

Child Safeguarding Policy

GENERAL INFORMATION

Author:	Child Safeguarding Advisor (Operations)
Policy Owner:	Director of Child Safeguarding
Version Number:	2018.3
Approval Date:	April 2018
Next Review:	April 2020

Contents

SECTION 1

1.1	Scope of this Policy	1
1.2	Policy Statement	1
1.3	Policy Rules	2

SECTION 2

2.1	Supporting Documents	3
2.2	Definitions	4

SECTION 3

3.1	Incident Reporting	5
3.2	Mandatory Training for Staff	5
3.3	Line Manager and Recruiter Responsibilities	5
3.4	Partnership Agreements	5
3.5	Reporting to External Agencies	6

**If you have any general queries about this policy, please contact the
Child Safeguarding Team: child.safeguarding@savethechildren.org.uk**

SECTION 1

1.1 Scope of this policy

- All Save the Children UK staff and representatives **must** act in accordance with this policy in both their professional and their personal lives, without exception, this includes:
 - All Save the Children UK employees and agency workers and contractors ('staff');
 - Trustees, volunteers and trainees ('representatives');
 - staff and representatives of partner agencies or any other individuals, groups or organisations with a formal/contractual relationship to Save the Children UK bringing them into contact with young people ('partners');
- Unless stated otherwise, this policy is non-contractual and does not form part of the contract of employment;
- Save the Children UK may (acting reasonably and depending on the circumstances of each case) adapt, vary or depart from the application or implementation of this policy and procedure, including any time limits, to reflect the circumstances of each case and to reflect general principles. Such variations must be approved, in advance, by the Director of Child Safeguarding;
- Donors, journalists, celebrities, politicians and other people who visit Save the Children programmes or offices anywhere in order to make contact with children must be made aware that this policy applies to them while visiting programmes or offices.

1.2 Policy Statement

Save the Children UK believes that a child should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and keep them safe. We are committed to operate in a way that safeguards children from all forms abuse.

Save the Children UK defines anyone under the age of 18 as a child. Save the Children recognises that some children are additionally vulnerable because of their previous experiences, their level of dependency on our services, their additional communication needs or other factors. We will work to ensure that there is no barrier to children being safeguarded.

Everyone who represents Save the Children UK, however briefly, must demonstrate the highest standards of behaviour towards children in both their professional and personal lives and must not abuse the position of trust held by everyone who works on Save the Children UK's behalf.

We all have a duty to respond where necessary, regardless of whether the child is known to or involved with Save the Children UK. Our duty includes action where a concern relates to incidents of abuse that occurred sometime ago, there is no time limit to our accountability to children.

All staff are responsible for ensuring that children are safeguarded in all their contact with Save the Children UK and, to this end, staff members must always prioritise the welfare of children above all other considerations and must do all they can to prevent, report and respond appropriately to child abuse and seek advice whenever action is needed.

By keeping children safe, we can save more children's lives, fight for their rights, and help them fulfil their potential now and in the long-term.



1.3 Policy Rules

- 1.3.1 The safeguarding and wellbeing of children is Save the Children UK's first priority. This takes precedence over all other considerations;
- 1.3.2 All children, regardless of age, disability, gender, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse under this policy;
- 1.3.3 All Save the Children UK programmes and activities should be designed with the intention of maximising the safeguarding of children and encouraging them to talk about things which make them unsafe or concerned;
- 1.3.4 Save the Children UK staff and representatives must act in accordance with this policy in both their professional and their personal lives. There are no exceptions to the Child Safeguarding Policy;
- 1.3.5 Save the Children UK has a zero tolerance response to any form of child abuse or exploitation of children by any of our staff or representatives;
- 1.3.6 Staff members and other representatives of Save the Children UK must not engage in any form of sexual activity with anyone under 18 years of age, regardless of age of consent locally. Mistaken belief in the age of a child is not a defence;
- 1.3.7 No staff member or other representative must ever agree, negotiate or assist any settlement (financial or otherwise) between the family of a victim of abuse and an alleged perpetrator. Such cases should be reported in accordance with the reporting procedure immediately;
- 1.3.8 All staff and representatives must act in accordance with the 'Children First' card, a code of behaviour for all representatives of Save the Children UK, which ensures that the welfare and safety of children is prioritised at all times. Staff members and representatives must not engage in any inappropriate behaviour with any beneficiary (see definitions section);
- 1.3.9 All those with access to Save the Children UK Information Systems must ensure that their use of such technology does not expose children to risk of harm through a failure to secure sensitive data or the misuse of the technology itself (e.g. accessing indecent or inappropriate material);
- 1.3.10 All members of staff, volunteers and representatives must ensure that they observe appropriate boundaries in their contact with children, including their use of social and/or digital media, which must be in accordance with the Social Media Policy;
- 1.3.11 Staff must ensure that they respect the privacy of children when using social media or sharing images of Save the Children UK's work, including adhering to the Image Guidelines, which include:
 - a. Never showing images which would allow a child or children to be identified, particularly ensuring that a child's full name, specific location and image are never combined;
 - b. Respect the red flag imagery policies and ensuring images do not breach any of these policies;
- 1.3.13 Any member of staff or other representative planning an event, stunt or visit which may involve children (anyone under the age of 18) should engage with the Child Safeguarding Team to ensure that it is appropriately managed to ensure it does not place children in harm;
- 1.3.14 All Save the Children UK staff must sign the *Child Safeguarding Declaration of Acceptance*, prior to or at the time of signing of a contract for employment or other services, to demonstrate awareness of and willingness to act in accordance with this policy;
- 1.3.15 Save the Children UK will ensure that all staff and representatives, supporters, volunteers and visitors to our projects/programmes are aware of the principles of the Children First Card, Child Safeguarding Policy and Code of Conduct;
- 1.3.16 The exploitation or abuse of adult beneficiaries by any Save the Children UK member of staff or representative is unacceptable and should be addressed under the Prevention of Sexual Exploitation and Abuse Policy.



SECTION 2

2.1 Supporting Documents

Hyperlinks below are maintained and updated by the Child Safeguarding Team.

Type of document	Supporting Documentation Links
Policies	Code of Conduct Data Protection Policy Whistleblowing Policy Donations Acceptance Policy Investment Policy Communicating with Children Policy Imagery Portrayal in Communications Policy Social Media Policy Prevention of Sexual Exploitation & Abuse (PSEA) Policy Modern Slavery Policy
Procedures/Processes	Reporting Suspected Abuse Procedure Safeguarding Children in our Communications & Media Work Handbook
Guidelines/FAQs	Children First Card Save the Children UK Guide to Safe Events Save the Children UK Image Guidelines Managers Guide to Child Safeguarding Checks (Employees) Managers Guide to Child Safeguarding Checks (Non-Employees) SCUK Staff-Led Events Risk Review Checklist
SCI policies	SCI Child Safeguarding SCI Code of Conduct SCI Data Protection SCI Health and Safety Policy SCI Safety and Security Policy SCI Whistleblowing Policy
Relevant Forms	Incident Report Form
Others	Code of Conduct for Save the Children UK Programme Visitors
Law	Children Act 1989 UN Convention of the Rights of the Child 1991 Data Protection Act 1998 Sexual Offences Act 2003 Children Act 2004 Safeguarding Vulnerable Groups Act 2006 Protection of Freedoms Act 2012 Children and Families Act 2014
Guidance	Working Together to Safeguard Children: a guide to inter-agency working to safeguard and promote the welfare of children. HM Government 2015



2.2 Definitions

Word/Term	Definition
Child	Save the Children UK defines anyone under the age of 18 as a child.
Save the Children UK representative	Anyone who is currently associated with Save the Children UK, especially when acting on behalf of Save the Children UK (e.g. staff, volunteers and contractors and may include some partners and supporters).
Child Protection	Save the Children UK uses the term 'child protection' to describe the work undertaken on global child protection programmes. In the UK statutory system, outside of Save the Children UK, child protection is part of a wider child safeguarding approach and describes the action taken to protect individual children identified as suffering or likely to suffer significant harm.
Child Abuse	Child abuse is any action or inaction by another person – adult or child – that causes harm to a child. Save the Children UK recognises five categories of abuse: physical abuse, emotional abuse, neglect, sexual abuse and exploitation. Child abuse can also occur online and/or through the use of mobile technology.
Child Exploitation	Child Exploitation is an umbrella term used to describe the abuse of children who are forced, tricked, coerced or trafficked into exploitative activities.
Extremist Political Activity or Radicalisation	This is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.
Inappropriate Behaviour	<p>As defined in the Children First Card which includes, but is not limited to:</p> <ul style="list-style-type: none">• Hitting or other types of physical abuse• Sleeping in the same bed as a child with whom they are working• Sleeping in the same room as a child with whom they are working• Acting in ways intended to shame, humiliate, belittle, or degrade children, or otherwise perpetrating any form of emotional abuse• Discriminating against, show unfair differential treatment to, or favouring particular children to the exclusion of others• Drinking alcohol or use other harmful substances when working with children and never supplying children with such substances• Sending private messages to children working with Save the Children UK through personal social media or other messaging platforms

SECTION 3 – MANDATORY PROCEDURES

3.1 Incident Reporting

- 3.1.1 Staff and representatives should ensure that they follow the process outlined on the Children First card and their mandatory training in the event that a child discloses abuse or exploitation to them;
- 3.1.2 Staff and representatives must report any concerns about the welfare of a child to the Child Safeguarding Focal Point within 24 hours, either by calling the reporting hotline on 0203 763 0808 or by emailing focalpoint@savethechildren.org.uk. This includes concerns that a child may be being encouraged to

engage in extremist political activity which may threaten the safety of others. This duty includes action where a concern relates to incidents of abuse that occurred some time ago;

- 3.1.3 If members of staff receive an allegation against, or have concerns about the behaviour of, a member of staff or other representative, they must report these to the Director of Child Safeguarding within 24 hours at: child.safeguarding@savethechildren.org.uk
- 3.1.4 In the UK, staff and representatives who believe that a child is at imminent risk of significant harm should contact the Police by ringing 999 and then report the matter to the Child Safeguarding Focal Point;
- 3.1.5 If a staff member feels unable to raise a concern through the usual reporting processes under this policy (for instance because they feel their concerns have previously been raised and not been acted upon), they should raise their concerns in accordance with the Save the Children UK Whistleblowing procedure either through the Integrity Line (0800 085 2563 or <https://forms.theilne.co.uk/savethechildrenintegrityline>) or through one of the Named Persons as described in the Whistleblowing Policy;
- 3.1.6 Staff deployed to Save the Children International (SCI) Country Offices or Programmes should follow the local SCI child safeguarding reporting procedures in addition to this Policy.

3.2 Mandatory Training for Staff

- 3.2.1 All staff must undertake induction and child safeguarding training appropriate to their position, as stipulated, in their first week of employment. In exceptional circumstances, staff may be permitted one month to complete this training, provided there is no prospect of any contact with children in the intervening period;
- 3.2.2 Refresher training takes place every two years, and, in the event of a change of role, training relevant to the new role must be completed prior to beginning that role.

3.3 Line Manager and Recruiter Responsibilities

- 3.3.1 The recruitment of all staff will follow safer recruitment principles including, but not limited to, obtaining suitable references, providing evidence of identity and the successful completion of pre-employment / appointment checks prior to joining, which may include criminal records checks relevant to the level of contact with children in an individual's role;
- 3.3.2 All staff will have their criminal record check renewed every three years and/or when they change roles to one which carries a new Child Safeguarding Level;
- 3.3.3 Where applicable, Save the Children UK will request that staff and representatives inform us whether they could be disqualified from working with children under the Disqualification under the Childcare Act 2016 guidance.

3.4 Partnership Agreements

- 3.4.1 Staff who manage any formal/contractual relationships between Save the Children UK and partners, individuals, groups or organisations which bring the latter into contact with children (including holding data and/or working with images of children) must ensure that the contract includes an obligation on the part of the partner to maintain robust and effective child safeguarding arrangements, which accord with Save the Children UK's policy principles, the Contracts Policy and (if necessary) the Data Protection Policy;
- 3.4.2 Staff who manage contracts must ensure that partnership agreements clearly outline agreed procedures and expected standards to be applied including, but not limited to, who has overall responsibility for child safeguarding concerns, who is responsible for reporting and investigating concerns, the procedure to be followed involving risk of harm to children or breaches of this policy, how children are to be consulted on the development of any relevant work and how children are to be informed of how to raise a concern if they wish to do so. These agreements must be in place prior to the commencement of the work with children. Templates are provided on the intranet.



- 3.4.3 If there are concerns about any partner's compliance with or observance of any of the agreed standards, the person with responsibility for any partnership agreement should contact the Child Safeguarding Team as a matter of urgency.

3.5 Reporting to External Agencies

- 3.5.1 In all instances where reports of child abuse or exploitation are made, the welfare of children involved will be Save the Children's first priority;
- 3.5.2 All concerns about the welfare of children in the United Kingdom will be reported to the relevant statutory agency. In other jurisdictions, reports should be made to the relevant authorities, unless to do so would place them at risk of additional harm;
- 3.5.3 All staff and representatives must be aware that any allegation of the abuse or exploitation of children made against them will receive a thorough and robust response:
- a) By consideration of referral to law enforcement authorities for criminal investigation, where appropriate to do so, and consulting with the Local Authority Designated Officer (LADO) in England and/or their equivalents in Scotland, Wales and Northern Ireland;
 - b) By an internal Save the Children investigation, in accordance with child safeguarding and (if relevant) disciplinary procedures, should a referral to statutory agencies be inappropriate, internal action may be recommended by the statutory agency concerned or at the conclusion of an investigation by a statutory agency. Such an investigation may result in dismissal, ending of voluntary roles and/or the termination of partnership agreements or other forms of relationship;
 - c) Save the Children UK will comply with its legal obligations to refer individuals to the relevant barring authorities should there be evidence that an individual has harmed a child or placed a child at risk of harm;
- 3.5.4 These arrangements also apply to any representative or staff of any partner agency with whom Save the Children UK has agreed child safeguarding protocols;
- 3.5.5 The Director of Child Safeguarding will ensure that suitably trained investigators are available to conduct any internal investigation and will issue guidelines to ensure that all investigations are focused on the needs and welfare of children;
- 3.5.6 Internal investigations will not be commissioned unless proper agreement has been obtained from the Local Authority Designated Officer (or their equivalent) and/or the police, where necessary.
- 3.5.3 Where appropriate Save the Children will report child safeguarding concerns to the Charity Commission and will meet its obligations to report such incidents to donors.

