

# S.A.L.V.E. International

## Policy and Procedures Manual

### Chapter 6:3

### Safeguarding

<b>Date:</b> 27/06/2024	<b>Updated by:</b> Ochaya Alfred and Lucas Mee	<b>Approved by:</b> S.A.L.V.E. Boards (UK and Uganda)	<b>Review date:</b> Annually or if there is a significant change.
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#### Children and vulnerable adult protection:

Within its charity programmes and activities, S.A.L.V.E. International may have primary and direct responsibility for children and work directly with vulnerable adults. S.A.L.V.E. defines a child as someone under the age of 18, and a vulnerable adult as being someone who is over the age of 18 who is in need of our services due to fitting our service user criteria for one of our programmes of work. A vulnerable adult would include a person who had received services from S.A.L.V.E. as a child and continued to receive services from S.A.L.V.E. through a programme such as Educational Support once they had turned 18. They are considered vulnerable due to their assessed need for S.A.L.V.E. service(s) and thus the power relationship between themselves and the representatives of the organisation. They might be further vulnerable due to factors such as being illiterate or having low self-confidence.

S.A.L.V.E. International believes any kind of abuse is unacceptable whether to a child or adult and recognises its responsibility to safeguard the welfare of all children and vulnerable adults it supports, by a commitment to practice which protects them from harm.

#### Safeguarding Officers:

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#### Overview:

Child protection is a primary focus in all our programmes and planning. In line with Article 19 of the UNCRC, S.A.L.V.E. International's policy states that all children have a right to protection: *'...from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has the care of the child.'*

The Children (Amendment) Act of Uganda (2016) section 42A states, *"every child has a right to be protected against all forms of violence including sexual abuse and exploitation, child sacrifice, child labour, child marriage, child trafficking, institutional abuse, female genital mutilation, and any other form of physical and emotional abuse."*

Children need protection and safeguarding for many reasons. They may need protection from the effects of poverty, disadvantage, exclusion and violence. But in addition to the economic, social, and political problems affecting large numbers of children, individual children may also be at risk from specific forms of abuse by adults or other children.

Similarly, the UN Declaration of Human Rights protects vulnerable adults in the same way, stating that *“No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.”*

In this policy S.A.L.V.E. International is concerned with specific incidents of maltreatment against a child or vulnerable adult who is in contact with S.A.L.V.E. International representative/s.

S.A.L.V.E. International recognises the International Standards for child and vulnerable adult protection which provides a benchmark for agencies and organisations working with children and vulnerable adults. We affirm our belief in the right of all children to be protected from all forms of abuse, neglect, exploitation and violence as set out in the UNCRC 1989 and Uganda’s Children’s Act and for all vulnerable adults to be protected from torture or to cruel, inhuman or degrading treatment or punishment (UN Declaration of Human Rights).

We recognise that:

- (a) the welfare of the child/young person is paramount.
- (b) all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- (c) working in partnership with children, their parents, carers and other agencies is essential in promoting the child’s welfare.

Similarly,

- a) The welfare of the vulnerable adults that S.A.L.V.E. works with is paramount.
- b) Vulnerable adults are entitled to the same rights and freedoms as others, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.
- c) Working in partnership with vulnerable adults and other relevant agencies to ensure their welfare is essential, and will be done so in a way that promotes their agency over their own life.

**The purpose of this policy is:**

- To create a healthy and safe environment for all children and vulnerable adults who receive S.A.L.V.E. International’s services.
- To provide protection for the children and vulnerable adults who receive S.A.L.V.E. International’s services, including the children of adult service users who are supported by our programmes from harm.
- To provide staff (including volunteers) with guidance on procedures they should adopt in the event that they suspect a child or vulnerable adult may be experiencing, or be at risk of, harm.
- To ensure that staff and volunteers are supported and protected in their roles.

This policy applies to all staff, including senior managers and the boards of Trustees, paid staff, volunteers and sessional workers, students, researchers or anyone working on behalf of S.A.L.V.E. International.

We will seek to safeguard children and vulnerable adults by:

- (i) valuing them, listening to and respecting them;
- (ii) adopting child and vulnerable adult protection guidelines through procedures and a code of conduct for staff and volunteers;
- (iii) recruiting staff and volunteers safely, ensuring all necessary checks are made;
- (iv) sharing information about child and vulnerable adult protection and good practice with children, parents, staff, partner organisation representatives and volunteers;
- (v) sharing information about concerns with appropriate agencies, and involving vulnerable adults and children appropriately;
- (vi) providing effective management for staff and volunteers through supervision, support and training.

S.A.L.V.E. International's commitment to applying the highest standards in safeguarding children and vulnerable adults is demonstrated and implemented through policies and operational guidelines which are specific to particular contexts;

These are:

- guidance for staff and volunteers who provide temporary residential care to children and vulnerable adults in S.A.L.V.E. centres.
- guidance for staff and volunteers who visit children or vulnerable adults in their homes, schools, institutions or workplaces for the purpose of providing services on behalf of S.A.L.V.E. International.
- guidance for all staff and volunteers involved in research where children or vulnerable adults are the subject of the research.

The S.A.L.V.E. boards in the UK and Uganda have a co-ordinating role in relation to child and vulnerable adult protection:

- a) ensure provision of appropriate training;
- b) review policies and procedures relevant to this area;
- c) ensure that concerns raised about child or vulnerable adult protection are appropriately recorded, stored and shared on our safeguarding register;
- d) monitor the outcomes of all issues of concern that may have been raised;
- e) ensure appropriate inter-relationships between children, vulnerable adults and S.A.L.V.E. representatives;
- f) ensure appropriate investigations, disciplinary procedures are carried out where needed in line with S.A.L.V.E. policies and the law in the country of operation.

Written material and visual images used by S.A.L.V.E. International and all representative visitors must be consented to, checked as being appropriate and not demeaning for any child or adult. Photographs and films of children or adults that S.A.L.V.E. works with and written content must always show respect and follow our consent guidelines as outlined in our data protection policy (Chapter 1:9).

### **What is abuse and neglect?**

Defining abuse is a difficult and complex issue. A person may abuse a child or vulnerable adult by inflicting harm, or by failing to prevent harm. Children or vulnerable adults may be abused by a family member, staff member of an institution or by a community member – it may be by those known and trusted to them or by a stranger.

Within the broad definition of child or vulnerable adult maltreatment, six subtypes are distinguished – these six are:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect and negligent treatment
- Sexual and commercial exploitation
- Economic abuse

These sub-categories of maltreatment and their definitions were devised following an extensive review of different countries' definitions of child and vulnerable adult maltreatment and a 1999 WHO consultation on child abuse prevention.

- **A) Physical abuse** of a child or vulnerable adult is the actual or potential physical harm from an interaction or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power, or trust. There may be single or repeated incidents. This includes the caning of children or adults.
- **B) Sexual abuse** is the involvement of a child or vulnerable adult in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, is asked for in exchange for services or for which the child or vulnerable adult is not developmentally prepared and cannot give consent, or that violate the laws or social taboos of society. Child sexual abuse is evidenced by an activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to, the inducement or coercion of a child to engage in any unlawful sexual activity; female genital mutilation; the exploitative use of a child in prostitution or other unlawful sexual practices; the exploitative use of children

in pornographic performances, internet pictures and materials (WHO, 1999). Vulnerable adult sexual abuse is evidenced by an activity with another adult who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. The recent use of technology such as the internet, to entice vulnerable people to meet or participate in virtual sex, is also an abuse.

- **C) Neglect** and negligent treatment is the inattention or omission by the caregiver, to provide for the development of the child in: health, education, emotional development, nutrition, shelter and safe living conditions, in the context of resources reasonably available to the family or caretakers. In addition which causes, or has a high probability of causing, harm to the child's health or physical, mental, spiritual, moral or social development. This includes the failure to properly supervise and protect children from harm, as much as is feasible (WHO, 1999).
- **D) Emotional abuse** includes the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child can reach their full potential in the context of the society in which the child lives. There may also be acts toward the child or vulnerable adult that cause, or have a high probability of causing, harm to their health or physical, mental, spiritual, moral or social wellbeing. These acts must be reasonably within the control of the parent or person in a relationship of responsibility, trust or power. Acts include restriction of movement, degrading, humiliating, scape-goating, threatening, scaring, discriminating, ridiculing, or other non-physical forms of hostile or rejecting treatment.
- **E) Sexual exploitation** is the abuse of a position of vulnerability, differential power, or trust for sexual purposes; this includes profiting monetarily, socially or politically from the exploitation of another (for example prostitution and trafficking of children or vulnerable adults for sexual abuse and exploitation). Commercial or other exploitation of a child or vulnerable adult refers to the use of the person in work or other activities for the benefit of others. This includes, but is not limited to, child labour, and person trafficking or slavery. These activities are to the detriment of someone's physical or mental health, education, moral or social-emotional development and well-being. Children being recruited into the army come under this category.
- **F) Economic abuse** is designed to reinforce or create economic instability for the child or vulnerable adult by restricting their access to essential resources such as money, food, clothing or transport. This can involve someone using or misusing someone else's money, which limits their choices and their ability to access safety. It can include using credit cards without permission, putting contractual obligations in their partner's name, and gambling with family assets. It can leave a vulnerable adult without access to their own bank accounts, with no access to any independent income and with debts that have been built up by others but set against their names. Lack of access to economic resources can result in children or vulnerable adults staying in abusive households longer and experiencing more harm as a result. It can also mean denying the means to improve a person's economic status (for example, through employment, education or training). Please note this is not the same as a family being in poverty, but it is where economic resources are being withheld to exert control.

The majority of S.A.L.V.E. International's service users are marginalised, and the following vulnerable groups are particularly open to abuse:

- Homeless children or adults
- Children or adults with disabilities
- Children or adults with medical conditions such as HIV/ Aids
- Children or adults from ethnic minority groups
- Children or adults who live in an environment where there are mental health, alcohol or drug problems, or domestic violence
- Children or adults who currently or formerly were addicted to harmful substances or behaviours
- Orphans and other vulnerable children
- Girls who are at risk of female genital mutilation
- Vulnerable adults living in poverty whereby they are unable to provide basic needs to the children they are care givers for
- Single parents without a strong support network

Different definitions and understandings about what constitutes child/ vulnerable adult abuse exist in the countries where S.A.L.V.E. International works, and so in-country guidelines and procedures are culturally relevant and socially sensitive. However, they never undermine the fundamental principle that children and vulnerable adults must be protected from harm. S.A.L.V.E. International's actions always represent the best interests of the child or vulnerable adults whom it is working with, as defined by the UNCRC and UDHR – they cannot be a reflection of local behaviour, if that behaviour permits abuse.

**Staff and volunteers working with children and vulnerable adults in S.A.L.V.E.'s centres and in partner organisations/ schools/ homes:**

S.A.L.V.E. International strives to ensure that it applies the highest standards in its recruitment and vetting policies across the organisation. Candidates are checked for their suitability for working with children and/or vulnerable adults and their understanding of safe guarding and protection.

S.A.L.V.E. International will always carry out checks with the Criminal Records Bureau (CRB) or their equivalent if the person is not from the UK, on staff and volunteers before they work for S.A.L.V.E. International, where the role meets the regulatory requirements that mean it is appropriate for their role. If police checks are impossible, other checks, such as taking a minimum of two child/vulnerable adult specific references, are put into practice and noted. For staff and volunteers working in Uganda we will act in accordance with Ugandan child/vulnerable adult protection policies and as a minimum for all staff and volunteers get two references who recommend the staff or volunteer. If the staff or volunteer presents these as written references then a phone call or video call will be done to confirm the contents of the reference and notes from that call placed in their HR file. See appendix 1 for more detail about this.

At all S.A.L.V.E. centres attended by children and vulnerable adults, staff should always act to protect our service users from harm. This means they should raise any concerns they have quickly, to someone more senior in the organisation than themselves immediately. This includes harm from S.A.L.V.E. staff, volunteers, children, parents/ guardians, visitors to the organisation and community members. Wherever possible and appropriate S.A.L.V.E. staff should work in pairs when working directly with children or vulnerable adults. Exceptions to this include one to one counselling sessions or some group lesson activities. Any accusation of abuse reported by a child or vulnerable adults, staff members, volunteers or visitors should always be reported to management team or board for further investigation.

Some staff and volunteers' work may involve visits to schools, children and vulnerable adult's family homes and other community organisations and centres. All staff/volunteers visiting a school, family home or community people's centre (other than our own) are asked to ensure that a member of staff of the school or centre or a relative of the child is always present during the visit, and are instructed not to work unsupervised with any child or group of children during the course of the visit unless the child has something they wish to disclose privately.

S.A.L.V.E. International will from time to time investigate means of reducing the incidence of direct and unsupervised contact between staff/volunteers and children and vulnerable adults.

**Raising concerns about child protection upon visits to children/young people's centres or schools:**

All staff/volunteers are asked to report immediately to the relevant centre staff officer or relevant school staff any matter arising during the visit which raises concerns about child protection. This includes behaviour and interaction of children and young persons with each other or of children and young persons with adults. The staff/volunteer will also raise such matters with their line manager at S.A.L.V.E. who will consult, if necessary, with the management team if they are unclear whether action is needed.

If action is taken, this will involve immediate and confidential referral of the detailed concern in writing to the Head of the centre or school, copied to the Chair of Governors/Board, and also by telephone if the situation raises particularly urgent concerns.

The Management Board will await a response from the Head of the centre or school before determining whether S.A.L.V.E. International needs to take further action, which could involve referring the matter to the district authorities or a child or legal protection organisation for the relevant area.

Concerns relating to external parties will be referred, reported and managed according to national legislation. In the UK, all concerns should be referred to local social services and/or police. In the UK the NSPCC Child Protection Helpline (0044808 800 5000) can also be called. In Uganda the probation office or 116 child abuse helpline should be called in situations where some external advice or guidance is needed.

The best interests of the child should always be the overriding concern.

**Feedback on outcomes, and procedure for raising further concerns:**

Members of staff/ volunteers who have referred a child or vulnerable adult protection concern in accordance with the above guidance will be informed of the initial action taken by S.A.L.V.E. International's management in dealing with the matter. Should a member of staff/ volunteer or the child or vulnerable adult involved for any reason not be satisfied with the course of action as explained to them, the Management Board will review the case at the next meeting.

A record (safeguarding register) of all instances of concern relating to child and vulnerable adults protection matters which come to the attention of S.A.L.V.E. International staff is maintained by the Country Director and Management Board, together with a summary of the actions taken and any specific outcomes.

**Research:**

On some occasions S.A.L.V.E. International staff and volunteers may wish to contact children/ vulnerable adults during the course of a research project. This contact may vary from the simple completion of a questionnaire to detailed one-to-one discussions and focus groups. The research project in question may be led by the S.A.L.V.E. team or we may be contributing to an external research project.

Any research being conducted by the S.A.L.V.E. team or with S.A.L.V.E. service users must be approved by the Country Director and CEO, after consulting with the board, to ensure it is in keeping with the values and ethics of the organisation. It must also comply with the legal ethical clearance policies and standards of the country in which it is taking place.

Consultants, staff and volunteers working on research with S.A.L.V.E. service users in any circumstances must always act in accordance with our safeguarding policy and data protection policy (chapter 1:9) to ensure that children and vulnerable adults are treated with respect, care and dignity at all times. This includes ensuring that children and vulnerable adults give informed consent for their data to be captured and held and that a clear confidentiality and safeguarding reporting pathway is agreed for the project in advance of it taking place.

Every research project will have its own project specific safeguarding review assessment to ascertain if there are any specific safeguarding procedures that need putting in place due to the specific nature of the research being done. This will be done by either the CEO or Country Director before the research may be started.

**Training Provision:**

In order that S.A.L.V.E. International's safeguarding policy is implemented effectively, it is essential that all staff and volunteers receive appropriate training and guidance for their role on a regular basis, and have free and open access to this policy for referral purposes.

All staff, volunteers and visitors will receive training as part of their induction and be asked to sign the safeguarding policy. As a minimum staff will have refresher training in safeguarding on a yearly basis. Safeguarding is also a core element of the S.A.L.V.E. staff and volunteer code of conduct that all members must sign before working with the organisation.

**Co-ordination and review of information relating to child/ vulnerable adult protection issues:**

Safeguarding issues addressed within S.A.L.V.E. International should all be logged in our safeguarding register by the Country Director or CEO and reviewed by our Trustee Boards in the UK and Uganda, indicating the origin and nature of the issue and recording progress in dealing with it and will be reviewed regularly with the relevant personnel.

**Disciplinary arrangements:**

Breaches of this safeguarding policy by staff or volunteers will be regarded as a disciplinary matter to be dealt with under S.A.L.V.E. International's overall policies (refer to chapter 5.4).

Any disciplinary proceedings that are necessary following a complaint of abuse to a child or vulnerable adult made against an employee of S.A.L.V.E. International will be conducted in accordance with the recommendations of the 'Lost in Care report' (Sir Ronald Waterhouse, 2000), without automatically awaiting the outcome of parallel investigations by the police or the report of any other investigation, and taking into account that:

- 1) a police or any other investigation does not determine disciplinary issues;
- 2) disciplinary proceedings may well involve wider issues than whether a crime has been committed;
- 3) the standard of proof in disciplinary proceedings is different from that in criminal proceedings;
- 4) statements made to the police by the complainant and by potential witnesses can and should be sought to be made available, with the consent of the maker of the statement, for the disciplinary proceedings.

This means that the accused staff or volunteer would be suspended from work until the investigation was concluded to protect both the service user/s and staff or volunteer involved in the case.

The incident would then be dealt with in accordance to S.A.L.V.E.'s disciplinary policy (chapter 5:4) and the labour laws of the country in question to ensure that the person/ people in question are treated fairly.

### **Whistle-blowing policy:**

S.A.L.V.E. International understands that reporting concerns about child and or vulnerable adult well-being and safety, can be a difficult experience for a member of its staff, volunteers or service users. S.A.L.V.E. International is committed to being open and accountable and wishes to encourage members to report any concerns they may have.

S.A.L.V.E. International will keep reports confidential and will not reveal the name or position of anyone making such a report without that person's permission or unless we have to do so by law. Any concerns should be reported to the management. For more information please see our whistleblowing policy (Chapter 6:4).

### **Reporting:**

Agencies S.A.L.V.E. could report safeguarding incidents to can include;

- The Ugandan police
- The Ugandan Probation Officer of the District in which the safeguarding incident took place
- The UK police
- UK social services
- Other relevant regulatory or statutory agencies responsible for dealing with such incidents i.e. The Ugandan Education Ministry, Ministry of Gender or Ugandan Health Ministry
- The UK Charity Commission
- Human and child rights organisations
- Ugandan National Council for Science and Technology

Investigations of physical or sexual harm against individuals are matters for the local police and/or local district authority social services. In cases of best practice, multiagency panels/strategy meetings may be set up which consider each case and the needs of the vulnerable people and these may involve human and child rights organisations.

When an incident is reported by a child or vulnerable adult:

### **Always:**

- Stay calm and ensure they are safe and feel safe.
- Show and tell them that you are taking what they say seriously.
- Reassure them and stress that they are not to blame.
- Be honest, explain you will have to tell someone else to help stop the abuse. Never promise confidentiality.
- Record in writing what was said as soon as possible.
- Maintain appropriate confidentiality - only tell those it is essential to tell in terms of protecting the child or vulnerable adult.

- If a child is being abused by parents/carers or a vulnerable adult by a partner/ family member, seek advice before talking to those people.
- Maintain a professional relationship with the child, vulnerable adult, family members and care givers at all times.

**Never:**

- Rush into actions that may be inappropriate.
- Make promises you cannot keep.
- Enquire into details of the abuse. It is not your role to carry out an investigation.
- Make the individual repeat the story unnecessarily.
- Take sole responsibility - consult someone else (the person in charge, or someone you can trust), so that you can protect the child or vulnerable adult and gain support for yourself.

**Action:**

- Report the incident as soon as possible after the event to your manager (or to their manager if the manager in question is implicated in the abuse), and also to the CEO, Country Director and the UK and Ugandan boards.
- Write a clear, detailed written statement to be shared with S.A.L.V.E. management and with the Police and Probation Office as required for the full investigation of the incident. Make sure this report is signed and dated.
- Management will seek advice from the District Probation Office or relevant authority and follow their advice. Where appropriate also notify the Police and other relevant agencies if they might need legal aid. Ensure that any advice or response from the Probation Office and Police or other agencies is recorded.
- In the case of children, management will discuss the case with parents/ family members of the child (unless they themselves are implicated) or with their caregiver. If appropriate to do so, explain to them that you may need to make a referral i.e. to the District Probation office, and may need to notify the Police.
- The Management (CEO or Country Director as appropriate) will liaise with Trustees and the appropriate manager/staff member in Uganda – ensures appropriate advice is sought, action is taken and all necessary parties are kept up to date.
- The Trustees will notify the UK Charity Commission (and the UK Police, if a British citizen is implicated and the allegation of abuse is to be investigated).
- Trustees and management ensure that any advice or response from the UK Charity Commission and UK Police is recorded and required action is carried out.

**Ensure that:**

- Immediate medical attention is sought as required.
- Any required physical examination is carried out in a proper and timely manner by a medical professional.
- Official reports are filed with the Police and Probation Office and, if appropriate, the parent, guardian or relevant family member to be informed.
- The victim is protected throughout any reporting and follow up.
- The victim is offered professional counselling.
- The incident is followed up by authorities and brought to a satisfactory close in a timely manner.
- Consideration of future living arrangements for the child or vulnerable adult involved is given priority and addressed in a timely (and if necessary, urgent) manner.
- A whole staff meeting is held at the project site to determine any policy or procedural reviews that must be made in order to prevent future incidents of a similar nature. (Note that in such a meeting, the privacy of the child or vulnerable adult involved must be protected. Details of the incident should not be unnecessarily discussed.)
- A written report on all of these proceedings is filed to the Boards of Trustees for further action as needed.

If, for any reason, you feel it would not be appropriate to report the case to your manager, please report directly to S.A.L.V.E.'s senior staff i.e. the CEO ([lucas@salveinternational.org](mailto:lucas@salveinternational.org)) or Country Director ([alfred@salveinternational.org](mailto:alfred@salveinternational.org)) .



If, for any reason, you feel it would not be appropriate to report the case to S.A.L.V.E.'s senior staff, please report directly to the Chair of either the UK or Ugandan Board of Trustees. You can email [safeguarding@salveinternational.org](mailto:safeguarding@salveinternational.org) and this will automatically be forwarded to the chairs of both boards.

**When reported by a staff member or volunteer:**

It is important to remember that it is not your responsibility to investigate the reported incident, only to record and pass the case onto S.A.L.V.E.'s management and the relevant authorities. The reporting staff member or volunteer should be reminded of the same.

**When reported by an external party:**

It is important that any externally made allegations are handled by the appropriate authorities. Where the allegations are already in the hands of the appropriate authorities, the S.A.L.V.E. staff and management should be fully co-operative with said authorities, all the time prioritising the ongoing protection of the child or vulnerable adult involved.

S.A.L.V.E. is aware that as an organisation that works with children and vulnerable adults, that if it dismisses a member of staff or a volunteer because they have harmed a child or vulnerable adult, or would have done so if they had not left, S.A.L.V.E. must refer this information to the Disclosure and Barring Service (UK) or police (Uganda).

**Reporting to the UK Charity Commission:**

The commission expects trustees to report concerns to them as serious incidents when they arise. The commission's published guidance explains how trustees should report serious incidents to it and what information it needs: <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

**Confidentiality:**

It is important that although information should be treated in the strictest confidence, the legal principle that "the welfare of the child or vulnerable adult is paramount" means that any consideration of confidentiality should not override the right of the child or vulnerable adult to be protected from harm.

Information of a confidential nature should only be communicated on a "need to know" basis and everyone should be aware that you can never promise to keep secrets.

**Other key documents for reference:**

- \* Disability-inclusive Child Safeguarding Guidelines from Able Child Africa: <https://ablechildafrica.org/news/6759/>
- \* Keeping Children Safe's ICS Standards: <https://www.keepingchildrensafe.global/accountability/>
- \* Preventing harm (safeguarding) in research and innovation policy: <https://www.ukri.org/about-us/policies-standards-and-data/good-research-resource-hub/preventing-harm-in-research/>

## **Appendix 1:**

### **S.A.L.V.E. International policy on criminal records checks for staff and volunteers**

#### **What is a DBS check:**

The Disclosure and Barring Service helps employers in the UK make safer recruitment decisions each year by processing and issuing DBS checks for England, Wales, the Channel Islands and the Isle of Man. DBS also maintains the adults' and children's Barred Lists and makes considered decisions as to whether an individual should be included on one or both of these lists and barred from engaging in regulated activity.

#### **What is an ICPC check:**

The National Crime Agency (NCA) and Criminal Records Office (ACRO) provide an International Child Protection Certificate for UK nationals or for people who have been living in the UK. The ICPC confirms whether or not you have a criminal history and provide details, including relevant conviction and non-conviction data. This is used to help employers who are sending people overseas to work with vulnerable people.

#### **S.A.L.V.E. in the UK:**

- \* Staff in the UK should be DBS or ICPC checked every 5 years, or when their circumstances change. Staff are expected to inform the trustees if their circumstances have changed and thus a new check might be needed.
- \* Office volunteers or volunteers working from home do not normally need a DBS or ICPC check, unless it has been assessed their assigned tasks require one, but will generally be asked for 2 work and/ or character references that will be held on their record on S.A.L.V.E.'s password protected CRM system. However, if only one reference has been received of the two, the volunteer may start their duties according to the findings of a risk assessment that is carried out by an appropriate S.A.L.V.E. staff member.
- \* Volunteers helping for one off events like a sporting Challenge will be undertaking tasks in teams of 2 or more people so will not be asked for character references or a DBS or ICPC check, but will be asked for emergency contact details.
- \* Volunteers in the UK who are working with children or vulnerable adults as part of their duties with S.A.L.V.E. will have to have a DBS or ICPC check if they are doing any 1-2-1 work with children or vulnerable adults, or will be regularly working with a group of children (i.e. in a school or youth group) as part of their duties with S.A.L.V.E. and the school/ youth group requests it. A risk assessment of the situation will be carried out by an appropriate S.A.L.V.E. staff member. They will also be asked for 2 work and/or character references that will be held on their record on S.A.L.V.E.'s password protected CRM system. However, if only one reference has been received of the two, the volunteer may start their duties according to the findings of a risk assessment that is carried out by an appropriate S.A.L.V.E. staff member.
- \* Volunteers in the UK who are going to do irregular work with children and will only do so in a group situation supervised by adults from that school/ youth group will be decided on a case by case if a DBS or ICPC check is needed after discussion with the school/ youth group and a risk assessment of the situation is carried out by the CEO. They will also be asked for 2 work and/ or character references that will be held on their record on S.A.L.V.E.'s password protected CRM system. However, if only one reference has been received of the two, the volunteer may start their duties according to the findings of a risk assessment that is carried out by an appropriate S.A.L.V.E. staff member.
- \* Trustees in the UK must be DBS or ICPC checked within the first 6 months of their role as a matter of course.

\* Previously issued DBS certificates conducted by other workplaces may be accepted if they are on the update register or of an equivalent level to the check S.A.L.V.E. needed to carry out, and if they were conducted within a year of their application with S.A.L.V.E.

#### **S.A.L.V.E. in Uganda:**

\* Volunteers from the UK who are going to volunteer with S.A.L.V.E. in Uganda for more than three days will normally be expected to have a DBS or ICPC check as part of their preparations to go to Uganda. This will be coordinated with the UK office in advance of them going to Uganda and a copy of this will be kept on their record on S.A.L.V.E.'s password protected CRM system. Volunteers from other countries outside of Uganda, but not from the UK, will be asked to provide an equivalent certification of their suitability to work with children and vulnerable adults from their own country. However, if this is not available, the volunteer may start their duties according to the findings of a risk assessment that is carried out by an appropriate S.A.L.V.E. staff member and satisfactory collection of relevant references.

\* Short term visitors from the UK who will be visiting S.A.L.V.E.'s programme for 3 days or less, will not be allowed to be alone with the children or vulnerable adults at any time. They will always be accompanied by a staff member of S.A.L.V.E. and therefore will not be expected to have a DBS or ICPC check as standard (though it is encouraged). Their visit will be permitted after a risk assessment is done by the CEO or Country Director in Uganda that deems their visit to be safe. If there are any doubts then their visit will not be permitted to take place.

\* Ugandan staff and volunteers should provide a police clearance certificate before they start work. Staff and volunteers must also have 2 work and/or character references that will be held on file in a locked office by the Country Director in Uganda. If we do not have a police clearance certificate and references, the Country Director may decide that they cannot start work, or that they can start work but cannot do any 1-2-1 activities with children and must always be accompanied by another staff.

\* Where possible, it is good practice for S.A.L.V.E. staff and volunteers to work in teams of 2 to better cope with emergency situations. This is particularly important when conducting street walks, work at night time or medical emergencies. Staff and volunteers should always consider any risks associated with working on their own.