

IDS Safeguarding Policy

Policy Statement

This document sets out the Institute's policy on preventing and reducing harm to children and vulnerable adults when they are in contact with IDS' staff, students, our trustees or volunteers. It is informed by IDS' values of respectfulness, resourcefulness, excellence and inclusivity and our vision of equal and sustainable societies, locally and globally, where everyone can live secure, fulfilling lives free from poverty and injustice. IDS has zero tolerance for sexual exploitation, abuse, intimidation, bullying or harassment, or other exploitation or abuse of power, particularly of vulnerable people. IDS is committed to safeguarding children and vulnerable adults, to treating all people with respect and dignity and to challenging any form of bullying, harassment, discrimination, intimidation, exploitation or abuse.

The policy should be read in conjunction with the policy for preventing Harassment and Bullying and our Whistleblowing policy as well as our Disciplinary procedures. It also relates to our Due Diligence Policy which sets our expectation of partners in relation to safeguarding, harassment, discrimination and bullying. Researchers should also read it in conjunction with our research ethics policy when planning and developing projects.

The policy aims to:

- Promote and prioritise the safety and wellbeing of children and vulnerable adults across all of IDS' work, in whatever setting it may take place.
- Provide assurance to our partners, funders and beneficiaries that IDS takes reasonable steps to manage risks and keep children and vulnerable adults safe.
- Ensure that all staff understand their own and partners' roles and responsibilities in respect of safeguarding and are provided with the necessary information, training and support on safeguarding matters.
- Ensure that all staff have access to, and are familiar with the relevant guidance on working with children and vulnerable adults (see appendix 1).
- Prevent the employment of individuals in work with children and/or vulnerable adults where they have been barred by the Disclosure and Barring Service (DBS) or are deemed by the Institute to pose an unacceptable risk to vulnerable groups.
- Ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to children or vulnerable adults arising from contact with IDS staff or students, on the IDS premises or elsewhere.

Any suspicions and allegations involving harm to children and vulnerable adults will be referred to the police, the DBS or other relevant authority if required. There is currently no central body with oversight of conduct in the international development sector. An incident will be reported to the Charity Commission if:

- Beneficiaries have been, or are alleged to have been, abused or mistreated while under the care of the charity, or by someone connected with the charity, for example a trustee, staff member or volunteer.
- There has been an incident where someone has been abused or mistreated (alleged or actual) and this is connected with the activities of the charity
- There has been a breach of procedures or policies at the charity which has put beneficiaries at risk, including a failure to carry out checks which would have identified that a person is disqualified under safeguarding legislation, from working with children or adults

Individual research projects and programmes, as well as PhD researchers, should use this policy as a basis to develop appropriate approaches to safeguarding, harassment and bullying in relation to the individuals, organisations, and communities involved in their research. They should also follow the relevant guidance when working with children and vulnerable adults (see appendix 1).

Definitions

A child is any person under the age of 18.

Adults aged 18 and over have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations. An adult may be vulnerable if s/he:

- Has a learning or physical disability
- Has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs
- Has a reduction in physical or mental capacity
- Is in receipt of any form of healthcare
- Is detained in custody
- Is receiving community services because of age, health or disability
- Is living in sheltered, residential care home, temporary shelter or refugee camp.
- Is unable, for any other reason, to protect themselves against significant harm or exploitation. It is recognised that people who meet one or more of the criteria above may not be vulnerable at all, or all of the time. Until a member of IDS staff has direct contact with people on an individual basis, it may be impossible to identify whether vulnerability exists in relation to the research involving adults that they are planning.

For the purposes of this policy a vulnerable adult should be defined as such if they meet one or more of the above criteria.

Examples of IDS activities that may involve children or vulnerable adults:

- Research activities, particularly those in volatile, fragile or conflict-affected settings.
- Teaching activities, in relation to some of our master's and PhD programmes.
- Events and lectures which are aimed at a broader public audience i.e. Sussex Development Lecture, Brighton Fringe Festival

Procedure

Raising awareness of the policy

Line managers and Cluster Leaders must ensure that all new members of staff are made aware of this policy and that they are given time to read it during their induction period.

Programme, project leaders and Principal investigators must ensure that partners are aware of IDS' approach to safeguarding, in line with our Due Diligence Policy

Training and guidance will be provided.

Undertaking a risk assessment

A risk assessment should be undertaken by the project lead/Principal Investigator, the line manager or Cluster Leader, or by HR in the following cases:

- Recruitment to a new or existing post which involves working with children and/or vulnerable adults.
- The commencement of new activities or events involving or potentially involving children and or vulnerable adults.
- Changes being made to activities or events involving or potentially involving children and or vulnerable adults.

The risk assessment should:

- Identify the nature, length and frequency of the contact and if it would be supervised or unsupervised;
- Consider if there will be children or vulnerable adults who are particularly at risk;
- Consider whether any children or vulnerable adults have allergies, are on medication, have any disabilities (physical or mental), or any behavioural difficulties;
- Identify any potential areas for harm;
- Evaluate the risks;
- Determine actions to prevent harm occurring, which might include consideration of alternative working practices, and prompt individuals to ensure that they are implemented;
- Identify those situations that would require a DBS check or a basic disclosure check.

Identifying required checks

Once the key duties and responsibilities of the activity are determined, one of the required actions must be to identify which checks, if any, are required prior to the individual working with children and/or vulnerable adults.

All prospective IDS staff are required to declare any unspent convictions at the application stage. Where a risk assessment identifies the need for further checks, such as a DBS check, these will be carried out prior to an individual undertaking any duties which would bring them into contact with children or vulnerable adults.

Dealing with reported suspicions and allegations

Concerns for the safety and wellbeing of children and vulnerable adults could arise in a variety of ways and in a range of situations. For example, a child/vulnerable adult may report or show signs of abuse, someone may hint that a child/vulnerable adult is at risk or that a colleague is an abuser, or someone may witness abuse. It is not always easy to recognise a situation where abuse may occur or has taken place and IDS employees are not experts at such recognition.

However, each person has a responsibility to act if they have any concerns about someone's behaviour towards a child or vulnerable adult.

It is important that the recipient of any complaint or accusation that a child or vulnerable adult has been or is being abused listens carefully without making or implying any judgement

as to the truth of the complaint or accusation. To ensure that all the details of an allegation are captured for any future investigation, a detailed record should always be made at the time of the matter being raised.

It is impossible to promise complete confidentiality when a concern is raised or an accusation made. This is because the Institutes owes a duty of care to its staff, students and the individuals, organisations and communities that it works with that cannot be fulfilled unless IDS takes action on the basis of information that may have been provided in confidence. The duty of confidentiality must be weighed against the duty of care, in case of potential or actual harm of an individual.

However, at all stages, only those people who need to be made aware of an incident or concern, whether internal or external to the Institute, should be informed. Where an individual suspects or is informed that a child or vulnerable adult has been, is being or could be harmed as a result of taking place in an Institute activity/event or through contact with IDS staff, volunteers or students, it is not the responsibility of that person to decide whether abuse has taken place. Instead, the individual aware of these suspicions or allegations must contact the relevant Cluster Leader, Head of HR or a member of SLG immediately for guidance and assistance on the action that must be taken. In cases that involve students, the University of Sussex must be contacted immediately.

Staff who are worried about sharing concerns about abuse are encouraged to speak with an appropriate agency for further advice (for example, the NSPCC Child Protection Helpline on 0800 800 5000 or Childline on 0800 1111). Where a complaint of abuse is reported, the relevant manager/adviser will carefully consider the information available and decide on the appropriate course of action. Such situations may require contact with the relevant external agencies (including social services and the police) for them to investigate the matter and determine any necessary action. Consideration will also be given to whether it is necessary to notify the relevant head of department/institution and take further action through the relevant internal procedures. This may include invoking the Institute's disciplinary procedures, or in the case of students, the University of Sussex student disciplinary procedures. In emergency circumstances (for example, where there is certain immediate and significant danger to an individual or a criminal act has been witnessed), staff should make referrals to the police, social services or other appropriate authorities themselves prior to consulting with HR. Where this is necessary, HR should be informed immediately afterwards. In such cases, a criminal investigation may follow.

The Institute has a legal duty to refer an individual to the DBS if they have been removed from working in regulated activity with children and/or adults because they caused harm to children/adults or posed a risk of causing harm. The duty to refer is absolute and overrides any concerns about data protection.

The Board of Trustees will consider and discuss an annual report on safeguarding matters. Any significant or potentially significant safeguarding issues which arise will be reported to the Chair of the Board of Trustees as soon as possible.

Storage of Data and records

The Institute complies with the principles of the General Data Protection Regulations in the way it collects, holds and disposes of personal information.

- Completed risk assessments relating to activities involving children/vulnerable adults must be retained by whilst and activity/event is ongoing and for a minimum of five years after it has ceased (or the risk assessment has been superseded).

- Details of relevant training (such as on safeguarding or working with children or vulnerable adults) will be retained for a minimum of five years after the training is completed.
- Personal files of all employees (including those who have contact with children/vulnerable adults) and any documentation related to allegations or suspicions of abuse must be retained for a minimum of six years after the individual concerned leaves the Institute. In addition, departments/research clusters should, wherever practicable, record lists of the individuals (staff, students, volunteers and child/vulnerable adult participants) involved in activities/events for children and/or vulnerable adults and retain them securely for a minimum of six years after the activity/event.

Information about any allegations or suspicions of abuse must be shared on a need-to-know basis only. Documentation related to allegations or suspicions of abuse must be stored in a secure place which is only accessible to those with appropriate knowledge of the suspicions/allegations. Where it is necessary for staff, students or volunteers to take photographs or video images of children or vulnerable adults, written consent must be obtained (from parents in the case of children) before these images are taken in order to comply with the General Data Protection Regulations.

Roles and Responsibilities

The Head of HR is the Institute's designated safeguarding person. As such, s/he takes overall ownership of the policy and will promote the importance of safeguarding within the Institute. The day-to-day operation of the policy and its procedures will be the responsibility of other individuals – The Director of Research, Cluster Leaders and anyone leading a project which involves children or vulnerable adults.

All line managers/Cluster Leaders are required to promote the importance of safeguarding within their team/cluster and ensure that appropriate systems are in place for:

- All their staff to become familiar with the Children and Vulnerable Adult Safeguarding Policy during their induction;
- Relevant staff to follow the Children and Vulnerable Adult Safeguarding risk assessment process.

It is the responsibility of the member of staff leading the recruitment campaign, activity or event which involves working with Children and Vulnerable adults to:

- Identify that the Children and Vulnerable Adults Safeguarding procedure is applicable to a particular role, activity or event;
- Ensure that staff, workers, volunteers and students working with children and vulnerable adults are familiar with the contents of the policy and its application before any new or changed activity/event;
- Complete/update the risk assessment;
- Ensure implementation and review of the actions identified by the risk assessment;
- Identify whether individuals recruited or involved in an activity or event require a DBS check or basic disclosure and, where applicable, ensure that this is carried out in accordance with HR/University of Sussex (for students) procedures.

Staff, students and volunteers working with children and vulnerable adults should be familiar with this policy. Every individual who becomes aware of any suspicions or allegations

regarding harm to children or vulnerable adults is required to report this immediately to the relevant person as set out above.

Review

This policy will be regularly reviewed to ensure it remains fit for purpose.

APPENDIX 1: Code of conduct for working with children or vulnerable adults

When working with children and/or vulnerable adults, IDS staff and students are expected to take account of the guidance below in the way that they conduct themselves.

- Consider the wellbeing and safety of research and event participants in advance through proper planning and development of safe methods of working/activities.
- Wherever possible, work in an open environment with children where they can be seen by others.
- Avoid unnecessary physical contact.
- Avoid taking a child or vulnerable adult alone in a car on journeys, however short.
- Avoid taking a child or vulnerable adult to the toilet, unless another adult is present or another adult is aware (this may include a parent, group leader or other responsible person).
- In a situation where you are alone with a child or vulnerable adult, make sure that others can clearly observe you.
- Set expectations of the standards of behaviour required from participants in an activity/event and encourage them to accept responsibility for their own performance and behaviour.
- Ask participants in an activity/event to take reasonable steps to ensure their own safety and that of others, and to report any inappropriate behaviour they experience/witness or any concerns that they may have.
- Avoid showing favouritism towards particular participants.
- Report incidents of alleged abuse, and ensure that any allegations are recorded.
- Report any concerns about poor practice
- Avoid personal relationships with a child or vulnerable adult.
- It is not appropriate for staff to have a physically or emotionally intimate relationship with a young person under the age of 18. Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which created a new criminal offence of abuse of “a position of trust”.
- Staff, students and volunteers should remember that inappropriate behaviour can also occur over the telephone, email, social media or internet.
- Staff should refer to the social media policy in relation to their engagement over social media. Facebook instant chat and other similar functions should not be used to interact with children or vulnerable adults. Wherever possible, communication should be only public pages and avoid colloquial language/abbreviations which may be misinterpreted (e.g. LOL).
- Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted.
- Participate in training available to you to support you in your work with children and vulnerable adults.
- First aid treatment should be given with more than one adult present unless a delay would be life-threatening.
- Do not take children or vulnerable adults to your home.
- Maintain confidentiality about sensitive information.
- Where it is necessary for staff, students or volunteers to take photographs or video images of children or vulnerable adults, written consent be obtained (from parents/guardians in the case of children) before these images are taken in order to comply with the General Data Protection Regulations. Personal details and photos which clearly identify an individual must only be published where he/she (or his/her parent/guardian) has given specific agreement. Subjects should be suitably dressed in photographs (e.g. when taking place in a sporting activity).

