



Livingstone Tanzania Trust

Safeguarding Policy and Procedures



Written by:
Date:

Clive Shiret and Julian Page
February 2018



Introduction

Livingstone Tanzania Trust (LTT) is a poverty alleviation charity working in Tanzania. We recognise the need to make a positive contribution to create strong and safe communities in which it is the right of **every individual** to stay safe.

LTT comes into contact with children and / or vulnerable adults through our activities in UK schools and with other community bodies; and with schools and communities in Tanzania.

Contact with children in both countries will be controlled by way of school teachers and volunteer team leaders. Contact with vulnerable adults will be controlled by way of community bodies and community leaders

This policy seeks to ensure that LTT undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations

The principal pieces of legislation governing this policy in the UK and Tanzania are: Working together to safeguard Children 2010; The Children Act 1989; The Adoption and Children Act 2002; The Children act 2004; Safeguarding Vulnerable Groups Act 2006; Care Standards Act 2000; Public Interest Disclosure Act 1998; The Police Act – CRB 1997; Mental Health Act 1983; NHS and Community Care Act 1990; Rehabilitation of Offenders Act 1974; Care Act 2014; Public Interest Disclosure Act 1989; Equalities Act 2010; UN's Convention on the Rights of the Child 1989 and the UN's Convention on the Rights of Persons with Disabilities 2007

Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise. It refers to the activity that is undertaken to protect specific groups of children and/or vulnerable adults who are suffering or likely to suffer significant harm.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following: physical abuse; sexual abuse; emotional abuse; bullying; neglect and financial (or material) abuse.

Definition of a child - a person under the age of 18 (as defined in the United Nations convention on the Rights of a Child)

Definition of Vulnerable Adults - a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This **may** include a person who is elderly and frail; has a mental illness including dementia; has a physical or sensory disability; has a learning disability; has a severe physical illness; has a substance misuser; is homeless or is in need through circumstances.



Responsibilities

LTT does not tolerate what it considers to be abuse or exploitation in any form. It is our expectation that all staff (paid and unpaid) and those who represent LTT will act in a responsible and professional manner at all times. They must become positive role models and contribute to discussions about safeguarding and positively involve people in developing safe practices both in the UK and in Tanzania.

By professional behaviour we expect that no individual will:-

- Use abusive language, behaviour, punishments or chastisements regardless of provocation
- Pass on person information about a beneficiary to any supporter/donor or vice versa
- Buy or sell items from a beneficiary unless those items are part of their business (carving, fruit and veg for example)
- Accept money as a gift or borrow money from or lend money to a beneficiary outside of the agreed programmes
- Engage in a sexual relationship with a beneficiary or persons related to or known by the beneficiary.
- Accept gifts, rewards or hospitality from an organisation as an inducement for either doing/ not doing something in their official capacity.
- Ask for any good or service in exchange for participation in our programmes
- Take photos or films of children or vulnerable adults should not be taken without permission or in a way intended to belittle, shame or degrade any child or vulnerable adult
- Fail to report any individual, be they friend, colleague or otherwise, who they believe to be behaving in a suspicious manner or who is not following the guidelines or acting irresponsibly. The greater priority is the wellbeing of the child or vulnerable person

If the professional boundaries and/or policies are breached this could result in the enactment of the allegation management procedures and/or disciplinary procedures.

The Trustees have a duty of care to ensure:

- The policy is in place and appropriate
- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed
- Sufficient resources (time and money) are allocated to ensure the policy can be effectively implemented
- Promoting the welfare of children and vulnerable adults
- Ensure staff (paid and unpaid) have access to appropriate training/information
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately.
- Keep up to date with local arrangements for safeguarding and DSB
- Develop and maintain effective links with relevant agencies.



Rules

In order to create an environment where all are safe and confident to participate the following rules must be adhered to by LTT staff (paid and unpaid), those who represent LTT, project partners and their contractors. Note that the abuse of power and position will not be tolerated by anyone representing LTT and is punishable through disciplinary procedures. We must all recognise our power and not exploit it

1. Dress code – At no time must a person dress provocatively or inappropriately.
2. Language – at no time may a person use sexually suggestive or explicit language or refer to another person's physical being
3. Touching – At no time is appropriate to touch another person other than to shake hands.
4. Confined Space – No person is allowed to enter a dormitory unless they are either sleeping in it or invited into it and there is another approved adult present. At no time must a person be in a room with a child or vulnerable adult with the door closed
5. Health and Safety – all people must adhere to Health and Safety procedures and never act in a way that is going to cause harm to another person
6. All must positively engage in discussions about safeguarding
7. MCDO staff (paid and unpaid), their contractors and the leaders of host schools must engage in discussions about safeguarding prior to the arrival of each volunteer team from the UK and must follow LTT's Safeguarding Policy INSPIRE
8. Never engage in one-to-one training, coaching or development in an enclosed space unless this has been agreed in advance by separate consenting adult in writing. All such visits must be logged and reported.
9. Should a person seek to confide with a member of staff (paid or unpaid), Trustees, an individual who represents LTT or a project partner, then this approach must be written up as a report and reported to their supervisor, as must all subsequent efforts to confide. When with this person, you must ensure that you do not promise to keep what they are say confidential as you have a responsibility to share it with your line manager.
10. Where programmes require individuals to be selected to join up, the selection criteria must be clearly laid out and the selection process must be transparent and agreed by a village officer/teacher as well as an MCDO officer and an LTT officer.
11. Gifts – No gifts should be brought for individuals. Should donor want to bring a gift for a school it must be publically handed over to the Head Teacher



Framework of Support

LTT's core values lie in honesty, integrity, equality and the belief that ALL people should be treated with respect and dignity and without any form of discrimination. In all our activities it is our goal to establish and maintain an environment where children and vulnerable adults feel secure, supported and are encouraged to talk, are listened to, can participate, develop and feel valued.

To ensure our values and goals are upheld by all staff (paid and unpaid), trustees and those who represent LTT, we have documented our procedures and rules that we expect to be adhered to at all times.

Prevention

1. LTT will ensure that job descriptions, when advertised, will include the roles of the applicant in terms of safeguarding and their lines of reporting.
2. During the recruitment process LTT will ensure that for those staff that will or may come into contact with children or vulnerable people will be informed our core values, our safeguarding procedures, and their lines of reporting and our expectations of them. A successful applicant for such a position must have passed a DBS check. The Trustees will ensure that resources are available for this process to be undertaken.
3. LTT ensure that during their induction a new member of staff (paid or unpaid) will have our safeguarding procedures and guidelines explained to them and ask the staff member to sign that they have read, and understood the processes and their responsibilities. This will be recorded and filed.
4. LTT's Trustees will formally review the safeguarding policy, procedures and guidelines on an annual basis or more frequently if needed, and will made adjustments as needed and will communicate any changes to staff and those who represent LTT.
5. LTT will ensure that all staff (paid or unpaid) who come into contact with children and/or vulnerable people receive training on an annual basis or more often if needed and sign to acknowledge they have received the training. This will be recorded and filed
6. LTT's guidelines for when in Tanzania will be reviewed prior to each visit by staff (paid or unpaid) or Trustees as part of LTT's Pre-departure Briefings
7. LTT's guidelines will be reviewed with our project partners and hosts prior to the arrival of any volunteer group

Reporting

It is the responsibility of each member of staff (paid or unpaid), Trustee or persons who represents LTT to raise any and all concerns they may have about LTT's activities and specifically where they have suspicions, have witnessed or been told about any form of abuse.

To assist in the reporting process we have outlined below the appropriate procedures that ought to be taken.

It is recognised that a child and/or vulnerable adult may seek you out to share information about abuse or neglect or may talk spontaneously in a group setting. In these situations you MUST:-

- Listen carefully, giving them time and attention to give their account spontaneously. Do not interrupt their flow of conversation.
- Make an accurate record of the information you have been given taking care to record timing, setting and people present, the individual presentation (state of being) as well as what was said, using the individuals words where possible.
- Explain that you cannot promise to not speak to others about the information they have shared, do not offer false confidentiality
- Reassure the individual that they have done the right thing in telling you and have done nothing wrong/
- Tell the individual what you are going to do next and explain that will need to get help to keep them safe.



- Do not ask the individual to repeat their account of events to anyone.

If you are concerned about a child or vulnerable person you must talk to your line manager/Trustee as you feel fit.

If you are concerned that a colleague, a project partner or anyone else who represents LTT is behaving in an inappropriate way, it is your duty to inform your line manager, a UK Trustee, a team leader or the Director/Chair of the Board of MCDO. This will be treated in confidence.

Once you have reported your concern the escalation process is as follows:-

1. Seek medical assistance to the child or vulnerable person where necessary
2. If the concern relates to a child –
 - a. Discuss concern with parent/guardian/loco parentis
 - b. If suitable seek advice from Team leader, Head Teacher, Village leader.
3. If the concern relates to a vulnerable adult –
 - a. Discuss concern with parent/guardian/ Chair of the community group/Village
4. If in the UK, complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact. Ensure that feedback from the Local Authority is received and their response recorded
5. If in Tanzania, complete a report and submit to Director/Chair of the Trustees (LTT), Director of Inspire Worldwide and the Director/Chair of the MCDO Board. This report should then go to the School's Gender desk, they can then escalate to the Town Education Officer, the Town Social Welfare Officer and even to the Gender desk at Babati Police station.
6. Discussions and agreed courses of action will be recorded and filed. MCDO board send a copy of minutes to Chair of LTT
7. LTT recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff or by persons from another organisation to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document <http://www.isa-gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf> and to the Charity Commission

Monitoring

LTT will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken
- References applied for new staff
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Presence and action of Designated senior manager responsible for Safeguarding is in post

Managing information

All information gathered will be reported and securely stored by the Chairman of the Trustees in accordance with the following policies (Health and Safety, Equality and Diversity)



All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.

All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

Conflict resolution and complaints

LTT is aware of the GSCB policy on resolution of professional disagreements in work relating to the safety of children / Escalation Policy (at www.gscb.org.uk) and if necessary this will be taken forward by the Chair of LTT. Conflicts in respect of safety of vulnerable adults will be taken forward by The Chair via the GCC Community and Adult Care Directorate

Communicating and reviewing the policy

LTT will make clients aware of the Safeguarding Policy through the following means: Email, Text or Hard Copy upon request.

This policy will be reviewed by The Chairman of Trustees, every 3 years and when there are changes in legislation.

Confirmation of reading

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for LTT

Please complete the details below and return this completed form to Clive Shiret.

Employee Name : _____

Employee Signature: _____

Date _____



Safeguarding Reporting Form

Your name	
Your position	
Your email	
Your mobile number	
Their name	
Their job	
Their contact details	
Their parent/guardian name	
Their parent/guardian mobile number	
Date of birth	
Age	
Gender	
Ethnicity	
Religion	
Siblings names and ages	
Nature or basis of the concern	
An opinion on whether the individual may need urgent action to make them safe	
Your view on what appears to be the needs of the individual	
Whether the consent of a parent/guardian has been given to the referral being made	