



SAFEGUARDING POLICY

CLIMATE EXPLORERS

Safeguarding Policy

Purpose

This policy will enable Climate Explorers to demonstrate its commitment to protecting vulnerable adults and children with whom it works alongside. We acknowledge our duty to act appropriately on any allegations, reports, or suspicions of abuse.

The safeguarding policy and procedures are in place to help our volunteers prevent abuse and know what to do should a concern arise. This policy supports our commitment to:

- Promoting good practice and work in a way that prevents harm and abuse occurring.
- Ensure that any allegations of abuse or suspicions are dealt with appropriately and the victim is supported.

Scope

The safeguarding policy and procedures apply to our volunteers. References to our volunteers include volunteers, directors, contractors, and trustees. We will provide all clients with this policy and ensure they understand it. We will also explain the reporting process should they be concerned about a fellow client or volunteer.

Definitions

Safeguarding is the act of protecting from harm or damage with an appropriate measure.

Adults at risk are defined in the Care Act 2014 as individuals aged over 18 who:

- “Have needs for care and support (whether or not the Local Authority is meeting any of those needs).
- Is experiencing, or at risk of abuse or neglect.
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.”

A child is defined in the Children Act 1989 as: “anyone who has not yet reached their 18th birthday even if they are living independently, are a member of the armed forces or are in hospital.”

Our responsibilities as a responsible employer are to:

- Appoint a Designated Safeguarding Officer to monitor policy compliance.
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs and children.
- Promote the wellbeing of any adults and children at risk in safeguarding arrangements.

- Safeguard adults in a way that supports them in making choices and having control about how they want to live.
- Promote an approach that concentrates on improving life for the adults and children concerned.
- Raise awareness of safeguarding to ensure that everyone can play their part in preventing, identifying, and responding to abuse and neglect.
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult or child.
- Address what caused any abuse or neglect where appropriate if it occurred on our property or in our offices.
- Ensure that our volunteers are aware of their responsibilities to attend safeguarding training and support staff in accessing training.
- Ensure that all volunteers, contractors, trustees who come into contact with vulnerable adults and any children, undergo a disclosure and barring check. This will include undertaking a DBS check on any potential trustee as well as all existing trustees.

Responsibilities of our volunteers

- Follow the safeguarding policy and procedures, particularly if concerns arise about the safety or welfare of an adult at risk or a child.
- Participate in safeguarding training and maintain current working knowledge of safeguarding.
- Always discuss any concerns about the welfare of any client or child with their line manager & HR. If the line manager/HR is unavailable, volunteers must go direct to the DSO.
- Work collaboratively with other agencies to safeguard and protect the welfare of people who use our services.
- Always remain alert to the possibility of abuse.
- Recognise the impact that diversity, beliefs, and values on people who use services.

Responsibilities of Trustees

Trustees have a duty of care to prevent reputational risks by providing timely advice, guidance, and advocacy.

Responsibilities of Clients

Our clients have a responsibility to act in accordance with the Code of Conduct when on our premises. Clients will be made aware of the duty to report any abuse, neglect, or risk to other clients witnessed.

Recognising the Signs and Symptoms of Abuse

Climate Explorers is committed to ensuring that all volunteers, volunteers, and trustees undertake training to gain a basic awareness of the signs and symptoms of abuse. We will ensure that the DSO and any other key members of staff have access to higher levels of safeguarding training.

Abuse and neglect can take many forms, and we will always consider circumstances of each individual case.

Abuse in adults includes:

Discriminatory

Including forms of harassment, bullying, slurs, isolation, neglect, denial of access to services or similar treatment; because of race, gender and gender identity, age, disability, religion or because someone is lesbian, gay, bisexual or transgender. This includes racism, sexism, ageism, homophobia, or any other form of hate incident or crime.

Domestic Abuse or Violence

Including an incident or a 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 sexual orientation. This includes psychological/emotional, physical, sexual, financial abuse; so, called 'honour' based violence, forced marriage or Female Genital Mutilation (FGM).

Financial or Material

Including theft, fraud, internet scamming, exploitation, 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.

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.

Neglect and acts of Omission

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

Organisational (sometimes referred to as Institutional)

Including neglect and poor care practices within an institution or specific care setting such as a hospital or care home, for example in relation to care provided in a person's own home. This may range from one off incidents to ongoing ill treatment. It can be through neglect or poor professional practice because of the structure, policies, processes, and practices within an organisation.

Physical

Including assault, hitting, slapping, pushing, burning, misuse of medication, restraint or inappropriate physical sanctions.

Psychological (sometimes referred to as emotional)

Including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyberbullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

Sexual

Including rape, indecent exposure, sexual assault, sexual acts, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts to which the adult has not consented or was under duress. It also includes sexual exploitation which is exploitative, situations, contexts, and relationships where the person receives 'something' (e.g., food, accommodation, drugs, alcohol, mobile phones, cigarettes, gifts, money) or perceived friendship/relationship as a result of them performing, and/or another or others performing sexual acts.

Self-neglect

Includes a person neglecting to care for their personal hygiene, health or surroundings or an ability to provide essential food, clothing, shelter, or medical care necessary to maintain their physical and mental health, emotional wellbeing, and general safety. It includes behaviour such as hoarding.

Abuse in children includes:**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. 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.

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. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. It is important to be aware of more specific types of abuse and exploitation that fall within these categories. They

are child exploitation, cyberbullying and online abuse, criminal exploitation, trafficking, modern slavery, domestic abuse, FGM, honour-based abuse, grooming, missing.

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts. People who behave abusively come from all backgrounds and walks of life. They may be people in positions of trust; they may also be relatives, friends, neighbours, or people who use the same services as the person experiencing abuse.

Designated Named Person for Safeguarding

Climate Explorers have an appointed a DSO who is responsible for leading on safeguarding within our organisation. In their absence, Executives will be available for our volunteers to consult with.

The roles and responsibilities of the DSO are to:

- Communicate the safeguarding policy and procedures clearly to our volunteers.
- Ensure that all staff are aware of what they should do and who they should go to if they have concerns that an adult or child at risk may be experiencing or has experienced abuse or neglect.
- Ensure that concerns are acted on, clearly recorded, and referred externally when appropriate.
- Follow up any safeguarding referrals and ensure the issues have been addressed.
- Manage and have oversight over individual, complex cases involving allegations against our volunteers, paid or unpaid.
- Consider any recommendations from the safeguarding process.
- Reinforce the need for confidentiality and to ensure that our volunteers are adhering to good practice regarding confidentiality and security.
- Ensure that staff working directly with clients who have experienced abuse, or who are experiencing abuse, are well-supported and receive appropriate supervision.
- Ensure volunteers and trustees are given support and afforded protection, if necessary, under the Public Interest Disclosure Act 1998; they will be dealt with in a fair and equitable manner, and they will be kept informed of any action that has been taken and its outcome.

Training

All volunteers and trustees should receive a basic safeguarding training at a level appropriate to their role. This should be refreshed at a minimum every three years.

Responding to people who have experienced or are experiencing Abuse

Climate Explorers recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that acting in cases of adult abuse is never easy.

Responding to a safeguarding allegation

The Designated Safeguarding Officer will:

- Reassure the person concerned.
- Listen to what they are saying.
- Record what was told/witnessed as soon as possible.
- Remain calm and not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Ask questions to ensure gathering of full facts
- Will not begin investigating the originator or ask detailed or probing questions.
- Use the vulnerable adult or child's own words where possible.
- Do not promise to keep it a secret.
- Tell the child or vulnerable adult what the next are and explain what is required to get help and keep him/her safe.
- Complete the necessary referrals

If you witness abuse or neglect has just taken place, the priorities will be:

- To call an ambulance if required.
- To call the Police if a crime has been committed.
- To preserve evidence.
- To keep yourself and others safe.
- To inform the Designated Safeguarding Officer
- To record what happened in the agreed place/file/log.

Allegations made against our volunteers

If a volunteer, contractor, or trustee has information which suggests someone has:

- Behaved in a way that has harmed or may have harmed a vulnerable adult/child.
- Behaved towards a vulnerable adult/child in a way that has indicated she/he is unsuitable to work with vulnerable adults/children.
- Possibly committed a criminal offence against, or related to, a vulnerable adult/child.

The witness should immediately report to the Designated Safeguarding Officer, in line with the Whistleblowing policy. If the allegation is made about the Designated Safeguarding Officer, the witness must inform a member of the Management Team.

Recording and managing confidential information

Climate Explorers is committed to maintaining confidentiality wherever possible and information regarding safeguarding issues should be shared only with those who need to know. In addition:

- This safeguarding policy and procedures will be clearly communicated.

- The safeguarding policy and procedures will be reviewed annually by HR.
 - The DSO will be involved in this process and can recommend changes.
 - It may be appropriate to involve other volunteer representatives.
- The DSO will also ensure that any changes are clearly communicated to staff.

For further information, please see the Data Protection Policy.

All allegations/concerns must be:

- Recorded in the agreed place/file/log where safeguarding concerns are recorded.
- Factual and not based on opinions.
- State what you were told, what you have seen and names of witnesses if appropriate.
- Kept secure and will comply with the Data Protection Policy.

Making a Referral

All referrals will be made by the DSO. Please dial 999 if the person is in immediate danger.

Related Policies

This policy will need to be read with appropriate reference to related policies:

- Equality, Diversity & Inclusion
- Equal Opportunity, Ethics & Whistleblowing

Climate Explorers may unilaterally introduce, vary, remove, or replace this policy at any time