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TAM NUTRITION CHARITABLE TRUST

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**TAM NUTRITION CHARITABLE TRUST
SAFEGUARDING POLICY**

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Safeguarding and Protecting Children and Vulnerable





Adults Policy March 2021

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TAM NUTRITION CHARITABLE TRUST SAFEGUARING POLICY 1.0 INTRODUCTION

What is safeguarding?

Safeguarding is a term we use to describe how we protect adults and children from abuse or neglect. It is an important shared priority of many public services, and a key responsibility of local authorities.

Safeguarding is about protecting certain people who may be in vulnerable circumstances. These people may be at risk of abuse or neglect due to the actions (or lack of action) of another person. In these cases, it is vital that public services work together to identify people at risk, and put steps in place to help prevent abuse or neglect (Factsheet 7: Care Act factsheet,UK).

The TAM NUTRITION CHARITABLE TRUST, BOTSWANA is committed to creating and maintaining a safe and positive environment for all trustees, staff, volunteers and fully recognises its responsibility to help safeguard the welfare of its beneficiaries; vulnerable children and adults and protect them from harm. The welfare of children and vulnerable adults is paramount, and the TAM NUTRITION CHARITABLE TRUST, BOTSWANA take seriously its duty to safeguard and promote the welfare of its beneficiaries in its care.

Most of the beneficiaries the charitable trust are children, orphans, disabled people, some of whom may be vulnerable adults themselves. It is vital that the TAM NUTRITION CHARITABLE TRUST, BOTSWANA, staff, trustees and volunteers are alert to the signs of abuse and understand the procedures. All trustees, staff and volunteers are required to execute their duties professionally and with care and report their concerns. The aim of this Policy is to ensure that all our beneficiaries especially those who are vulnerable people, are protected from abuse and to set out the steps to be taken by all Trustees, staff and when abuse is disclosed, identified, suspected or alleged.

Safeguarding Core Principles

Our core principles set out our approach to Safeguarding by the TAM NUTRITION CHARITABLE TRUST, BOLTSWANA.

- ✚ The safety and welfare of the trustees, staff and beneficiaries is paramount.
- ✚ All trustees, staff, volunteers and beneficiaries regardless of age, ability, sex, race, religion or belief, ethnic, origin, gender reassignment, social status or sexual orientation have the right to be protected from harm.



- ✚ The rights, dignity and worth of all trustees, staff and beneficiaries should always be respected.
- ✚ The TAM NUTRITION CHARITABLE TRUST, BOTSWANA will promote and foster a culture of trust and support to ensure the trustees, staff, volunteers and beneficiaries are comfortable in reporting any issues.
- ✚ The TAM NUTRITION CHARITABLE TRUST, BOTSWANA will ensure there are opportunities to support the staff, trustees, volunteers and beneficiaries to gain skills to stay safe, including; on-line safety, bullying/cyberbullying, drugs/alcohol and substance misuse, domestic violence, relationship issues, equality and diversity, female genital mutilation , sexual exploitation of children and preventing violent extremism.
- ✚ It is the responsibility of child protection professionals to determine whether abuse has taken place, but it is everyone's responsibility to report concerns. All staff, trustees and volunteers must follow the procedures in place for reporting concerns or disclosures to the relevant authorities such as social services and police. Allegations against members of staff, trustees, and volunteers will be handled fairly in accordance with our policies.
- ✚ The TAM NUTRITION CHARITABLE TRUST, BOTSWANA will ensure that as part of their induction, new staff, trustees and volunteers are made aware of the Trust's arrangements for safeguarding and will provide safeguarding training for all trustees, staff and offer this to the volunteers. This will be reviewed on an annual basis and updated in line with statutory requirements. The Nominated Safeguarding Lead personnel will receive training updated every two years.
- ✚ The TAM NUTRITION CHARITABLE TRUST, BOTSWANA is committed to encouraging and undertaking effective and safe recruitment of staff and volunteers. The TRUST will assess all posts to be filled and ensure that recruitment checks, including Disclosure and Barring Service or police clearance checks are undertaken in line with TRUST policy and Safer Recruitment.
- ✚ Where services or activities are delivered directly through the TRUST trustees or staff, the TRUST's Safeguarding and Protecting Children and Vulnerable Adults Policy will apply. Where services or activities are provided through another coordinating organisation the TRUST will ensure that the organisation has appropriate policies and procedures in place to safeguard beneficiaries and to liaise with the TRUST on these matters where appropriate.
- ✚ The TAM NUTRITION CHARITABLE TRUST, BOTSWANA will ensure there is a member of the



Senior Leadership Team (nominated TRUSTEE) with responsibilities to lead on safeguarding, child protection and preventing terrorism (the Designated Safeguarding Lead) and that there is always cover for this role, including arrangements for support 24 hours/7 days a week.

- ✚ Allegations of abuse or concerns that a trustee staff member and nominated volunteers may pose a risk of harm to a child or young person will be notified to the Local Authority Designated Officer; social services and the police.
- ✚ The TAM NUTRITION CHARITABLE TRUST will ensure parents and guardians are informed of TRUST's safeguarding responsibilities through the TRUST brochures, word of mouth (snowballing) and the TRUST website.
- ✚ All the trustees, staff and volunteers can raise concerns about poor or unsafe safeguarding practice as laid out in the Whistleblowing Policy.

2.0 ROLES & RESPONSIBILITIES

The Board of Trustees, together with the FOUNDER of the Trust and Head of Safeguarding are responsible for:

- ✚ Ensuring Policies are reviewed and updated in line with the law.
- ✚ Ensuring all Trustees undertake appropriate Safeguarding training
- ✚ Ensuring that staff and volunteers undertake regular safeguarding training.
- ✚ The TRUST having in place safe recruitment policy and procedures, including appropriate use of reference checks on new staff and volunteers.
- ✚ Ensuring volunteers are properly supervised.
- ✚ Ensuring Disclosure and Barring Service checks or police clearances are undertaken in line with the set Policy
- ✚ Making a 'referral to the Disclosure and Barring Service to police headquarters if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.'
- ✚ Creating safeguarding reports for the Board of Trustees as requested.
- ✚ Having in place procedures to deal with allegations of abuse against members of staff and volunteers.
- ✚ To minimise the risk of abuse.
- ✚ To investigate all allegations of abuse.



- ✚ To ensure that appropriate filters and monitoring systems are in place with regards to IT systems.
- ✚ To undertake periodic checks to ensure all safeguarding procedures are working effectively;
- ✚ To be responsibility for the effective implementation, monitoring and evaluation of this policy.
- ✚ The FOUNDER of the Trust should liaise with the Nominated Safeguarding Lead personnel and request reports for the policy auditors, to assess the effectiveness of Safeguarding process and monitoring in place.

All Staff, Trustees and Volunteers

All trustees, staff and volunteers have a responsibility to follow the guidance laid out in this Policy and related Policies, and to help ensure the safety and welfare of

The Trust beneficiaries, referring concerns in writing to the designated safeguarding lead where appropriate to ensure that help and support is provided at the earliest possible opportunity.

Additionally;

- ✚ To attend Safeguarding training to have the skills to recognise those who may be vulnerable and to know the appropriate action to take if they have concerns; ✚ Report any concerns through the safeguarding reporting channels;

3.0 TYPES OF ABUSE & NEGLECT

The following are types of abuse and neglect:

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. They may be abused by an adult or adults or by another child or children.

Physical abuse: a form of abuse which 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.



Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 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 maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: the persistent failure to meet a child'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; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Violent extremism: We are aware that there are extremist groups within various country who wish to radicalise vulnerable adults and children and to involve them in terrorism or in activity in



support of terrorism. Periodic risk assessments would be undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

4.0 HOW WE PREVENT SAFEGUARDING ISSUES

While it is not possible to prevent all abuse, we take steps to reduce the risk of abuse occurring.

Our staff should:

- ✚ Know what abuse is;
- ✚ Understand how it can happen;
- ✚ Be alert to indicators of potential abuse situations;
- ✚ Know the procedures for reporting concerns and poor practice; and
- ✚ Provide appropriate support through good assessment and care planning.

We request that the trustees, staff and volunteers do not:

- ✚ Spend excessive amounts of time with beneficiaries, away from others;
- ✚ Give any minor or disabled beneficiaries a lift or meet with them in an inappropriate setting e.g. a bar
- ✚ Have a romantic relationship with any beneficiary, regardless of age ✚

Take beneficiaries into your home.

- ✚ Avoid giving gifts: any gift or give multiple gifts within a short space of time

The effectiveness of this Policy will be ensured through;

- ✚ Annual review of the Safeguarding Policy by the Trustee Board.
- ✚ Informing the Board annually on safeguarding issues during the prior year to include as to how staff have complied with the Policy; this annual report will include quarterly reports.
- ✚ Maintaining a single central record of all staff and volunteers.
- ✚ The Safeguarding Task Force will guide and monitor the TRUST's work via quarterly meetings and safeguarding and prevent action plans. The task force will include the FOUNDER of the Trust, the nominated Safeguarding Lead trustee and the Board of trustees.



Policies

The TAM NUTRITION CHARITABLE TRUST will ensure that it has policies and procedures which are consistent with Government guidance; this includes following procedures as set out by Local Safeguarding Children Boards. This Policy will be reviewed annually, or as otherwise directed by the FOUNDER of the TRUST, or legislative changes and should be read in conjunction with safeguarding process and procedures and The Staff Code of Conduct. Staff from all areas of the TRUST will be consulted as part of this process.

Safer Recruitment

The TAM NUTRITION CHARITABLE TRUST is committed to encouraging and undertaking effective and safe recruitment of staff and volunteers. The TRUST will assess all posts to be filled and ensure that recruitment checks, including Disclosure and Barring Service or police clearance checks are undertaken in line with CHARITABLE TRUST policy and Safer Recruitment.

Awareness & Training

The TAM NUTRITION CHARITABLE TRUST will ensure that as part of their induction, new staff and volunteers are made aware of the TRUST's arrangements for safeguarding children and vulnerable adults, including preventing violent extremism and their responsibilities and will provide safeguarding training for all the trustees, staff and volunteers. This will be reviewed on an annual basis and updated in line with statutory requirements. The Nominated Safeguarding Lead personnel will receive training updated every two years including training in inter-agency procedures. All Charitable Trust staff and volunteer Members will undergo the Trust's mandatory safeguarding training. In addition, the trustees, staff and volunteer Members will receive safeguarding and child protection updates via email, Trust WhatsApp group, and staff meetings, as required.

Data Protection

All child protection records will be stored securely and separately from other records. Access will be restricted to safeguarding staff with safeguarding responsibilities. Any transfer of child protection records to another institution will be separate from any other records. Records will be transferred to the Nominated Safeguarding Lead personnel.



Equality Analysis or Assessment

By virtue of the provisions of the Equality Act 2010, the Charitable Trust has a duty to have due regard to the need to:

- ✚ Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct.
- ✚ Advance equality of opportunity between people from different groups.
- ✚ Foster good relations between people from different groups.

In implementing this Policy and associated procedures, the Charitable Trust will actively take these aims into account as part of its decision-making process and will demonstrate how this has been undertaken. Where necessary a full equality impact assessment will be undertaken.

5.0 How to Report a Concern

Everyone working with young people or vulnerable adults has a duty to report suspected, alleged or confirmed incidences of abuse IMMEDIATELY to the Charitable Trust Founder and Nominated Safeguarding Lead personnel.

In the event of someone reporting an allegation of abuse:

Please Do:

- ✚ Remain Calm
 - ✚ Ensure no-one is in immediate danger
 - ✚ Call for emergency service if urgent medical/police help is needed ✚
- Record all the facts

Please Do not:

- ✚ Promise to keep secrets
- ✚ Be judgemental or overreact
- ✚ Challenge the alleged abuser
- ✚ Investigate yourself
- ✚ Do anything that could disturb evidence such as tidy up or encourage the person to bathe.
- ✚ Discourage anyone from reporting concerns
- ✚ Leave details of your concerns on a voice mail



It is the responsibility of child protection professionals to determine whether abuse has taken place, but it is everyone's responsibility to report concerns. All staff must follow the procedures in place for reporting concerns or disclosures or police checks. Allegations against members of staff or volunteers will be handled in accordance with Staff Disciplinary Policy. Allegations of abuse or concerns that a staff member may pose a risk of harm to a child or young person will be notified to the Local Authority Designated Officer such as the police and social services.

6.0 Policy Review Date

This Policy will be reviewed annually, or as otherwise directed by the FOUNDER of the Trust, or legislative changes and should be read in conjunction with safeguarding process and procedures and The Staff Code of Conduct. Trustees, Staff from and volunteers will be consulted as part of this process.

Review frequency: **Annually**

Next review date: March 2022

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