

Ìgbà-Dún Safeguarding Policy

Purpose

The purpose of this Safeguarding Policy is to ensure the protection, safety, and well-being of all individuals involved with Ìgbà-Dún, with particular emphasis on children, at-risk adults, and vulnerable individuals. This policy aims to:

1.1 Establish a safe and positive environment for all members, participants, staff, and volunteers engaged in Ìgbà-Dún's activities, including language classes, cultural events, and excursions.

1.2 Define and communicate clear procedures for identifying, reporting, and addressing any safeguarding concerns that may arise within the context of Ìgbà-Dún's operations.

1.3 Ensure that all individuals associated with Ìgbà-Dún understand their roles and responsibilities in safeguarding and are equipped with the necessary knowledge and skills to fulfil these responsibilities.

1.4 Protect individuals from harm that may arise from:

- The conduct of Ìgbà-Dún's trustees, staff, volunteers, or members
- The design and implementation of Ìgbà-Dún's programs and activities
- The physical spaces where Ìgbà-Dún's activities take place
- Online interactions related to Ìgbà-Dún's digital presence and activities

1.5 Ensure that Ìgbà-Dún's approach to safeguarding is culturally sensitive and appropriate.

1.6 Demonstrate Ìgbà-Dún's commitment to creating a culture of safety, respect, and inclusivity that aligns with both Scottish legal requirements and Yoruba cultural values.

1.7 Provide a framework for responding promptly and appropriately to safeguarding issues, ensuring that all concerns are taken seriously and handled with due diligence.

1.8 Protect Ìgbà-Dún's reputation by ensuring that all its activities are conducted with the highest standards of safety and integrity.

1.9 Establish clear guidelines for safe recruitment, induction, and training of staff and volunteers, ensuring that all those working with Ìgbà-Dún are suitable for their roles.

1.10 Create a system of accountability within Ìgbà-Dún, ensuring that safeguarding remains a priority at all levels of the organization and is regularly reviewed and improved.

Scope

This Safeguarding Policy applies to:

2.1 All trustees, staff members, and volunteers of Ìgbà-Dún, regardless of their role or position within the organization.

2.2 All members of Ìgbà-Dún, including both full and associate members.

2.3 Any individuals participating in Ìgbà-Dún's activities, events, or programs, whether on a regular or one-time basis.

2.4 All contractors, consultants, or external parties engaged by Ìgbà-Dún to provide services or support.

2.5 All activities organized by Ìgbà-Dún, including but not limited to:

- a) Language classes and workshops
- b) Cultural events and performances
- c) Excursions and field trips
- d) Online activities and digital interactions
- e) Fundraising events
- f) Community outreach programs

2.6 All physical locations where Ìgbà-Dún activities take place, whether owned, rented, or temporarily used by the organization.

2.7 All online platforms and digital spaces controlled with Ìgbà-Dún, including social media accounts, websites, and online learning platforms.

Definitions

3.1 Child: Any person under the age of 18 years.

3.2 At-risk adult: A person aged 18 or over who may be unable to take care of themselves or protect themselves from harm or exploitation due to care and support needs.

3.3 Vulnerable individual: Any person who may be at increased risk of abuse or exploitation due to factors such as disability, mental health issues, or social circumstances.

3.4 Safeguarding: Protecting people's health, wellbeing, and human rights, enabling them to live free from harm, abuse, and neglect. It includes measures to prevent harm and to respond appropriately when harm does occur.

3.5 Abuse: Any action or inaction that causes harm to another person. This can include physical, emotional, sexual, and financial abuse, as well as neglect and exploitation.

3.6 Harm: Negative impacts on an individual's physical, emotional, or psychological wellbeing.

3.7 Disclosure: When an individual reveals information about abuse or neglect that has happened to them or someone else.

3.8 Safeguarding Officer: The designated person within Ìgbà-Dún responsible for managing safeguarding concerns and implementing the Safeguarding Policy.

3.9 Cultural sensitivity: The awareness, respect, and appropriate response to the cultural norms, beliefs, and practices of diverse groups, particularly in the context of Yoruba and Scottish culture.

Policy Statement

Ìgbà-Dún is committed to promoting Yoruba language and culture in a safe, inclusive, and respectful environment. We affirm that:

4.1 Every individual has the right to participate in our activities free from all forms of harm, abuse, neglect, and exploitation.

4.2 The welfare of children, at-risk adults, and vulnerable individuals is paramount in all the work we do and all the decisions we make.

4.3 We have a zero-tolerance approach to abuse and exploitation by any of our trustees, staff, volunteers, members, or associated individuals.

4.4 We are committed to creating a culture of openness, trust, and transparency where safeguarding concerns can be raised and addressed without fear of reprisal.

4.5 We will respond promptly and appropriately to all safeguarding concerns, prioritizing the safety and wellbeing of the individuals involved.

4.6 We will work in partnership with relevant authorities and organizations to ensure the best possible safeguarding practices.

4.7 We recognize the importance of cultural sensitivity in our safeguarding approach and will strive to balance respect for Yoruba cultural norms with our responsibility to protect individuals from harm.

4.8 We are committed to ongoing learning and improvement in our safeguarding practices, regularly reviewing and updating our policies and procedures.

4.9 We will ensure that all our trustees, staff, volunteers, and members understand their safeguarding responsibilities and are equipped to fulfil them.

4.10 We will integrate safeguarding considerations into all aspects of our operations, from program design to event planning and digital engagement.

Safeguarding: Ìgbà-Dún recognises that:

- The welfare of vulnerable beneficiaries is paramount
- All people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse

- Some people are additionally vulnerable because of their level of dependency or communication needs
- Working in partnership with vulnerable beneficiaries, their parents, carers, and other agencies is essential in promoting their welfare

Prevention

Ìgbà-Dún is committed to preventing safeguarding issues before they occur. We will:

6.1 Risk Assessment

- Conduct thorough risk assessments for all activities, events, and programs.
- Regularly review and update risk assessments.
- Implement measures to mitigate identified risks.

6.2 Safe Recruitment

- Implement rigorous recruitment procedures for all staff and volunteers.
- Conduct background checks and obtain references for all staff and volunteers.

6.3 Training and Education

- Provide comprehensive safeguarding training for all trustees, staff, and volunteers.
- Conduct regular refresher training sessions.
- Offer cultural sensitivity training to ensure safeguarding practices respect Yoruba cultural norms.

6.4 Code of Conduct

- Develop and implement a detailed Code of Conduct for all individuals associated with Ìgbà-Dún.
- Ensure all trustees, staff, volunteers, and members sign and adhere to the Code of Conduct.

6.5 Information Sharing

- Clearly communicate safeguarding policies and procedures to all members and participants.
- Display safeguarding information prominently at all Ìgbà-Dún events and venues.

6.6 Digital Safety

- Implement robust online safety protocols for all digital platforms used by Ìgbà-Dún.
- Provide guidance on safe online behaviour to all members and participants.

6.7 Physical Environment

- Ensure all venues used for Ìgbà-Dún activities are safe and appropriate.

- Implement appropriate supervision ratios for all activities, especially those involving children.
- Creating and maintaining an anti-bullying environment

6.8 Partnerships

- Conduct due diligence on all partner organizations to ensure they have appropriate safeguarding measures.
- Include safeguarding requirements in all partnership agreements.

Training and Support

All trustees, staff, and volunteers will receive:

- Comprehensive safeguarding induction training
- Regular refresher training
- Cultural sensitivity training
- Ongoing supervision and support

Code of Practice

All trustees, staff, and volunteers must:

- Treat all people with respect
- Set an example of appropriate behaviour
- Respect people's right to personal privacy
- Create an environment where vulnerable beneficiaries feel secure and valued
- Listen to vulnerable beneficiaries and take their concerns seriously

Recognising Abuse and Neglect

We recognise that abuse can take many forms, including:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Financial abuse
- Discriminatory abuse
- Institutional abuse
- Cultural abuse

Reporting Procedures

Designated Safeguarding Officer

Ìgbà-Dún will appoint a Designated Safeguarding Officer (DSO) who will:

- Receive and record all safeguarding concerns
- Respond promptly to all safeguarding concerns
- Make referrals to appropriate agencies
- Maintain confidential records
- Provide regular reports to the Board of Trustees

Reporting Process

Anyone with concerns about a vulnerable beneficiary must:

- Record their concerns in writing
- Report to the DSO immediately
- In emergencies, contact police or social services directly
- Follow up verbal reports with written documentation within 24 hours

Confidentiality

All safeguarding concerns will be:

- Treated confidentially
- Shared only on a need-to-know basis
- Stored securely in accordance with data protection regulations

Cultural Considerations

Given Ìgbà-Dún's, we will:

- Ensure safeguarding practices are culturally sensitive
- Provide interpreters when needed
- Consider cultural factors in risk assessments
- Respect cultural practices while ensuring safety remains paramount
- Work with cultural leaders to promote safeguarding

Online Safety

For online activities, we will:

- Implement strict online safety protocols
- Obtain consent for sharing images or information
- Monitor online interactions
- Provide guidance on safe online behaviour
- Use secure platforms for virtual activities

Specific Considerations for Ìgbà-Dún Activities

a) Language Classes: Ensure appropriate supervision and safe learning environments

b) Cultural Events: Conduct risk assessments and implement safety measures for all events

c) Online Activities: Implement online safety protocols and monitor digital interactions

d) Excursions: Ensure proper planning, supervision, and risk management for all trips

Working with Children

- Obtain parental consent for all activities involving children
- Ensure appropriate adult-to-child ratios for all activities
- Never leave a child alone with a single adult
- Implement a code of behaviour for interacting with children

Whistleblowing

Ìgbà-Dún will support and protect anyone who reports concerns in good faith, even if they turn out to be unfounded.

Review

This policy will be reviewed annually and updated as necessary.

Related Policies and Procedures

Code of Conduct

Recruitment Policy

Risk Assessment Procedure

Data Protection Policy

By implementing this Safeguarding Policy, Ìgbà-Dún aims to create a safe and positive environment for all individuals involved in our activities.

Declaration

I confirm that I have read, understood, and agree to abide by the Ìgbà-Dún Safeguarding Policy.

Name: _____

Signature: _____

Date: _____