



SAFEGUARDING POLICY

Context

Compassion UK (CUK) believes that everyone who comes into contact with the organisation has the right to be protected from all forms of harm, abuse, neglect and exploitation. CUK is committed to protecting people, particularly children, at risk adults and beneficiaries of Compassion's programme, from any harm, including harm arising from the conduct of employees or associated personnel.

Purpose

This policy sets out the commitments made by CUK and informs employees and associated personnel of their responsibilities in relation to safeguarding. It aims to address 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 Associated Policies table below*).

This policy does not cover the other safeguarding issues which include:

1. Sexual harassment in the workplace, which is dealt with under CUK's '**Anti-Harassment & Anti-Bullying and Policy**'.
2. Child protection in terms of Compassion's beneficiaries, which is covered by CUK's '**Child Protection Management Policy**'.
3. The design and implementation of Compassion's programme and activities which is covered by Compassion International's Global Programme.
4. Safeguarding concerns in the wider community not perpetrated by CUK or its employees and associated personnel.

Scope

This policy applies to all CUK employees and associated personnel, i.e. volunteers, trustees, ambassadors, independent contractors, and to third party organisations and suppliers working on its behalf. To facilitate the reading of this policy, the term 'employees' has been used with the intention of covering all the individuals mentioned.



Definitions

Beneficiary	Someone who directly benefits from Compassion's programme.
Child	A person below the age of 18.
Harm	Psychological*, physical and any other infringement of an individual's rights. <i>*Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling and persistent shaming</i>
Protection from Sexual Exploitation and Abuse (PSEA)	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). It is used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by employees or associated personnel.
Safeguarding	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.
Sexual abuse	The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
Sexual exploitation	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.
At risk adult	A person who is or may be in need of care by reason of mental or other disability, age, illness or in vulnerable circumstances; and who is or may be unable to take care of him or herself, or unable to protect him/herself against significant harm or exploitation.



Principles

CUK will not tolerate abuse and exploitation by its employees or associated personnel. It commits to addressing safeguarding throughout its work, through the three pillars of **prevention, reporting and response**.

Prevention

CUK's responsibilities:

CUK will:

- Ensure all employees have access to, are familiar with, and know their responsibilities within this policy;
- Design and undertake all its activities in a way that protects people from any risk of harm that may arise from their coming into contact with the organization;
- Implement stringent safeguarding procedures when recruiting, managing and deploying employees and associated personnel;
- Ensure employees receive training on safeguarding at a level commensurate with their role in the organization;
- Follow up on reports of safeguarding concerns promptly and according to due process.

Employee responsibilities:

Child safeguarding

- CUK employees and associated personnel must commit to fully abide by all elements of Compassion International's 'Code of Conduct on Child Protection' which includes the commitment not to:
- Engage in sexual/sexually suggestive behaviour with any child under age 18, regardless of the legal age of consent;
- Condone or participate in illegal, unsafe or abusive behaviour of any child, including exploitation, trafficking, harmful traditional practices, and spiritual or ritualistic abuse;

Adult safeguarding

- CUK employees 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

CUK employees and associated personnel must not:



- Engage in transactional sex which includes exchange of money, employment, goods and services for sex or sexual favours
- Solicit a romantic/dating relationship and will never engage in sexual/sexually suggestive behaviour with any beneficiary, regardless of age.

Additionally, CUK employees 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 an CUK employees or associated personnel in accordance with CUK's 'Whistleblowing Policy & Procedure'.

Reporting

CUK will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to all, including members of the public.

Any employee reporting concerns or complaints through formal whistleblowing channels will be protected by CUK's 'Whistleblowing Policy & Procedure'.

CUK will also accept complaints from external sources such as members of the public, partners and official bodies.

How to report a safeguarding concern

Employees who have a complaint or concern relating to safeguarding should report it via the '**Feedback or Raise a Concern**' online form. The report will be handed over to the Child Protection Officer (CPO) if the issue is safeguarding involving children.

Response

CUK will follow up safeguarding reports and concerns according to the CUK's '**Whistleblowing Policy & Procedure**', and any applicable legal and statutory obligations.

If the concern is deemed a criminal offence it may also be reported to the police.

Appropriate disciplinary measures will be applied to employees found in breach of this policy according to CUK's '**Disciplinary Procedure**'. The investigation into a breach of this policy will not end in the event that an employee resigns during disciplinary processes.

CUK will offer support to survivors of harm caused by employees or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.



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:

Access documents using CASCADE's Company Document Feature	
Code of Conduct	Keyword search 'Conduct'
Anti-Harassment & Anti-Bullying Policy	Keyword search 'Harassment & Bullying'
Whistleblowing Policy & Procedure	Keyword search 'Whistleblowing'
Child Protection Management Policy	Keyword search 'Child Protection'
Disciplinary Procedure	Keyword search 'Disciplinary'

This policy will be reviewed every THREE years. Review history:

Version	Approval date	Approved by	Details
One	30/11/2018	CUK's Board of Trustees	

Compassion UK reserves the right to review, revise, amend or replace the contents of existing policies and procedures and to introduce new policies and procedures from time to time to reflect the changing needs of the organisation. In cases where policies and procedures or guidelines conflict with related legislation, current related legislation always takes precedence.

Please note: Printing this document may make it obsolete. For the latest version always check CASCADE.

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