



## Safeguarding Policy

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any type of harm that may be caused due to their contact with Horsted Keynes CLT.

It applies to the Board, any Sub Committees, members and staff carrying out activities in the name of the CLT. It should be right alongside our Diversity Equality and Inclusion Policy.

### A Definition of safeguarding

1. In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. We understand it to mean protecting people, including children and at-risk adults, from harm that arises from coming into contact with our staff or programmes.
2. The CLT will take 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.
3. This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.
4. Safeguarding applies consistently and without exception across our activities, and across volunteer members and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.
5. Safeguarding puts beneficiaries and affected persons at the centre of all we do.
6. Harm is understood to include psychological, physical and any other infringement of an individual's rights.
7. Psychological harm can include emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment directly or on-line, such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.
8. Sexual abuse means the actual or threatened un-wanted physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
9. Sexual exploitation means 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.
10. At-risk, or vulnerable, adults means any person over the age of 18 who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

11. Children, being persons under the age of 18, are vulnerable by virtue of their age. The Rules of the CLT prohibit children from joining the CLT as members, but they may come into contact with the CLT in other ways, such as at consultation and engagement events.

## B Prevention

1. All staff and volunteers carrying out activities for the CLT should be familiar with this policy and its requirements.
2. We will ensure staff and volunteers receive training on safeguarding at a level commensurate with their role in the organisation.
3. Where necessary or appropriate, the CLT will conduct risk assessments of activities or individuals.
4. Staff and volunteers must not act in a way that harms any persons, according to the definitions provided above. They must act in a way that creates a safe environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
5. All staff, volunteers and Board members who are working directly with vulnerable adults and/or children should have the appropriate DBS checks. Basic or Standard Disclosure Checks should be obtained in most circumstances given the nature of the CLT's work. But, if any staff or volunteers work with or care for vulnerable adults and/or children on a regular basis, they may be required to obtain an Enhanced Disclosure Checks. If in doubt, staff and volunteers should use the Government's tool and guidance to check what is required (<https://www.gov.uk/find-out-dbs-check>).
6. The CLT will 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 CLT. This includes the way in which information about individuals in our programmes is gathered and communicated.
7. We will implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel including DBS checks.
8. We will follow up on reports of safeguarding concerns by the appointed Safeguarding Officer promptly and according to due process.

## C Reporting

1. The Board will ensure that there is a safe, appropriate, accessible means of reporting safeguarding concerns, and that this is made available to our members and the wider community in which we work.
2. Any concerns or complaints should be reported to the CLT Safeguarding Officer, using the following contact details: 07554 539325 or [safeguarding\\_horstedkeynesclt@gmail.com](mailto:safeguarding_horstedkeynesclt@gmail.com) .
3. Any persons reporting concerns or complaints will be treated with respect and dignity, and with the utmost confidentiality. The Board will be responsible for ensuring that survivors of harm caused by volunteers or staff from the CLT will be offered support, with decisions about the nature of this support led by the survivor.
4. All reports or complaints will be thoroughly investigated, and according to statutory requirements. The Board will apply appropriate disciplinary measures to staff and volunteers.

## D Responsibilities

1. The Board is ultimately responsible for safeguarding. Mark Syrett, as Safeguarding Officer, currently has primary responsibility for this on behalf of the Board. He may be contacted on 07554 539325 or [safeguarding\\_horstedkeynesclt@gmail.com](mailto:safeguarding_horstedkeynesclt@gmail.com).
2. In Sussex, Safeguarding Adults Boards and Safeguarding Children Partnerships are set up in West Sussex, in East Sussex and in Brighton and Hove. These collaborate with one another to support organisations like HKCLT, when they are working with adults and children, to meet their statutory responsibilities for safeguarding and promoting the welfare of those adults and children.