

McCARTHY STONE FOUNDATION

The McCarthy Stone Foundation is a registered Charitable Incorporated Organisation (CIO) in England and Wales No. 1191504

SAFEGUARDING POLICY

Policy Governance	
Policy Owner	Board of Trustees
Approval Date	May 5 th 2021
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Next Review Due	May 2022
Policy Location	McCarthy Stone Foundation Website
Policy Contact	Graeme Marsh – Foundation Manager

Contents

1. Purpose
2. What is Safeguarding
3. Policy Scope
4. How to Make a Complaint
5. Prevention
6. Reporting
7. Response
8. Confidentiality
9. Glossary of Terms

McCARTHY STONE

FOUNDATION

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1. Purpose

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with volunteers or staff of the McCarthy Stone Foundation (referred to hereafter as 'the Foundation'). This includes harm arising from:

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

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

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under the Foundation's Anti Bullying and Harassment Policy
- Safeguarding concerns in the wider community not perpetrated by the Foundation, its staff, volunteers or associated personnel

2. What is safeguarding?

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

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, volunteers, associated personnel or programmes.

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

3. Scope

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

McCARTHY STONE

FOUNDATION

The McCarthy Stone Foundation is a registered Charitable Incorporated Organisation (CIO) in England and Wales No. 1191504

4. Policy Statement

The Foundation believes that everyone we come 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. The Foundation will not tolerate abuse and exploitation by staff, volunteers or associated personnel.

This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Anti-bullying and Harassment policy)

The Foundation commits to addressing safeguarding throughout its work and through the three areas of prevention, reporting and response.

5. Prevention

Foundation responsibilities

The Foundation will:

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

Staff responsibilities

Child safeguarding

Foundation staff, volunteers and associated personnel must not:

- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect

McCARTHY STONE FOUNDATION

The McCarthy Stone Foundation is a registered Charitable Incorporated Organisation (CIO) in England and Wales No. 1191504

- Engage in any commercially exploitative activities with children including child labour or trafficking

Adult safeguarding

Foundation staff, volunteers 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

Foundation staff, volunteers and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, 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 Foundation staff member; volunteer; or associated personnel to the Foundation Manager, or the Chair of Trustees.

6. Reporting

The Foundation will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff, volunteers, associated individuals and the communities we work with.

Any individual reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by the Foundation's Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

The Foundation will also accept complaints from external sources such as members of the public, partners and official bodies. Further information on this can be found in the Foundation Complaints Policy.

McCARTHY STONE

FOUNDATION

The McCarthy Stone Foundation is a registered Charitable Incorporated Organisation (CIO) in England and Wales No. 1191504

How to report a safeguarding concern

Individuals who have a complaint or concern relating to safeguarding should report it immediately to the Foundation Manager. If the staff member does not feel comfortable reporting to The Foundation Manager (for example if they feel there may be a conflict of interest or if that person is implicated in the concern) they may report to a member of the Trustee Board.

Foundation Manager: Graeme Marsh graeme.marsh@mccarthyandstone-foundation.org.uk

Chair of Trustees: John Tonkiss john.tonkiss@mccarthyandstone.co.uk

7. Response

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

The Foundation or McCarthy Stone – as appropriate - will apply appropriate disciplinary measures to staff or volunteers found in breach of policy.

The Foundation will offer support to survivors of harm caused by staff, volunteers or associated personnel independent of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the individual primarily affected by the incident.

8. 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.

Associated policies

Code of Conduct

Anti Bullying and Harassment policy

Complaints Policy

Other policies as appropriate

9. Glossary of Terms

Beneficiary of Assistance

McCARTHY STONE FOUNDATION

The McCarthy Stone Foundation is a registered Charitable Incorporated Organisation (CIO) in England and Wales No. 1191504

Someone who directly receives goods or services from the Foundation's programme. Note that misuse of power can also apply to the wider community that the Foundation 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 (ST/SGB/2003/13)

Safeguarding

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect¹

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, volunteers, associated personnel or programmes. One donor definition is as follows:

Safeguarding means 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.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners 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,

McCARTHY STONE

FOUNDATION

The McCarthy Stone Foundation is a registered Charitable Incorporated Organisation (CIO) in England and Wales No. 1191504

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.