



CED Safeguarding Policy

Date adopted: 22/11/2018

Last review date: Nov 2020

Date of next review: Nov 2021

Revision	Date	Description of Issue
Rev 1	26 Nov 2020	Minor amendments approved at Board meeting 26/11/20
Rev 2	7 Dec 2020	Minor amendments following meeting with Mannion Daniels 27/11/20
Rev 3	10 Dec 2020	Secondary contact added.

1. Introduction

As a Christian charity CED recognises it's responsibility in protecting and safeguarding CED members, staff and other representatives of CED, our partners and beneficiaries to the highest standards possible. To be protected from abuse, exploitation and inequalities, members, staff and other CED representatives must behave with the utmost professionalism and integrity at all times; wisdom, discernment and sensitivity will be particularly required where abuse is suspected. CED adopts a zero-tolerance approach to any violations of this policy.

A safeguarding policy is a statement of intent that demonstrates a commitment to safeguard individuals from harm and shows that a faith-based organisation is taking its responsibilities seriously.

This policy applies only to CED members, staff and other CED representatives.

2. CED's method of working.

CED works with overseas partners primarily to assist rural communities with development projects. CED always seeks to serve whole communities, which inevitably include young children, the elderly and other vulnerable adults. However, CED's professional dealings are only ever with community leaders and representatives and in the presence of partner organisation employees, and therefore CED members, staff or other CED representatives should not have any direct contact with any children or vulnerable adults whilst acting in a professional capacity. DBS checks for CED staff or volunteers making overseas site visits are therefore not required. Occasionally an individual who is not a member, for example a person considering membership or an expert engaged on CED's behalf, will travel with a member, or on their own, on CED business.

3. Situations to which this policy applies and preventative actions.

CED's safeguarding policy seeks to protect our partner organisations and beneficiaries by vetting all who undertake visits on CED's behalf. The policy raises awareness of the kinds of abuse that exist, and supports the reporting of abuse if it is suspected.

The policy exists to protect CED members, staff and other CED representatives in their professional relationships from

- a) inappropriate behaviour from other CED members, staff or other CED representatives when travelling together, or meeting together on CED business within the UK.
- b) potential allegations being made against them, particularly when travelling overseas.

As from 01/12/2018 the following actions should be taken to guard against the above:

Any member or member of staff travelling overseas should have a basic disclosure check carried out every three years. If they already have an enhanced disclosure certificate, they may provide this instead. The process should be repeated such that no overseas visitor's disclosure check is more than three years old.

- Two character references, ideally including one from a church leader, (or a Confidential Declaration plus a reference from the member's church) will be sought for any CED member, staff or representative travelling overseas on CED business for the first time. If any safeguarding concerns come to light, they will not be permitted to travel on behalf of CED.
- A dated, written record of any concerns should be kept.
- Notes of all meetings, particularly where only one other person is present, meetings should be kept.
- Where possible these meetings should be held at the offices of CED's partners or those of the project village.
- When on an overseas visit a diary of all activities, including time when not specifically conducting CED business, should be made.
- The formation of personal relationships with individuals (and/or their families) who are project beneficiaries is strongly discouraged.

4. Action to be taken in the event of allegations against CED members, staff and other representatives.

- The CED Chair, Jonathan Appleby, as the Safeguarding Lead, is the person to whom all details of allegations are to be forwarded. Contact details are:
 - Jonathan Appleby, +44 7876614017, chair@ced.org.uk
- A secondary contact for Safeguarding issues is the Company Secretary:
 - Barbara Brighouse, +44 7712407425, admin@ced.org.uk
- Whoever receives an allegation concerning psychological, physical or sexual abuse must communicate this immediately to the Lead or, if they are not available, to the secondary contact.
- The Chair will notify the appropriate authorities verbally and in writing within 24 hours.
- The CED member, staff or other CED representative should be prevented from conducting any further CED business pending the outcome of the investigation of the allegation. At this point CED should inform the person concerned that an unspecified allegation has been made against them;
- CED will carry out an internal investigation within four weeks. If the incident is deemed sufficiently serious it should be reported to the Charity Commission. This will depend on the severity of the incident and the likelihood that it will have a detrimental impact upon CED's reputation.
- The investigating authority is responsible for giving any further information to the person concerned and CED must not do so without explicit authorisation from the investigating body;

- After the investigating authority informs CED of its proposed course of action, including possibly taking no further action, CED will keep the person concerned fully informed, both verbally and in writing. However absolutely no information about the nature or source of the allegation should be divulged to, or discussed with, the person against whom allegations have been made;
- During the course of any investigation, intensive ongoing support of the person concerned must be implemented but should be provided by an appropriate person outside CED, usually the member's pastor or other suitable person. Anyone involved in giving this support should be made aware that if the allegation culminates in a court case, they could be subpoenaed to give evidence;
- If the investigation is pursued to the point of possible legal action, the accused will be advised to obtain legal representation;
- Once investigation of the allegation by the relevant authorities is completed, the Chair must present a full report of the findings of the investigation to the CED Board, to consider whether the person concerned should continue being a CED member or member of staff or prevented from any further association with CED, and also whether CED should learn any lessons from the incident;
- The decision will be recorded by CED and s/he advised in writing of the outcome of the decision by the directors; the CED Secretary would be responsible for secure retention of this information.
- A register of safeguarding events will be maintained by the CED Secretary.
- All papers relating to unsubstantiated allegations should also be kept. The CED member should be informed that they have a right to see these papers except for confidential information from third parties, and to add their own statement if they so wish. A letter should be sent from the investigating authority detailing the outcome and a copy should remain on file;
- A case by case decision on retaining information will be made taking into account the nature of the complaint and relevant data protection principles. If a decision is taken to retain the information, the duration should also be defined.
- The CED member or staff member will need help in coming to terms with the allegation whatever the outcome of the investigation. CED must consider what help can be made available and encourage its use;
- Consideration should also be given to the implications and impact of accusations on others even if they prove to be unfounded, e.g. what legacy remains with those who were involved and what assistance is available to help them with their feelings.

Appendix 1 : Abuse – what is it, and how can we recognize it?

What is Abuse?

Organisations should not limit their view of what constitutes abuse or neglect, since they can take many forms and the circumstances of the individual case should always be considered.

The following are recognised forms of abuse of both children and adults:

Physical Abuse: including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Sexual Abuse: including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the person has not consented or was pressured into consenting.

Neglect and acts of omission: including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Psychological Abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Modern Slavery: encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Domestic Violence: including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence. The definition has been extended recently to include:

- Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse... by someone who is or has been an intimate partner or family member regardless of gender or sexuality. It includes: Female Genital Mutilation and forced marriage. The age range has been extended down to 16.

The following are recognised forms of abuse that affect only adults:

Financial or Material Abuse: abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Discriminatory Abuse: including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational or Institutional Abuse: including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Self-neglect: this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Recognising Abuse

Incidents of abuse may be one-off or multiple, and affect one person or more. Patterns of abuse vary and include:

- serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse;
- long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or
- opportunistic abuse such as theft occurring because money or jewellery has been left lying around.

It is important to recognise abuse and the following should be looked out for:

1. Signs of possible Physical Abuse

- a. any injuries not consistent with the explanation given to them;
- b. injuries which occur to the body in places which are not normally exposed to falls, rough games etc;
- c. injuries which have not received medical attention;
- d. reluctance to change for, or participate in, games or swimming;
- e. repeated urinary infections or unexplained tummy pains;
- f. bruises, bites, burns, fractures etc. which do not have an accidental explanation;
- g. cuts/scratches/substance abuse.

2. Indicators of possible Sexual Abuse

- a. any allegations made by a person concerning sexual abuse;
- b. in the case of a child:
 - a. excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play;
 - b. sexual activity through words, play or drawing;
 - c. child who is sexually provocative or seductive with adults;
 - d. inappropriate bed-sharing arrangements at home;

- e. severe sleep disturbance, with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.

3. Signs of Abuse by Neglect

- a. under nourishment, failure to grow;
- b. constant hunger, stealing or gorging food;
- c. untreated illnesses;
- d. inadequate care.

4. Signs of possible Psychological Abuse

- a. changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging; also depression/aggression, extreme anxiety;
- b. nervousness, frozen watchfulness;
- c. obsessions or phobias;
- d. sudden under-achievement or lack of concentration;
- e. inappropriate relationships with peers and/or adults;
- f. attention-seeking behaviour;
- g. persistent tiredness;
- h. running away/stealing/lying.

5. Signs of possible Financial or Material Abuse

- a. change in living conditions;
- b. lack of heating, clothing or food;
- c. inability to pay bills/unexplained shortage of money;
- d. unexplained withdrawals from an account;
- e. unexplained loss/misplacement of financial documents;
- f. the recent addition of authorised signers on a client or donor's signature card.