



LIA International CIO
Charity No. 1177632

SAFEGUARDING AND PROTECTING PEOPLE POLICY

Purpose

LIA International is committed to taking all possible measures to provide a safe environment for everyone involved with the charity. This includes

- beneficiaries of the charity or of any project or programme supported by the charity
- staff
- volunteers
- other people who participate in a LIA International CIO activity or otherwise come into contact with the charity

The aim of this policy is to promote safeguarding and to mitigate risks of abuse for all the above categories of people. This is not just about making sure that our operations do no harm to children and adults at risk but also endeavouring to safeguard everyone working for the charity at all times, including protecting members of staff from inappropriate behaviour such as bullying and harassment. Prevention includes clear procedures for taking appropriate action when safeguarding concerns are raised.

The policy will be used as a benchmark for performing due diligence on projects and partners in other countries which receive financial or other support from LIA International CIO. We will in all cases insist on similarly high standards of safeguarding and procedures which are as far as possible compatible with our own.

Scope

All individuals working for LIA International CIO irrespective of their status are responsible for applying this policy. It therefore includes all paid staff, trustees, volunteers and contractors (collectively referred to as 'staff' in this policy). The policy also applies to anyone who travels as part of a group organised by LIA International CIO to visit programmes overseas.

In relation to overseas programmes and projects we support, we will expect to see that the scope of their safeguarding and protecting people policy extends to such categories as consultants, contractors and programme visitors, including journalists etc.



Responsibilities

The Safeguarding Co-ordinator, appointed from among the trustees, is the person with whom all concerns should be raised. In the absence of the Safeguarding Co-ordinator, or in the case of concerns being about this person, the Chair of the Board should be contacted.

The Safeguarding Co-ordinator is responsible for

- ensuring that this policy is kept up-to-date
- ensuring that appropriate training materials are used by the charity and are readily available
- handling appropriately any concerns raised

The Chief Executive is responsible for

- ensuring that all staff working for the charity, together with anyone travelling overseas to visit programmes supported by the charity, are aware of this policy and have received appropriate training
- carrying out due diligence on projects and partners supported by LIA International CIO and reporting any concerns to the Board of Trustees

The Chair of the Board is responsible for

- taking appropriate action on any concerns raised (in consultation with the Safeguarding Co-ordinator)

Our Commitment in practice

The commitment of LIA International CIO is to address safeguarding and people protection throughout its work, through the three pillars of prevention, reporting and response.

Prevention

We will

- ensure that all staff are familiar with and know their responsibilities within this policy and work within our Code of Conduct (attached as Appendix 1)
- ensure that all staff receive training on safeguarding and protecting people at a level commensurate with their role
- design and undertake all our activities in such a way as to promote a safe environment and protect people from any risk of harm, following legislation, statutory guidance and recognised good practice



- implement stringent safeguarding procedures and checks on disqualification when recruiting, managing and deploying staff
- follow up on reports of safeguarding concerns promptly and according to due process

Reports

We will

- ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff
- ensure that any staff reporting concerns through whistleblowing channels will be protected by LIA International CIO's Disclosure of Malpractice in the Workplace ("Whistleblowing") Policy
- also accept complaints from external sources, such as members of the public, the partners we support and official bodies.

Response

We will

- follow up safeguarding reports and concerns according to policy and procedure and legal obligations (see Procedures for Dealing with Safeguarding Reports, attached as Appendix 2)

Communication

This policy will be communicated to all individuals and contractors working directly with LIA International CIO and to all partners who we support. It will be made available on the charity's website.

Review of policy

This policy will be reviewed annually by the Board for its fitness for purpose and scope. In the event of any significant changes, the current practice and capability of LIA International CIO and all of its partners will be reviewed in order to determine what training is required.

Adopted: February 2019



[Appendix 1: Code of Conduct](#)

In keeping with its vision and values, LIA International CIO is committed to maintaining the highest degree of ethical conduct among its staff. To help increase understanding, this Code of Conduct details LIA International CIO's expectations of members of staff in the area of safeguarding and protection of people. It forms part of all contracts of employment, and is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including summary dismissal.

[Code of Conduct Standards in the area of safeguarding and protecting people](#)

As a member of staff of LIA International CIO I will uphold the integrity and reputation of the charity by ensuring that my professional and personal conduct is consistent with the values and standards of the charity.

This includes, in relation to safeguarding and protecting people:

1. *treating all people fairly and with dignity and respect.*
2. *not engaging in abusive or exploitative conduct.* Therefore
 - I will not engage in sexual activity with children (persons under the age of 18); mistaken belief in the age of the child is not a defence
 - I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour
 - I will not engage in sexual relationships with beneficiaries of the charity, or of any programme supported by the charity, since they are based on inherently unequal power dynamics
 - I will not engage in any commercially exploitative activities with children or adults at risk including child labour or trafficking
 - I will not physically assault a child or adult at risk
 - I will not emotionally or psychologically abuse a child or adult at risk
 - I will not behave in a manner which would lead any reasonable person to question my suitability to work with children or adults at risk
3. *ensuring the safety, health and welfare of LIA International CIO's members of staff.* Therefore
 - I will adhere to all legal and organisational health and safety requirements and security guidelines in force at my location of work and will not condone or tolerate any breaches by others of such requirements and guidelines
 - I will behave in such a manner as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including my colleagues, and will not condone or tolerate any such misbehaviour by others



4. *being responsible for the use of assets to which I have access by reason of my employment with LIA International. Therefore*
 - I will not use LIA International CIO's IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse
5. *being obligated to bring to the attention of the Safeguarding Co-ordinator any potential incident or abuse that I witness or am made aware of or suspect which appears to breach the standards contained in this Code. I am aware that in reporting concerns I am protected by LIA International CIO's Disclosure of Malpractice in the Workplace ("Whistleblowing") Policy.*



[Appendix 2: Dealing with Reports of Safeguarding Concerns](#)

Reports of Safeguarding Concerns may reach LIA International CIO through a variety of routes. They may be in a structured format such as a letter of complaint, email, text or message on social media. They may be in the form of informal discussion or rumour. If a member of staff hears something in an informal conversation that he/she thinks is a safeguarding concern, he/she should report this to the Safeguarding Co-ordinator.

If a safeguarding concern is disclosed directly to a member of staff, it is important that he/she:

- stays calm and listens carefully
- ensures that no-one is in immediate danger
- reassures the teller that he/she has done the right thing in telling
- does not investigate or ask leading questions
- repeats/checks the member of staff's understanding of the situation
- explains that he/she will need to tell someone else if anyone is at risk of harm
- does not promise to keep secret what he/she has been told
- informs the Safeguarding Co-ordinator as soon as possible (or, if the Safeguarding Co-ordinator is implicated in the allegation, informs the Chair of the Board)
- makes a written record of the allegation, disclosure or incident and signs and dates this record using the template below (also available on the website). This should be passed to the Safeguarding Co-ordinator and stored securely in a locked filing cabinet.

Due to the sensitive nature of safeguarding concerns, confidentiality must be maintained during all stages of the reporting process, and information shared on a limited 'need to know' basis only.

[Procedure for the Safeguarding Co-ordinator in the case of a concern being raised](#)

The Safeguarding Co-ordinator will advise the Chair of the Board and they will decide on the course of action together.

If there is a separate policy dealing with the type of concern being raised, the relevant procedures will be followed (for example, workplace sexual harassment would be dealt with through the LIA International CIO Anti-Bullying and Harassment Policy).

On receiving a report of safeguarding concern, the Safeguarding Co-ordinator and the Chair of the Board will check the charity's obligations to inform relevant bodies. These may include funding organisations and statutory bodies. Some may require to be informed when a report is received; others may require information on completion of a case or annual top-line information on cases.

An immediate risk assessment will be undertaken to determine whether there are any current or potential risks to any persons, and to develop a mitigation plan if required, such as to remove the person about whom the allegation is made from a current situation involving persons at risk, without



any implication of guilt. Appropriate support and protection will be offered to victims of safeguarding incidents

If there is an immediate threat of criminal activity, the police will be contacted without delay.

Where it is judged that there is no immediate threat of criminal activity:

1. one of the following decisions may be taken
 - the report does not represent a breach of this policy, so no further action is taken
 - the evidence of breach of this policy is clear, or the individual about whom the allegation is made does not deny it, so immediate action is taken under the charity's disciplinary procedures
 - the report involves a criminal act, so it is referred to the statutory authorities if it relates to a child under the age of 18 or to an adult if he/she agrees to the referral and if this does not represent a protection risk to anyone involved
 - more information is needed to determine whether a breach of the policy took place, which may require an investigation
2. a confidential record will be made of the report and the circumstances surrounding it. This record will be kept securely and a copy passed to statutory authorities if appropriate
3. a course of action to investigate the report will be decided upon, unless this has been passed to the statutory authorities. The Safeguarding Co-ordinator will normally appoint someone with appropriate experience and no prior involvement in the matter to undertake the investigation. It should be thorough, impartial and objective, and carried out with sensitivity and due respect for the rights of all parties concerned
4. appropriate disciplinary measures will be taken or contractual consequences will follow if the report or complaint is substantiated; the statutory authorities will be informed as appropriate; and the parties involved in the report or complaint will be advised of the outcome in a suitable manner.

If a reporting member of staff is not satisfied that his/her report is being appropriately addressed, he/she has the right to escalate the report, either to the Board of Trustees or to an external statutory body. The member of staff will be protected against any negative repercussions of so doing.

Anonymised records of all safeguarding incidents will be fed into learning so that experience may be drawn on when dealing with future cases.

A decision will be made as to whether a report will be made to the Charity Commission, if it is deemed to be a 'serious incident' according to the Charity Commission's guidance and therefore require notification.



SAFEGUARDING INCIDENT REPORTING FORM

1. Basic information

Full name of person/child concerned	
Address	
Email address	
Telephone number	
Date of birth	
Date and time of incident	
Location of incident	
Other people present (witnesses)	

Record of incident (continue on a separate sheet if necessary)

Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words. Include details such as tone of voice, facial expression and body language.

Record what you said as well as what the person concerned said.

If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion

2. Persons involved (complete as appropriate)

(please provide name, position, organisation and contact details)

Safeguarding Coordinator	
Chair of Board	
Children's Services	
Adult Services	
Police	
Other Child Protection NGO	
Parent / Carer	
Other (please state role and organisation)	

3. Actions taken (continue on a separate sheet if necessary)



Your name	
Position held in LIA International CIO	
Contact telephone	
Contact email	
Signed	
Date	