunteers, staff or programmes.
- Taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

Safeguarding applies consistently and without exception across our programmes, volunteers and staff. 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.

**At risk adult**

Sometimes also referred to as vulnerable 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.