

RESTLESS DEVELOPMENT:

GLOBAL SAFEGUARDING POLICY

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RELATED DOCUMENTS

Global Safety and Security Policy

Data protection policy

Employee handbook & Staff code of conduct

Business continuity plan

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1. INTRODUCTION

1.1 SAFEGUARDING

Safeguarding is the responsibility of an organisation to ensure as far as is reasonably practicable that its staff, volunteers, operations and programmes do no harm to children, young people or vulnerable adults. It is the organisation's responsibility to ensure that it does not expose children, young people or vulnerable adults to the risk of discrimination, neglect, injury or abuse (hereafter referred to as harm), and that any concerns the organisation has about the safety of children, young people or vulnerable adults are addressed and reported to the appropriate authorities. The organisation also has a responsibility to protect its staff and volunteers when they are vulnerable, for example, when ill or at risk of harm or abuse.

1.2 PURPOSE

This policy is designed to outline Restless Development's commitment to prevent harm, and to promote the health and wellbeing of children, young people and vulnerable adults. This policy is designed to inform, guide and direct staff and volunteers in the use of Restless Development's safeguarding framework. It details the framework through which Restless Development can establish a culture of safeguarding at all levels throughout the organisation.

1.3 SCOPE

This policy is mandatory for all Restless Development staff, volunteers, partners and trustees (hereafter referred to as the Addressees) worldwide. It is for all the aforementioned to understand and abide by the guidelines outlined in this document, and by all policies and documents to which it is directly or indirectly linked, such as the Code of Conduct, Employee Handbook and Global Safety and Security Policy.

1.4 ACCOUNTABILITY

Restless Development's Trustees take ultimate responsibility for the welfare and protection of children, young people and vulnerable adults within the context of Restless Development's work. It is however recognised that despite varying levels of accountability, safeguarding is everyone's responsibility.

1.5 COMPLIANCE

Compliance with the policy is not optional, it is compulsory for Addressees and concurrent with the start of any kind of relationship with Restless Development. Actions of Addressees found to be in-breach of the policy will be subject to disciplinary procedures and potential legal action. Restless Development believes that safeguarding children, young people and vulnerable adults is the responsibility of all Addressees, and will ensure everyone understands their own responsibilities including their mandatory obligation to report a concern, allegation or disclosure, and is aware of the mechanisms in place to do so.

1.6 DISTRIBUTION

Key to the successful implementation of this policy is ensuring thorough and comprehensive distribution. To this effect:

- Restless Development will widely promote and disseminate the policy, making both hard and electronic copies available and accessible to all relevant stakeholders.
- Country programme offices will be responsible for producing relevant local language versions to ensure as far as is reasonably practicable that the policy is fully accessible and understood by all relevant parties.
- Distribute the policy to partner organisations so that the policy commitments, principles and practices are publicised and partner organisations are clear about Restless Development's position on safeguarding.

2. POLICY STATEMENT

- Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives.
- Restless Development has a zero tolerance approach to the harm of children, young people and vulnerable adults. Restless Development recognises that safeguarding is everyone's responsibility and that it has a responsibility to put in place reasonable measures to ensure, as far as possible, the safety and wellbeing of the children, young people and vulnerable adults with whom we work, and to protect the communities in which Restless Development operates from harm caused by its programmes or the Addressees.
- Restless Development believes that everyone has an equal right to protection from abuse and exploitation regardless of age, race, sex, sexual orientation, marriage and civil partnership, pregnancy or having a child, gender reassignment, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Restless Development is committed to responding promptly, appropriately and constructively to all information presented from children and young people, and pledges to always believe and act on any disclosures made.
- Restless Development values the contribution of children, young people and vulnerable adults and considers them to be key partners in developing and improving safeguarding procedures and services.

3. PRINCIPLES

Restless Development commits itself to the following principles identified in the Care Act (2014) statutory guidance in its approach to safeguarding children, young people and vulnerable adults. These principles should be upheld by all those to whom this policy addresses.

- 3.1 EMPOWERMENT:** The importance of beginning with the assumption that each individual is best-placed to judge that individual's wellbeing.
- 3.2 PROTECTION:** Support and representation for those in greatest need.
- 3.3 PREVENTION:** Prevention of harm is a primary objective.
- 3.4 PROPORTIONALITY:** A proportional and least intrusive response appropriate to risk.
- 3.5 PARTNERSHIP:** Local solutions through services working in communities.
- 3.6 ACCOUNTABILITY:** Accountability and transparency in delivering safeguarding

4 UNITED NATION CONVENTION ON THE RIGHTS OF THE CHILD (UNCRC)

- It is recognised that how vulnerable groups and behaviours are distinguished within Restless Development's countries of operation is subject to cultural interpretation and that sensitivities and even taboos may exist as to how these groups and behaviours are recognised, supported or marginalised.
- As an international organisation, Restless Development endorses the general principal of the United Nations Convention on the Rights on the Child (UNCRC), that all the rights guaranteed by it must be available to all children without discrimination; and article 19 which accords equal rights of protection for children from abuse.

- All of Restless Development's permanent countries of operation have signed and ratified the UNCRC, with the exceptions of India (ratified but not signed), and the USA (signed but not ratified).
- Cultural discrepancies are not considered an appropriate reason for Addressees to breach, contradict or dispute the rights guaranteed by the UNCRC.

(See appendix 4 – United Nations Convention on the Rights of the Child)

5 LEGAL COMPLIANCE

- Restless Development is committed to exercising compliance as far as is reasonably practicable with all safeguarding legislation relevant to its programmes and countries of operation.
- It is recognised that local legislation in this area may vary from country to country, however this policy identifies minimum standards that may exceed the requirements of local legislation, and these standards must be upheld where they do not cause conflict with local law.
- Every country programme is required to complete a safeguarding mapping exercise to gain an understanding of the local safeguarding context. This will include identifying relevant local legislation and agencies or services available for referrals or sign-posting.

(See appendix 5 – Legal framework)

(See appendix 7 – Local safeguarding mapping template)

6 STAFF REQUIREMENTS

6.1 DUTIES

All Addressees will receive training in order to fulfil the following duties:

- **RECOGNISE**

To be able to recognise the possible signs that could indicate that harm is occurring to a child, young person or vulnerable adult. To be able to recognise when best practice as identified in this policy is not being observed.

- **RESPOND**

To respond appropriately and proportionally in-light of a disclosure, incident, allegation or concern. The following can be used as guidance on how to respond when receiving a disclosure:

WHAT TO DO WHEN RECEIVING A DISCLOSURE

- ✓ Listen
- ✓ Empathise with the person
- ✓ Ask who, when, where and what, but NOT why
- ✓ Repeat / check your understanding of the situation
- ✓ Report appropriately

WHAT NOT TO DO WHEN RECEIVING A DISCLOSURE

- ✗ Become defensive
- ✗ Argue with the person
- ✗ Be dismissive
- ✗ Blame others
- ✗ Make assumptions without knowing the facts
- ✗ Make promises you can't keep
- ✗ Ignore the problem
- ✗ Try to investigate yourself

- **RECORD**

To record factually and accurately, without speculation, opinion or assumption the details of a concern or disclosure. In the case of a disclosure, a record must be made using, as much as is reasonably practicable the words used by the person when disclosing.

- **REPORT**

To report promptly to the most relevant and accessible point of contact. In the first instance this is the Lead Safeguarding Officer, then followed by the Deputy Safeguarding Officer, Proxy Safeguarding Officer (Country Director), or senior member of staff you feel most comfortable and able to report to.

6.2 PROHIBITED BEHAVIOURS

To ensure that the risk of harm to children, young people and vulnerable adults is kept as low as is reasonably practical, Restless Development strictly prohibits the following behaviours. The prohibitions listed are not exhaustive and are underpinned by the safeguarding code of conduct, which all staff and volunteers are required to sign and uphold.

1. Sexual activity with anyone under the age of 18.
2. Sexually abuse or exploit children, young people or vulnerable adults.
3. Hit or physically assault a child, young person or vulnerable adult.
4. Put a child, young person or vulnerable adult at risk of harm.
5. Sexual activity with a community member.
6. For staff to have a sexual relationship with a volunteer.
7. Use a position of power to take unfair advantage of a fellow staff member, community member, partner or volunteer

6.3 LEAD SAFEGUARDING OFFICER (+ DEPUTY)

- Restless Development is committed to ensuring organisational safeguarding responsibilities are comprehensively fulfilled.
- Integral to the successful implementation of robust safeguarding practice is the identification and training of a Lead Safeguarding Officer (and deputy) as a vital internal resources to support the delivery of effective safeguarding management. The requirements and responsibilities outlined in the Lead Safeguarding Officer Terms of Reference (Appendix 3.) are designed to be compliant with widely accepted standards.

(See appendix 3 – Lead Safeguarding Office (+Deputy) TOR)

(See appendix 2 – Code of conduct)

7 INTERNAL REPORTING

- It is the responsibility of all Addressees to take seriously any safeguarding concerns, allegations, incidents or disclosures, and they are duty bound to report any incidents in compliance with the internal reporting guidelines outlined in this policy. It is essential that timely and effective action is taken, and therefore ensuring that the welfare of those affected is the paramount consideration.
- Any safeguarding concerns, incidents, allegations or disclosures must be reported promptly and documented in writing (using the cause for concern form) to the most relevant and accessible point of contact. In the first instance this is the Safeguarding Officer in-country, normally the Country Director; secondly a senior member of staff the reporter feels most comfortable and able to report to. In certain circumstances, for example if a staff member is implicated in a disclosure, the whistle-blowing email may be used to report a safeguarding concern, incident, allegation or disclosure (confidential@restlessdevelopment.org).
- If needed or desired and prior to submitting a written report, the reporter can access support, guidance and advice regarding the issue through the Safeguarding officers.
- Forms should be password protected and circulated on a strict need to know basis. Written reports should aim to be submitted within 24 hours of the incident occurring.

- It is never an individual's responsibility to investigate a safeguarding case. No leading questions should be asked, and all written reports should be as factual and as objective as possible, and written to the fullest extent possible without speculation, assumption or opinion.
- Once the report has been submitted, the reporter's responsibilities have been effectively fulfilled (unless that individual is later needed as part of an investigative process.)
- Case discussions coordinated and chaired by the Safeguarding Officer in-country and involving only relevant and necessary staff will take place as soon as possible following the receipt of a report, and should aim to occur within 72 hours. Decisions and actions will be taken on the basis of the case assessment, and appropriate steps, sign-posting or referrals will be made. This decision will be informed by the training received by the Safeguarding officer, and take into account the various considerations outlined in this document. These include but are not limited to; the safeguarding principles, confidentiality, local considerations, the scope of the policy and the principle of do no harm.

Examples of possible outcomes of a case discussion could include:

- No further action needed
- Internal investigation
- External investigation
- Staff suspension
- Programme suspension
- External referral
- External sign-posting
- Notification of authorities
- Contacting emergency services

(See appendix 1 – Cause for concern form)

(See appendix 8 – Safeguarding investigation flowchart)

8 ROLES AND RESPONSIBILITIES

Restless Development will ensure that all Addressees are trained and conversant in their safeguarding responsibilities.

8.1 TRUSTEES:

Restless Development recognises that in-line with Charity Commission guidelines that trustees are responsible for ensuring that those benefiting from, or working with the charity, are not harmed in any way through contact with it. They have a legal duty to act prudently and this means they must take all reasonable steps within their power to ensure that this does not happen. It is particularly important where the charity comes into contact with children, young people and vulnerable adults at a community level.

Responsibilities are designed so that all reasonable steps to prevent harm have been taken, and include but are not limited to:

- To have primary responsibility for safeguarding in the organisation.
- To act in the best interests of children, young people and vulnerable adults.
- Ensure safeguarding policies and procedures are in place.
- To monitor and review safeguards policies and procedures.
- To respond appropriately to allegations of abuse.
- Designated board level lead to take leadership responsibility for the organisation's safeguarding arrangements.
- People committee: In recognition of this commitment to participation, safeguarding is a standing agenda item on the People Committee Quarterly meeting. This comprises of key leadership from the People and Performance team meeting with a group of HR focused trustees and affiliates, chaired by a trustee. This provides a dedicated and high level space to address safeguarding, and from which issues can be elevated to the entire board.

8.2 LEAD SAFEGUARDING OFFICER (+ DEPUTY AND PROXY):

- The first point of contact for all staff and volunteers to go to for advice regarding safeguarding and child protection.

- Senior member of staff to take lead responsibility for safeguarding and child protection within the organisation.
- To refer all cases of suspected abuse to the local authority.
- Responsible for ensuring that their organisation's safeguarding policy is kept up to date, complete and reflects up to date legislation.
- To test and review procedures.
- That a staff structure is in place to fulfil safeguarding responsibilities.
- That safeguarding is afforded the utmost priority at the most senior levels within the organisation, including the Senior Management Team and the Board of Trustees.
- To ensure procedures are in place for: managing safeguarding allegations against staff and volunteers, and safe recruitment practices.
- That secure records concerning safeguarding are kept and shared appropriately.
- To advocate for resources to fulfil organisational safeguarding responsibilities.

(See appendix 3 – Lead safeguarding Officer TOR)

8.3 TIER 1: (SENIOR MANAGEMENT TEAM, COUNTRY DIRECTORS, CHIEF OPERATING OFFICER, CHIEF EXECUTIVE)

- Responsible for the implementation of the Global Safeguarding Policy.
- That resources are available to fulfil organisational safeguarding responsibilities.
- Promote a culture where safeguarding is prevalent at all levels and in all programmes and activities.
- To champion safeguarding as a primary consideration in decision making processes, including strategic.
- To ensure safeguarding practice is reviewed and maintained across the organisation.
- Responsible for the operational management of allegations and disclosures, including coordination with supporting bodies, and sign-posting to relevant organisations.

8.4 TIER 2: (HEADS OF DEPARTMENT, NUMBER 2s, SENIOR MANAGERS, MANAGERS)

- Ensure all reporting staff are aware of their roles and responsibilities under this policy.
- Practice safe recruitment in line with policy guidelines.
- Ensure all staff receive safeguarding orientation and training as a mandatory part of induction.
- To see that the global safeguarding policy is implemented within respective units and teams, and that procedures to support the policy are implemented, complied with and regularly communicated.
- Support reporting staff to access and utilise safeguarding reporting procedures.

8.5 TIER 3: (COORDINATORS, OFFICERS, SUPPORT STAFF + ALL STAFF)

- Fully comply with the organisation's safeguarding policies and procedures.
- Attend appropriate training.
- Remain vigilant for signs of abuse.
- Promote welfare and conditions compatible with healthy growth and development.
- Inform designated point person of any concerns.

8.6 TIER 4: VOLUNTEERS & PARTNERS

- Trained and inducted to the appropriate level.
- Aware of reporting structures, how to elevate a concern, and to whom.
- Appropriately recruited and screened for role.

9 RECRUITMENT

Pivotal to abuse prevention is exercising robust safe recruitment practice. Process and procedures central to this include:

9.1 ADVERTISEMENT

- All roles will be advertised in appropriate spaces and platforms to both encourage the attraction of the most suitable candidates, and to deter the attention of unsuitable candidates.
- All job descriptions will truthfully reflect the remit of the role advertised and the corresponding candidate requirements. This is to promote transparency of expectations for performance in the role, and that candidates lacking the requisite requirements can be efficiently screened. This will help avoid the appointment of an unsuitable candidate.

9.2 APPLICATION

- Candidates will be asked to detail how their skills and experience align to that of the job description, allowing the recruiter to assess suitability for the role.
- Applicants are asked to disclose all criminal convictions, in keeping with the parameters of local employment law.
- Applicants are asked to account for any gaps in their employment history, and the reasons for leaving each role.
- If it is necessary to assess a person's suitability to work with children due to the nature of their role, then it is permissible to ask about both spent and unspent convictions. This is in adherence with the Exceptions Order to the Rehabilitation of Offenders Act (1974), and may be applied where this does not cause conflict with any local law.

9.3 INTERVIEW

- During interview the candidate's motivation for, and attitudes towards working with young people will be explored.
- At least two interviewees will be present for all interviews, ideally with different sets of expertise. This is so that a well-rounded picture of the candidate is captured, and to try and reduce the influence of unconscious bias in the decision making process.
- The candidates understanding and experience of safeguarding will be assessed.

9.4 PRE-EMPLOYMENT CHECKS

- All candidates will be subject to careful reference checking and will not be permitted to start work until satisfactory references are received.
- References for candidates working directly with children, young people or vulnerable adults should ask explicitly about the candidate's suitability to do so.
- Where an employee, volunteer or partner is engaged in 'regulated activity' (direct work with vulnerable individuals), a criminal background check (or in-country equivalent) will be undertaken as part of the recruitment process.

(Restless Development has a comprehensive Global Recruitment and Induction Policy where further information and details can be found.)

9.5 INDUCTION

It is recognised that crucial to creating an organisational culture that promotes the protection and well-being of young people, safeguarding needs to be embedded from the very beginning of the employee journey.

To this end, all new employees will receive safeguarding orientation and training as a mandatory part of the new starter induction process.

This will include but is not limited to:

- Introduction to safeguarding
- Children, young people, vulnerable adults
- Abuse
- Recognising signs of abuse
- Safeguarding in a Restless Development context
- Introduction to Restless Development Global safeguarding policy
- Understanding roles and responsibilities
- Reporting a concern

All new starters will be required to sign a code of conduct to successfully complete the induction process.

10 TYPES AND INDICATORS OF ABUSE

Restless Development does not limit or restrict its view on what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered. However, the following categories and accompanying indicators from the Care Act (2014) can act as useful guidelines.

10.1 PHYSICAL ABUSE

Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Signs of physical abuse can include:

- Fractures, bruising, burns, pain, marks, not wanting to be touched.
- No explanation for injuries or inconsistency with the account of what happened.
- Injuries are inconsistent with person's lifestyle.
- Frequent injuries.
- Subdued or changed behaviour in the presence of a particular person.

10.2 SEXUAL ABUSE

Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Signs of sexual abuse can include:

- Bruising, particularly of the thighs, buttocks and upper arms and marks on the neck.
- STDs
- Unusual difficulty in walking or sitting
- Pregnancy in a woman who is unable to consent to sexual intercourse
- Uncharacteristic use of sexual language or significant changes in sexual behaviour or attitude
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear / apprehension of, or withdrawal from, relationships
- Displays a level of sexual knowledge that is inappropriate for age.

10.3 DOMESTIC ABUSE

Including psychological, physical, sexual, financial, emotional abuse, verbal abuse and humiliation and so called 'honour' based violence.

Signs of domestic abuse can include:

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

10.4 PSYCHOLOGICAL ABUSE

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, or unreasonable and unjustified withdrawal of services or supportive networks.

Signs of psychological abuse can include:

- Air of silence when a particular person is present
- Withdrawal or change in the psychological state
- Insomnia

- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss / gain
- Signs of distress: tearfulness, anger
- Attention seeking behaviour

10.5 FINANCIAL OR MATERIAL ABUSE

Including theft, fraud, internet scamming, coercion in relation to financial affairs or arrangement, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Signs of financial or material abuse can include:

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- Person allocated to manage financial affairs is evasive or uncooperative
- Family or others show unusual interest in the assets of the person
- Disparity between people's living conditions and their financial resources, e.g. insufficient food in the house.

10.6 MODERN SLAVERY

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Signs of modern slavery can include:

- Signs of physical or emotions abuse
- Appearing malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers.
- Fear of law enforcers.

10.7 DISCRIMINATORY ABUSE

Including forms of harassment, slurs or similar treatment: due to race, gender and gender identity, age, disability, sexual orientation or religion.

Signs of discriminatory abuse can include:

- Person appears withdrawn and isolated
- Expressions of anger, frustration, fear and anxiety
- The support on offer does not take account of the person's individual needs in terms of protected characteristics

10.8 ORGANISATIONAL ABUSE

Including neglect and poor care practice within an institution. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies processes and practices within an organisation.

Signs of organisational abuse can include:

- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- Poor standards of care
- Lack of adequate procedures
- Poor record keeping and missing documents
- Absence of visitors
- Public discussion of personal matters
- Lack of management overview and support

10.9 NEGLECT AND ACTS OF OMISSION

Including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate and available health, care and support or educational services, the withholding of necessities of life, such as medication, adequate nutrition and heating.

Signs of neglect and acts of omission can include:

- Poor environment – dirty or unhygienic
- Poor physical condition and/or personal hygiene
- Malnutrition unexplained weight loss
- Untreated injuries and medical problems
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing

10.10 SELF-NEGLECT

This covers a wide range of behaviour related to neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Signs of self-neglect can include:

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Inability or unwillingness to take medication or treat illness or injury

10.11 ABUSE OF POWER

8. This covers a wide range of behaviour related to the dynamics of power (in the workplace, community or home). It refers to using a position of power to take unfair advantage of a fellow staff member, community member, partner or volunteer.

Examples of abuse of power can include:

- A member of staff using their position to gain sexual favours from anyone else
- A person with authority controlling or attempting to control the actions of another in the same organisation, project, community etc.

11 SAFE PROGRAMME DESIGN

11.1 DO NO HARM

Restless Development is committed to the ethical principle 'do no harm', where by it must be considered that in any given situation it may be better not to do something, or even to do nothing – than to risk causing more harm than good through intervention or action. Restless Development will never knowingly implement a programme that could directly or in-directly cause harm.

11.2 RESIDUAL RISK

It is recognised however that there is always a residual level of risk of harm that despite rigorous mitigation would never be possible to completely eliminate. Restless Development is committed to ensuring that this level of residual risk is kept as low as is reasonable practical.

11.3 GUIDELINES ON IMPLEMENTING SAFEGAURDING IN PROGRAMMES

To ensure the level of residual risk remains as low as is reasonably possible, Restless Development aims to adopt the following minimum standards to bench mark all programmes:

- At least one safeguarding focal point is identified who has clearly defined safeguarding responsibilities. (In-country programmes – this is likely to be the Country Director, who also assumes the position of proxy safeguarding lead in-country.
- A risk assessment is conducted considering all aspects of the programme that may directly or indirectly harm children, young people or vulnerable adults.
- Design should consider limiting as far as is practical the potential for anyone working for or on behalf of Restless Development from being in a position where they might find themselves in a completely private, or one – on – one situation with a child, young person or vulnerable adult.

12 WORKING WITH PARTNERS

- It is recognised that there are inconsistencies in the establishment and rigour of safeguarding policies and practice across organisations. This can include variance in safeguarding comprehension, literacy and training. These inconsistencies can be further compounded when operating in different legal, social and cultural contexts.
- This disparity can have the potential to threaten the safety of programmes, and increase exposure to risk both for Restless Development and those with whom the organisation comes into contact with.
- The provision and primacy of safeguarding in a partner organisation should be a key determinate factor in the decision to enter into and establish a partnership. The Partnership Consideration Tool (Appendix 3) should be used to help establish the suitability of working in partnership with another organisation.
- Restless Development will work to support, as far as is reasonably practicable, partner organisations with a lower degree of safeguarding experience, rigor or protocol to safely and effectively fulfil their organisational responsibilities and deliver on partnership goals.

(See appendix 11 – Partnership consideration tool)

12.1 PARTNERSHIP TERMINATION

- If it is considered that a partner is not effectively fulfilling its safeguarding responsibilities, then Restless Development may decide to not enter a partnership.
- If once a partnership has been established it is evident that acceptable practice is not being observed, then Restless Development may decide to terminate the partnership on these grounds.

13 CONFIDENTIALITY

Restless Development is committed to maintaining the confidentiality of personal information that it handles. Any information given or received in confidence for one purpose will not be used for another purpose, or passed to a third party, without the express consent of the individual except in special circumstances e.g. to prevent further harm to an individual.

Restless Development will aim to ensure that personal information is obtained, used and disclosed in accordance with the common law duty of confidentiality and the Data Protection Acts 1998 and 2018.

13.1 CONFIDENTIAL INFORMATION

Examples of confidential information include:

- Personal information of a private or sensitive nature.

- Information that is not already lawfully in the public domain or readily available from another public source.
- Information that has been shared in circumstances where the person giving the information could reasonably expect that it would not be shared with others.

13.2 SHARING INFORMATION APPROPRIATELY AND SECURELY

If information is shared, it should be shared in a proper and timely way, and in accordance with the principles of the Data Protection Acts of 1998 and 2018. In relation to sharing information at the front-line, the following can be used to guide best practice and compliance:

- Share only the information necessary for the purpose for which it is being shared.
- Understand the limits of any consent given, especially if the information has been provided by a third party.
- Distinguish clearly between fact and opinion.
- Share the information only with the person or people who need to know.
- Check, as far as is reasonably practicable that the information is accurate and up-to-date.
- Share it in a secure way, for example, confirm the identity of the person you are talking to; check that a conversation or phone call cannot be overheard; use secure email; check that the intended person will be on hand to receive a fax.
- Establish with the recipient whether they intend to pass it on to other people and check they understand the limits of any consent that has been given.
- Inform the person to whom the information relates and, if different, any other person who provided the information, if you have not done so already and it is safe to do so.

(See appendix 14– Information sharing flowchart)

(See appendix 15 – Golden rules for information sharing)

14 SUPERVISION

When working with groups of children or young people, it is important that the level of supervision is appropriate to their age group and their needs, which may be very specific. In general, younger children need to be more closely supervised and will require a higher adult to child ratio.

14.1 EFFECTIVE SUPERVISION

It is the responsibility of those commissioning, planning or providing sessions/activities to see that those running the activity are suitable to do so. In ascertaining the suitability of persons providing supervision, the following should be considered:

- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.
- The age and gender (including developmental age) of the young people to be supervised.
- The ability of the young people (including their behavioural, medical, emotional and educational needs).
- Supervising personnel are safely recruited and screened in-line with organisational requirements.
- Supervising personnel have signed a code of conduct.

- Staff competence – appropriately experienced / trained / qualified to supervise both the activity and group demographic.
- Staff have an understanding of their safeguarding responsibilities.
- Covered by appropriate insurance.

14.2 RATIOS

The following ratios can be used as guidelines when assessing the appropriate level of supervision required for a particular activity. If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible.

- Aged 0 – 2 years: 1 adult to 3 children
- Aged 2 – 3 years: 1 adult to 4 children
- Aged 4 – 8 years: 1 adult to 6 children
- Aged 9 – 12 years: 1 adult to 8 children
- Aged 13 – 18 years: 1 adult to 10 children
- Young adults (18 – 25 years): 1 supervisor to 15 young adults

The above ratios should be used as a guide only, as appropriate levels of supervision can vary according to a range of factors, including but not limited to:

- Age (see above)
- Gender
- Behaviour
- Abilities within group
- Nature and duration of activities
- Competence and experience of staff involved
- Requirements of location, accommodation or organisation based
- Any special medical needs
- Specialist equipment needed

15 ONLINE SAFETY

These guidelines are by no means exhaustive, and should be considered a tool to help support the implementation and management of online safeguards.

- If a profile or group is set up by Restless Development it is essential that a member of staff joins as a moderator to oversee content and activity.
- The role of the moderator should be to monitor conversations, images and other activity of group members and challenge, educate and intervene as necessary.
- Moderators should take responsibility for educating members of the group about online safety, including how to customise privacy settings.
- Sufficient moderation should be in place to inhibit anyone working for on behalf of Restless Development from having a private conversation with a child, including the moderator.
- This extends to email correspondence, which may mean replacing personal email addresses with a group inbox, and text messages which may require the use of a team phone that multiple staff have access to.

- Staff should not make use of their personal social media accounts for the purpose of delivering Restless Development activities. In such cases a new account should be opened that enables the staff member to maintain boundaries between their personal and professional lives.
- Staff must not publish images of people unless consent has been given in writing.

15.1 NEW MEDIA

Social media evolves rapidly, and in response Restless Development needs to consider the potential risks inherent in new forms of media. The following questions can be used to help guide this conversation:

- Could a Restless Development member of staff or volunteer use this social medium to develop a private relationship with a child, young person or vulnerable adult?
- Could use of this social medium facilitate any other form of harm to a child, young person or vulnerable adult? (E.g. could it bring them in contact with a third party who poses a risk of harm?)

16 MEDIA AND THE USE OF IMAGES

16.1 COMMITMENT

All photos taken should respect human dignity and consider the rights, safety and well-being of the person or people being portrayed.

16.2 MINIMUM STANDARDS

- Comply with local traditions or restrictions when taking photos of people, objects or places.
- Inquire into national laws related to photography and privacy rights.
- Gain verbal or written consent before taking photographs.
- Respect a person's right to refuse to be photographed. If you sense any reluctance or confusion, refrain from taking the photo.
- Do no harm. Individuals or groups may be put at risk of reprisal, violence or rejection in their communities as a result of exposing their identity or personal story through the publication of their image.
- Do not misrepresent the individual, situation or context of the photo.
- Absolutely no payments or any other form of compensation are to be provided to subjects in exchange for their photo or consent.

16.3 LARGE CROWDS

- When taking images at an event attended by large crowds, such as a sports event, this is regarded as a public area and so permission is not required from everyone in a crowd shot. People in the foreground are also considered to be in a public area

16.4 SAFE STORAGE OF IMAGES

- Once a picture has been taken and written consent to use it has been obtained, it is necessary to store the images appropriately. A risk based approach should be adopted to determine what measures are appropriate for the safe internal storage of images.

16.5 DATA PROTECTION

- It is important to remember that images of people constitute personal data, particularly if they are processed in conjunction with other personal data such as names and addresses. As such the Data Protection Act 1998, enhanced by the 2018 Act, refers to the processing of all personal images, including their capture, retention, storage, sharing and destruction.

16.6 ETHICAL USE OF PHOTOGRAPHY

- Photos and captions used to illustrate or support written materials should be factual and in keeping with the context of the story.
- No photo of a recognisable individual(s) to be falsely captioned or used in such a way as to imply information about that person.
- Use disclosures where there is the risk of misunderstanding (e.g. "The photos in this material are used for illustrative purposes only: they do not imply X on the part of any person who appears in the photos".)
- Care needs to be taken not to stereotype certain groups e.g. beware of the repeated use of images of particular ethnic groups, nationalities or genders when illustrating particular issues.
- If photos are edited to protect identities, this must be noted and explained.
- Photos of individuals should illustrate autonomy and dignity of person.

CAUSE FOR CONCERN FORM

IF THE INDIVIDUAL CONCERNED IS IN IMMEDIATE DANGER, OR NEEDS URGENT MEDICAL TREATMENT, CALL EMERGENCY SERVICES

SECTION A

PART 1 – FORM COMPLETED BY

DATE:

NAME:

POSITION:

EMAIL:

CONTACT NUMBER:

PART 2 – NATURE OF INCIDENT

ARE YOU REPORTING: (INSERT HERE)

1. A disclosure
2. A concern
3. An allegation
4. An incident

PART 3 – DETAILS OF INDIVIDUAL CONCERNED

NAME:

DATE OF BIRTH:

GENDER:

DATE AND TIME OF CONCERN:

PROGRAMME (OR CONNECTION TO RESTLESS DEVELOPMENT):

PRESENT LOCATION (COUNTRY):

PART 4 – CAUSE FOR CONCERN

Detail below an account of your concern.

REMEMBER: It is never an individual's responsibility to resolve a case. No leading questions should be asked, and all reports should be factual and objective, and contain zero speculation, opinion or assumption.

SECTION B *REMAINING SECTIONS TO BE COMPLETED BY LEAD SAFEGUARDING OFFICER

PART 1A – ACTIONS TAKEN

Detail here immediate actions taken (add as needed).

ACTION	RESPONSIBLE	TIME FRAME
1.		
2.		
3.		

PART 2A – EXTERNAL AGENCIES CONTACTED

POLICE: (YES / NO)

NAME AND CONTACT NUMBER:

DETAILS OF ADVICE RECEIVED:

SOCIAL SERVICES: (YES / NO)

NAME AND CONTACT NUMBER:

DETAILS OF ADVICE RECEIVED:

LOCAL AUTHORITY: (YES / NO)

CAUSE FOR CONCERN FORM

NAME AND CONTACT NUMBER:

DETAILS OF ADVICE RECEIVED:

PARENTS / CARERS CONTACTED?

(IF APPROPRIATE)

OTHER (EG COUNSELLOR): (YES / NO)

NAME AND CONTACT NUMBER:

DETAIL OF ADVICE RECEIVED:

COMPLETED BY:

NAME:

DATE:

CODE OF CONDUCT

- This code of conduct outlines expected standards of practice and behaviour of Restless Development staff and volunteers. It has been designed to give all who work with Restless Development the confidence to carry out their roles and to promote positive environments free from harm and abusive, and conducive with health wellbeing and development.
- Staff and volunteers have a responsibility to avoid actions or behaviour that may constitute poor practice or potentially abusive behaviour and should promote a culture of openness wherein actual or potential breaches of the code of conduct maybe challenged.
- This code of conduct should be read and understood in conjunction with the Global Safeguarding Policy

1.	I have read and understood the Global Safeguarding Policy.
2.	I agree to abide by the values, principles and protocols laid down in the policy, including the 7 prohibited behaviours.
3.	I know who both the organisational lead and deputy safeguarding officers are, and how to contact them.
4.	I understand my safeguarding responsibilities as relate to my position within, or affiliation with Restless Development.
5.	I understand that safeguarding is everyone's responsibility, and that the onus is on me as an individual engaged or associated with Restless Development to not behave in a way that could generate harm, or in a way that could cause or be construed as abuse.
6.	I take responsibility for ensuring I am accountable and transparent, and that I do not place myself in positions where there is a risk of allegations being made.
7.	I am familiar with the internal reporting process, and know how to report a safeguarding incident, allegation, suspicion or disclosure.
8.	I agree to report any concerns or suspicions regarding abuse or policy non-compliance by a Restless Development staff member or volunteer, including senior staff, in-line with Restless Developments reporting procedures.
9.	I understand sexual activity with children (persons under the age of 18) is strictly prohibited regardless of the age of majority, or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
10.	I commit to at all times treating children, young people and vulnerable adults with respect and dignity.
11.	I understand that a breach of the Global Safeguarding Policy could result in disciplinary measures, legal steps or criminal investigation.
12.	I commit to the promotion and maintenance of an environment that prevents all forms of exploitation and abuse, and which allows for the healthy development and wellbeing of children, young people and vulnerable adults.

By signing below I hereby commit to abide by and uphold the values, behaviours and requirements outlined above:

NAME: _____ POSTION: _____

SIGNED: _____ DATE: _____

LEAD SAFEGUARDING OFFICER (+ DEPUTY) TOR

- Restless Development is committed to comprehensively fulfilling its organisational safeguarding responsibilities.
- Integral to the successful implementation of robust safeguarding practice is the identification and recruitment of a Lead Safeguarding Officer (and deputy) as a vital internal resources to support the delivery of effective safeguarding management.
- The requirements and responsibilities outlined below are designed to see that this position is fulfilled in compliance with widely accepted standards.

REQUIREMENTS

- A paid member of staff.
- Appropriate seniority to manage the demands and responsibilities of the role. A member of the Senior Management Team. (The Deputy position may be filled by a Head).
- Disclosure and Barring Service checked.
- Two references received and followed up.
- Appropriately trained to effectively fulfil the requirements of the role. (External safeguarding training should be received once every two years to remain compliant with changes to legislation and best practice.)

RESPONSIBILITIES

- To act as the first point of contact of all staff and volunteers for advice relating to any safeguarding issue.
- To support staff access to, and understanding of the organisational safeguarding policy.
- Ensure the organisation safeguarding policy is kept up to date and reviewed at least once every two years.
- To support staff compliance with safe recruitment procedures in-line with relevant policies.
- Responsible for working with the Senior Management Team and Board of Trustees to ensure the organisation's safeguarding policy and related policies and procedures are followed and regularly updated.
- To communicate to trustees their safeguarding duties and responsibilities, and work with the board to see that these are effectively fulfilled.
- Keep detailed, accurate, secure written records of concerns and referrals.
- Ensure the organisations safeguarding policy is made widely available and accessible, including publically.
- To promote and champion a working environment that prevents harm, and which enables the healthy development and wellbeing of children, young people and vulnerable adults.
- To know the contact details of relevant statutory agencies e.g. Police, Local Safeguarding Children Board, and the Local Authority Designated Officer (LADO) for allegations against staff.

SIGNED

NAME:

POSITION:

SIGNATURE:

DATE:

UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD

SUMMARY

1. DEFINITION OF A CHILD

Everyone under the age of 18 has all rights in the convention.

2. WITHOUT DISCRIMINATION

Every child whatever their ethnicity, gender religion, abilities, whatever they think or say, no matter what type of family they come from.

3. BEST INTERESTS OF THE CHILD

Must be a top priority in all actions concerning a child.

4. PROTECTION OF RIGHTS

Governments must do all they can to fulfil the rights of every child.

5. PARENTAL GUIDANCE

Governments must respect the rights and responsibilities of parents to guide and advise their child.

6. SURVIVAL AND DEVELOPMENT

The right to live. Governments must do all they can to ensure that children survive and grow up healthy.

7. REGISTRATION, NAME, NATIONALITY, CARE.

The right to a legally registered name and nationality, and the right to know and, as far as possible be cared for by their parents.

8. PRESERVATION OF IDENTITY

Governments must respect and protect a child's identity and prevent their name, nationality or family relationships from being changes unlawfully

9. SEPARATION FROM PARENTS

Children must not be separated from their parents unless it is in the best interests of the child. A child must be given the chance to express their views when decisions about parental responsibilities are being made.

10. FAMILY REUNIFICATION

Governments must respond quickly and sympathetically if a child or parent apply to live together in the same country.

11. KIDNAPPING AND TRAFFICKING

Governments must take steps to prevent children being taken out of their home country illegally or being prevented from returning.

12. RESPECT FOR THE VIEWS OF THE CHILD

Every child has the right to say in all matters affecting them, and to have their views taken seriously.

13. FREEDOM OF EXPRESSION

Every child must be free to say what they think and to seek and receive information of any kind as long as it is within the law.

14. FREEDOM OF THOUGHT, BELIEF AND RELIGION

The right to think and believe what they want and to practice their religion as long as they are not stopping other people from enjoying their rights.

15. FREEDOM OF ASSOCIATION

The right to meet with other children and young people and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

16. RIGHT TO PRIVACY

The right to privacy. The law should protect the child's private, family and home life.

17. ACCESS TO INFORMATION FROM MASS MEDIA

The right to reliable information from the mass media. TV, radio, newspapers, and other media should provide information that children can understand.

18. PARENTAL RESPONSIBILITIES, STATE ASSISTANCE

Both parents share responsibility for bringing up their child and should always consider what is best for the child.

19. PROTECTION FROM ALL FORMS OF VIOLENCE

Governments' do all they can to ensure that children are protected from all forms of violence, abuse, neglect, and mistreatment by their parents or anyone else who looks after them.

20. CHILDREN DEPRIVED OF A FAMILY

If a child cannot be looked after by their family, governments must make sure they are looked after properly by people who respect the child's religion, culture and language.

21. ADOPTION

If a child is adopted, the first concern must be what is best for the child. The same protection and standards should apply whether the child is adopted in the country where they were born or not.

22. REFUGEE CHILDREN

If a child is a refugee or seeking refuge, governments must make sure they have the same rights as any other child. Governments must help in trying to reunite child refugees with their parents. Where this is not possible, the child should be given protection.

23. CHILDREN WITH DISABILITY

A child with a disability has the right to live a full and decent life in conditions that promote dignity, independence and an active role in the community.

24. HEALTH AND HEALTH SERVICES

Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food and a clean environment.

25. REVIEW OF TREATMENT IN CARE

If a child has been placed away from home, eg. in care, hospital or custody, they have the right to a regular check of their treatment and conditions of care.

26. SOCIAL SECURITY

Governments must provide extra money for the children of families in need.

27. ADEQUATE STANDARD OF LIVING

Every child has the right to a standard of living that is good enough to meet their physical, social and mental needs.

28. RIGHT TO EDUCATION

Every child has the right to an education. Primary education must be free. Secondary education must be available to every child. Discipline in schools must respect children's human dignity.

29. GOALS OF EDUCATION

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other culture, and the environment

30. CHILDREN OF MINORITIES

Every child has the right to learn and use the language, customs and religion of their family whether or not these are shared by the majority of the people in the country where they live.

31. LEISURE, PLAY AND CULTURE

Every child has the right to relax, play and join in a wide range of cultural and artistic activities.

32. CHILD LABOUR

Governments must protect children from work that is dangerous or might harm their health or education.

33. DRUG ABUSE

Governments must protect children from the use of illegal drugs.

34. SEXUAL EXPLOITATION

Governments must protect children from sexual abuse and exploitation.

35. ABDUCTION

Governments must ensure that children are not abducted or sold.

36. OTHER FORMS OF EXPLOITATION

Governments must ensure that children are not abducted or sold.

37. DETENTION

No child shall be tortured or suffer cruel treatment or punishment. A child shall only ever be arrested or put in prison as a last resort and for the shortest time possible. Children must not be put in prison with adults and they must be able to contact their family.

38. WAR AND ARMED CONFLICTS

Governments must do everything they can to protect and care for children affected by war. Governments must not allow children under the age of 15 to take part in war or join the armed forces.

39. REHABILITATION OF CHILD VICTIMS

Children neglected, abused, exploited or tortured or who the victims of war must receive special help to help them recover their health dignity and self-respect.

40. JUVENILE JUSTICE

A child accused of or guilty of breaking the law must be treated with dignity and respect. They have the right to help from a lawyer and a fair trial that takes account of their age or situation. The child's privacy must be respected at all times.

41. RESPECT FOR BETTER NATIONAL STANDARDS

If the laws of a particular country protect the children better than the articles of the convention, then those laws must stay.

42. KNOWLEDGE OF RIGHTS

Governments must make the Convention known to children and adults.

45. UNICEF

UNICEF can provide expert advice and assistance on children's rights.

LEGAL FRAMEWORK

Restless Development is committed to exercising full compliance with all relevant UK and global safeguarding legislation. Key legislation in this area includes but is not limited to:

REHABILITATION OF OFFENDERS ACT (1974)

Applies to England, Scotland and Wales, and is aimed at helping people who have been convicted of a criminal offence and who have not re-offended since.

CHILDREN'S ACT (1989)

Provides the legislative framework for child protection in England. Key principles established by the act include:

- The paramount nature of the child's welfare.
- The expectations and requirements around duties of care for children.

UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD (1989)

Human rights treaty which sets out the civil, political, economic, social, health and cultural rights of children. The Convention defines a child as any human being under the age of eighteen, unless the age of majority is attained earlier under a state's own domestic legislation.

DATA PROTECTION ACTS (1998 & 2018)

Controls how personal information is used by organisations, businesses or the government. "Personal data" means any information relating to an identified or identifiable natural person.

ADOPTION AND CHILDREN ACT (2002)

Amended the Children Act 1989 by expanding the definition of "harm" to include witnessing domestic violence.

FEMALE GENITAL MUTILATION ACT (2003)

As amended by sections 73 and 74 of the Serious Crime Act 2015, makes provisions for FGM Protection Orders and the legal duty for regulated social care and health professionals and teachers to make a report to the police if a girl under 18 tells them she has undergone an act of FGM, or if they observe physical signs that a girl under 18 has undergone FGM.

CHILDREN'S ACT (2004)

Strengthens the 1989 Act. Encourages partnerships between agencies and creates more accountability.

SAFEGUARDING VULNERABLE GROUPS ACT (2006)

Established a single body to make decisions about individuals who should be barred from working with children and to maintain a list of these individuals.

CHILDREN AND YOUNG PERSONS ACT (2008)

Extends the statutory framework for children in care in England and Wales and to ensure that such young people receive high quality care and services which are focused on and tailored to their needs.

CARE ACT (2014)

Builds on recent reviews and reforms, replacing numerous previous laws, to provide a coherent approach to adult social care in England. Part one of the Act (and its Statutory Guidance) consolidates and modernises the framework of care and support law: it set out new duties for local authorities and partners, and new rights for service users and carers.

DEFINITIONS AND TERMINOLOGY

ADULT

A person aged 18 years and over.

ALLEGATION

A claim or assertion that an individual has done something wrong or illegal, which has yet to be proven.

CHILD / YOUNG PERSON

A child is defined in law (Children Act 1989, 2004 and Scottish equivalent) as anyone who has not reached their 18th birthday. Children therefore extends to children and young people, with young people typically identified in the 14 – 17 age range. Child protection legislation and guidance therefore only applies to those under Restless Development's duty of care up to that age. Restless Development however also works with those over the age of 18 and recognises its duty of care to all young people with whom it works, including those who can be described as vulnerable adults.

NB: Notions of children and childhood differ across countries and cultures, but Restless Development applies this standard in all locations.

CONSENT

Agreement freely given to an action based on knowledge and understanding of what is involved and its likely consequences.

CONFIDENTIAL INFORMATION

Information that is not normally in the public domain or readily available from another source, it should have a degree of sensitivity and value and be subject to a duty of confidence. A duty of confidence arises when one person provides information to another in circumstances where it is reasonable to expect that the information will be held in confidence. It is recognised that there are limits to confidentiality when working with children, young people and vulnerable adults.

DISCLOSURE

When a child or youth tells you or lets you know in some other way that she or he has been, or is being abused. A disclosure can be direct, indirect, or a third-party disclosure. You need to report all disclosures of abuse, no matter where or when they happened.

DUTY OF CARE

Duty of care is a common law concept that refers to the responsibility of the organisation and its individuals to protect as far as is reasonably possible, children, young people and vulnerable adults from harm; and to minimise as far as is reasonably practical the risk of injury.

PARTNER

Refers to any other individuals or organisations with whom Restless Development is in a working relationship. The nature of the partnership will determine whether it is subject to safeguarding scrutiny by Restless Development, e.g. performing a regulated activity, or working directly with children young people of vulnerable adults, or where there is potential for abuse of power.

PROTECTION

Protection includes ensuring that individual human rights, welfare and physical security are recognised, safeguarded and protected in accordance with international standards.

REGULATED ACTIVITY

This refers to certain roles carried out by employee and volunteer applicants in relation to children and vulnerable adults, for example personal care of a child or adult. Anyone wishing to carry out a regulated activity needs to go through certain checks to ensure they are suitable to carry out the activity. See Appendix 8 for a flowchart on what does and does not constitute a regulated activity. In the UK, all applicants to carry out a regulated activity require a DBS check.

VULNERABLE ADULT

An adult is vulnerable if they are or may be in need of care by reason of mental or other disability, age or illness, and who are or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation (Department of Health, Home Office 2000).

NB: Restless Development recognises that vulnerability can be a transient state, and that due to changes in environment, capacity or resources a person who was not before may become vulnerable – though it is possible to be just a temporary state. Other forms of vulnerability may be more permanent and pervasive.

LOCAL SAFEGUARDING MAPPING

This information does not need to be immensely detailed, but should provide sufficient information to allow country offices to understand the basics of local legal structures and safeguarding and child protection provision.

1. SUMMARY

- a) A summary of main protection risks facing children, young people and vulnerable adults locally, including details of common place / culturally accepted practices that maybe harmful.

2. STATUTORY CHILD PROTECTION – GOVERNMENT MINISTRIES ETC

- a) Details of any government bodies or agencies with statutory authority for the protection of children, young people and vulnerable adults. Include any names and contact details of Senior Officers.
- b) Summary of key points of legislation governing welfare / protection / or national frameworks that describe any policy or practice on child protection.
- c) Brief analysis of implementation and enforcement of legislation as far as it is known.

3. CRIMINAL INVESTIGATION / PROSECUTION – POLICE AND JUDICIARY

- a) Local police position on the investigation of criminal assault or abuse, and the likelihood of prosecution of such offences.
- b) Legal age of consent in country.
- c) Name and contact details of Senior Police Officer(s) to whom referrals can be made.
- d) Any other legal consequences of an allegation for the alleged perpetrator and / or victim.

4. OTHER AGENCIES – HEALTH SERVICES, NGOS, INTERAGENCY FORUMS

- a) Details of health and other services that may be accessed as part of victim support.
- b) Names and contact details of NGOs, other agencies (e.g. UNICEF, Save the Children), other relevant bodies and professional networks (e.g. paediatric or child psychology services, child care centres, and any other agencies that might offer expert advice and assistance), including any local joint arrangements for dealing with child protection issues.

5. COMMUNITY

- a) Details of health and other services that may be accessed as part of victim support.
- b) Names and contact details of NGOs, other agencies (e.g. UNICEF, Save the Children), other relevant bodies and professional networks (e.g. paediatric or child psychology services, child care centres, and any other agencies that might offer expert advice and assistance), including any local joint arrangements for dealing with child protection issues.
- c) Any social consequences of an allegation for the alleged perpetrator and / or victim.

LOCAL SAFEGUARDING MAPPING

DATE:

COUNTRY:

1. SUMMARY

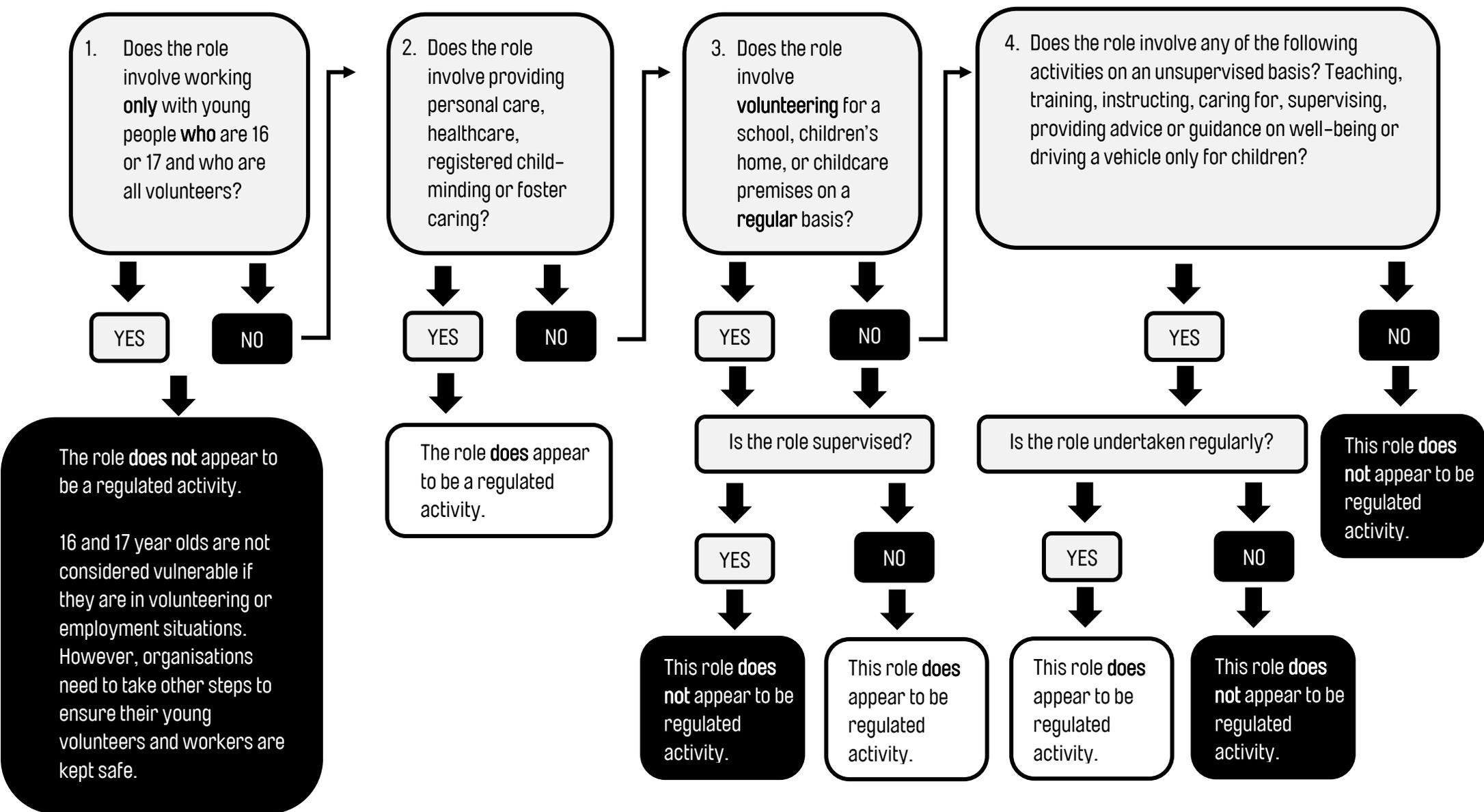
2. STATUTORY CHILD PROTECTION – GOVERNMENT MINISTERIES

3. CRIMINAL INVESTIGATION / PROSECUTION – POLICE AND JUDICIARY

4. OTHER AGENCIES – HEALTH SERVICES, NGOS, INTERAGENCY FORUMS

5. COMMUNITY

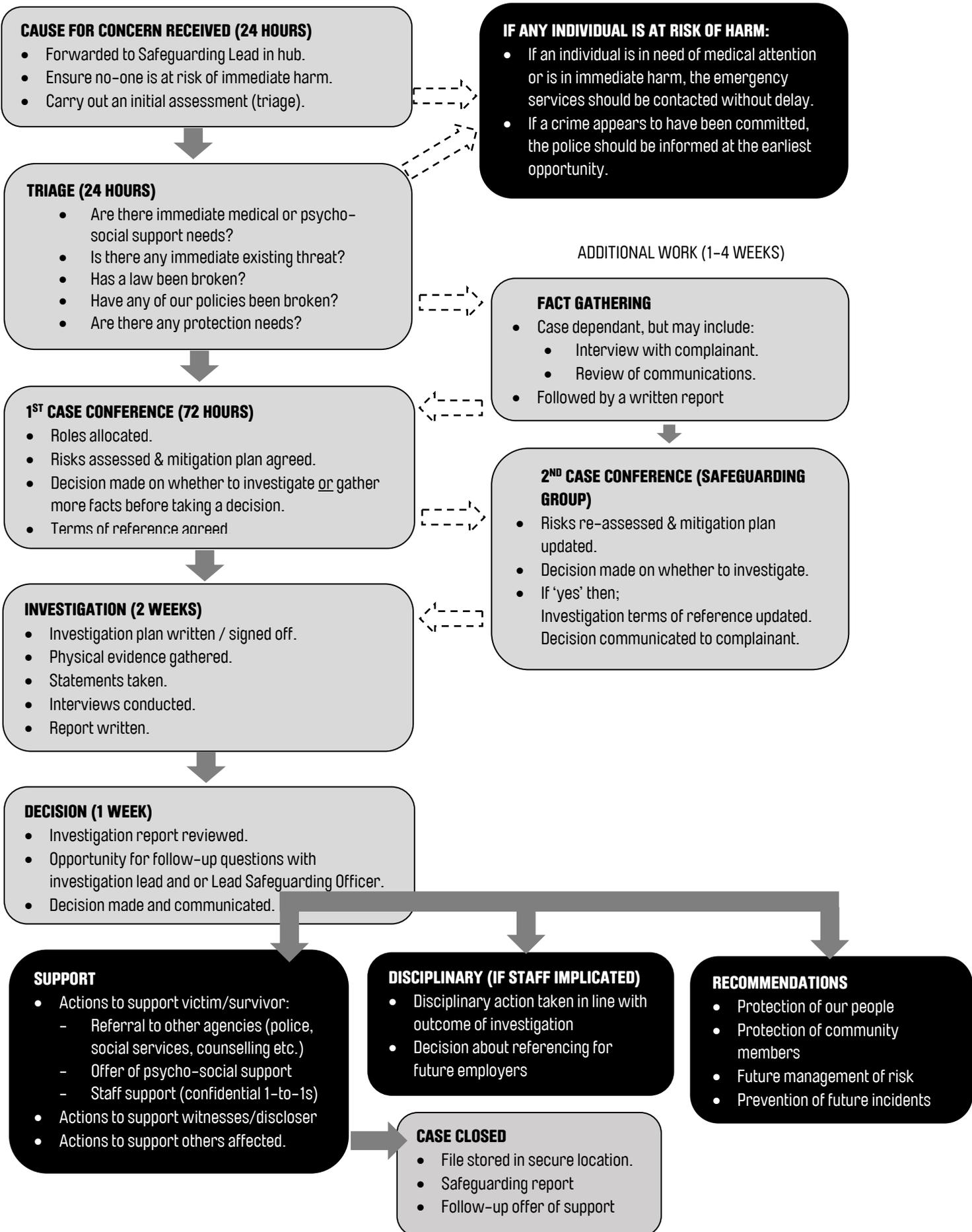
REGULATED ACTIVITY



The role **does not** appear to be a regulated activity.

16 and 17 year olds are not considered vulnerable if they are in volunteering or employment situations. However, organisations need to take other steps to ensure their young volunteers and workers are kept safe.

SAFEGUARDING INVESTIGATION FLOWCHART



SAFEGUARDING INVESTIGATION

TERMS OF REFERENCE

DATE OF COMISSION:**TIME FRAME:****INVESTIGATOR(S):**

ROLE	NAME	POSITION
PRINCIPAL DECISION MAKER		
LEAD INVESTIGATION		

OBJECTIVE*(To ascertain if / whether...etc)***INTERVIEWEES'**

NAME	POSITION	DESIGNATION
		ALLEGED SURVIVOR
		SUBJECT OF COMPLIANT
		WITNESS

PARTNERSHIP CONSIDERATION TOOL

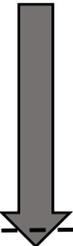
OPPORTUNITY TO WORK IN PARTNERSHIP



DOES PARTNERSHIP INVOLVE WORK WITH CHILDREN, YOUNG PEOPLE, OR VULNERABLE ADULTS, OR ANY POTENTIAL SAFEGUARDING RISK?

STEP 1

YES



NO



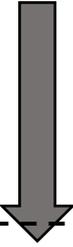
CONTINUE WITH SCREENING PROCESS



DOES THE PARTNER HAVE A SAFEGUARDING POLICY?

STEP 2

YES



NO



REVIEW PARTNERSHIP VIABILITY



DOES IT MEET RESTLESS DEVELOPMENT'S STANDARDS?

STEP 3

YES



NO



CONTINUE WITH SCREENING PROCESS



CAN DEFERRAL BE MADE TO RESTLESS DEVELOPMENT'S POLICY?

STEP 4

YES



NO



CONTINUE WITH SCREENING PROCESS

REVIEW PARTNERSHIP VIABILITY



CONSENT FORM – USE OF IMAGES

NOTE: All photographs, videos, or other images will be taken in accordance with the standards and ethics laid out in the Global Safeguarding Policy.

Restless Development will take all reasonable steps to see that images are kept securely and used for the purposes for which they were intended.

CONSENT: Where an individual is not able to read this form, it should be used to provide careful explanation of the contents and permissions it contains.

Where an individual under 18 does not have a parent / guardian / carer present to provide consent, a judgement should be made regarding the individuals capacity to provide informed consent.

LEGAL REQUIREMENT: As part of the 1998 Data Protection Act it is a legal requirement in the UK to obtain consent before using any images of a child or young person under 18 years of age in a public setting.

CONSENT AGREEMENT:

- I understand that Restless Development may photograph, film, and record me, and may use my image and name as well as use written materials like drawings and transcribed statements from me to help tell a story, and to support and promote its work both inside and outside the organisation.
- I agree that these materials may also be used to help support and promote the work of Restless Development by its licensees, other individuals, businesses, organisations, or government agencies with whom Restless Development works. Some examples may include websites, events, presentations and publications.
- I understand Restless Development will only use these materials for charitable purposes, and not for the profit of any business
- Restless Development will not include my personal email address, postal addresses or telephone number(s).
- I knowingly provide informed consent for the above.

AGREED TO AND ACCEPTED BY PARTICIPANT:

PRINTED NAME:

SIGNATURE:

BIRTH DATE:

TODAYS DATE:

PHONE NUMBER AND ADDRESS:

FOR PARENTS AND OR GUARIANS FOR SUBJECTS UNDER THE AGE OF 18:

I hereby certify that I am the parent / guardian of:

and I hereby consent to the use of their image in-line with the parameters outlined above.

PRINTED NAME AND SIGNATURE:

TODAYS DATE:

PHONE NUMBER AND ADDRESS:

VISITOR AGREEMENT FORM

To be completed by each visitor to a community in which Restless Developments operates in, or is associated or affiliated with:

The following agreement has been drawn up for your best interests and in the interests of the children, young people and vulnerable adults in the communities in which Restless Development operates.

ALL visitors must complete this form. Please read the organisations Global Safeguarding Policy, and the Code of Conduct prior to signing this agreement.

VISITOR AGREEMENT

- I will not arrange to meet any of the children, young people, or vulnerable adults with whom Restless Development works, without a member of Restless Development present.
- I agree not to give any personal contact details (e.g. address / telephone number / email address) to any child, young person, vulnerable adult with whom Restless Development works, or to their family or community.
- I agree not to discuss, offer or agree to the provision of direct financial support to any individual or group in anyway associated with Restless Development.
- I agree that I will abide by the standards and ethics of photography laid down in the Global Safeguarding Policy.
- In addition, I agree that any and all photographs taken will be for personal use and I will not publish them on the internet or on any other printed material(s) without prior permission of Restless Development.
- I will not hold the organisation responsible for any injuries, accidents or illness that may occur during the visit. If not covered by Restless Development, I understand that it is my responsibility to ensure that I have appropriate and comprehensive insurance, and that I have received all relevant vaccinations.
- I agree to conduct myself in a way that is in accordance with the values of Restless Development. I understand that it is important to show respect to the staff, volunteers and communities I meet and to take into consideration the cultural sensitivities of the country I am visiting.

I hereby agree to all of the above conditions and guidelines with regard to my visit. I understand that Restless Development reserves the right to terminate my visit for any reason, and in particular if any of these conditions are breached.

SIGNED:

DATE:

PROPOSED VISIT DATE:

LOCATION:

RESTLESS DEVELOPMENT CONTACT:

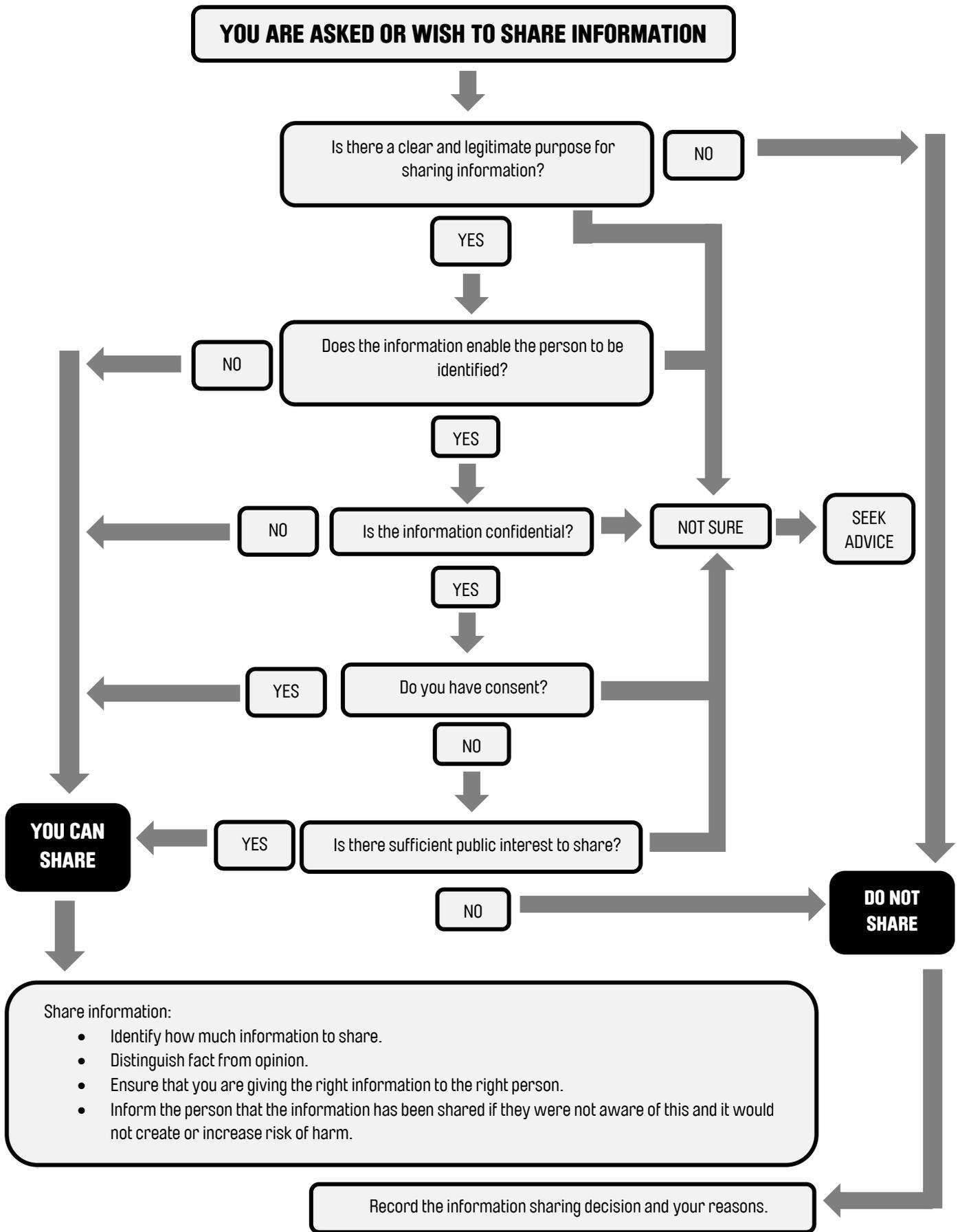
YOUR NAME:

YOUR ADDRESS:

POSTCODE:

Thank you for taking the time to complete this form. Thank you also for helping us to see that your visit is safe and successful.

INFORMATION SHARING FLOWCHART



GOLDEN RULES FOR INFORMATION SHARING

DATA PROTECTION ACT 1998

- Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

GENERAL DATA PROTECTION REGULATION 2018

- Charities are currently operating in an environment where the regulatory burden for data protection is increasing. Restless Development is aware of the increased level of compliance over the sharing, retention and disposal of confidential data and is committed to storing data in line with the most up-to-date legislation. With regards confidential data related to safeguarding, this must be managed at all times according to a strict need to know basis and to protect the identities and personal details of children, young people and vulnerable adults.

OPENESS

- Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be, shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

ADVICE

- Seek advice if you are in any doubt, without disclosing the identity of the person where possible.

CONSENT

- Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.

BEST INTERESTS

- Consider safety and wellbeing: base your information-sharing decisions on considerations of the safety and wellbeing of the person and others who may be affected by their actions.

APPROPRIATE

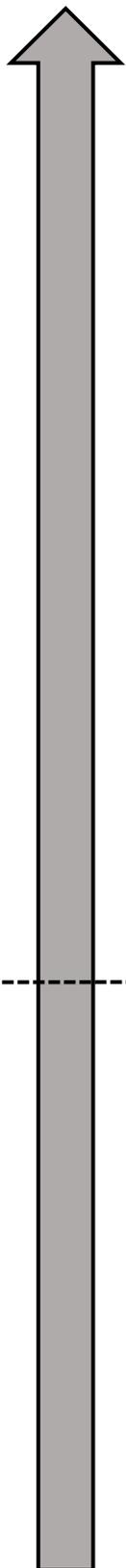
- Necessary, proportionate, relevant, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.

RECORD KEEPING

- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

HART'S LADDER OF PARTICIPATION

YOUTH PARTICIPATION



YOUTH INITIATED – SHARED DECISIONS WITH ADULTS
Youth-led activities, in which equal decision making is shared between youths and adults working as equal partners.



YOUTH INITIATED AND DIRECTED
Youth-led activities with little input from adults.



ADULT INITIATED – SHARED DECISIONS WITH YOUTH
Adult-led activities, in which decision making is shared with youth.



CONSULTED AND INFORMED
Adult-led activities, in which youth are consulted and informed about how their input will be used and the outcomes of adult decisions.



ASSIGNED BUT INFORMED
Adult-led activities, in which youth understand purpose, decision making process, and have a role.



TOKENISM
Adult-led activities, in which youth may be consulted with minimal opportunities for feedback.



DECORATION
Adult-led activities, in which youth understand purpose, but have no input on how they are planned.



MANIPULATION
Adult-led activities, in which youth do as directed without understanding the purpose for the activities.



SIGNPOSTING – UK AGENCIES

LOCAL AUTHORITY	
Lambeth safeguarding children board (LSCB)	020 7926 3344
Out of hours emergency	020 7926 1000
Local Authority Designated Officer (LADO)	Sumayyah Hart 020 7926 4679
ASSAULT AND ABUSE	
NSPCC	0800 800 5000 www.worriedneed2talk.org.uk/directory
Childline	0800 1111
Churches Child Protection Advisory Services	0845 120 4552
Rape Crisis	0808 802 9999 www.rapecrisis.org.uk
Refugee Domestic Abuse	0808 200 247
MENTAL HEALTH	
MIND	0845 766 0165 www.mind.org.uk
Relate	0300 100 1234
Parentline Plus (Helpline) Confidential and anonymous helpline for parents on any parenting issue	020 7284 5500 0808 800 2222
SANE	0845 767 8000 (12 noon – 2am) www.sane.org.uk
Samaritans	08457 90 90 90
Bereavement and Advice and Support	www.survivingsuicide.com www.crusebereavementcare.org
SEXUALLY TRANSMITTED INFECTIONS	
National AIDS/HIV helpline	0800 567 123
Jewish Aids Trust	0181 200 0369
Terence Higgins Trust	0845 1221 200 www.tht.org.uk
SEXUALITY	
London Lesbian and Gay Switchboard	0171 837 7324 www.ligs.org.uk
Bisexual helpline	0181 200 0369
Stonewall	www.stonewall.org.uk
CONTRACEPTION, PREGNANCY AND SEXUAL HEALTH	
Brook Advisory Centres	0800 0185 023 www.brook.org.uk
Marie Stopes	https://www.mariestopes.org.uk/
Respect Yourself	http://respectyourself.info/
FEMALE GENITAL MUTILATION	
Forward	+44 (0)208 960 4000, extension 1 http://forwarduk.org.uk/
Plan UK	http://www.plan-uk.org/because-i-am-a-girl/female-genital-mutilation-fgm/
Childline	0800 1111 www.childline.org.uk
DRUGS AND ALCOHOL	
Drinkline	0300 123 1110
Addiction	www.addiction.co.uk
Alcoholics Anonymous Great Britain	www.alcoholics-anonymous.org.uk
Al-Anon	0207 40 30 888 (10am – 10pm) www.al-anonuk.org.uk
National Association for the Children of Alcoholics	0800 358 3456
NHS Choices	Alcohol support services pages
Talk to Frank	www.talktofrank.com

USEFUL RESOURCES

- [Safeguarding support for NGOs \(Bond\) \(2018\)](#)
- [DFID Due Diligence for Safeguarding \(2018\)](#)
- [Enhanced Due Diligence in Safeguarding for External Partners \(2018\)](#)
- [Safeguarding in the Aid Sector – statement to UK parliament \(2018\)](#)
- [Information Sharing – Advice for practitioners providing safeguarding services to vulnerable children, young people, parents and carers \(2015\)](#)
- [Keeping Children Safe](#)
- [General Data Protection Regulation 2018](#)
- [Multi-Agency Practice guidelines: Female Genital Mutilation](#)
- [Safeguarding for Trustees – Charity Commission Guidance \(2018\)](#)
- [Department of Health – Regulated activity](#)
- [The Charity Commission – Charities: How to protect vulnerable group, including children](#)
- [The Care Act 2014 Part 1: Fact sheets](#)
- [Child Protection Working Group](#)
- [Child Rights International Network](#)
- [Department of Health – Regulated Activity \(Adults\)](#)
- [UN Resolution ST/SGB/2003/13](#)

SAFEGUARDING:

MY RESPONSIBILITIES

**RESTLESS
DEVELOPMENT**
THE YOUTH-LED DEVELOPMENT AGENCY

1. RECOGNISE
2. RESPOND
3. RECORD
4. REPORT

YOUR SAFEGUARDING LEADS – country director (Hubs), Kate Muhwezi/John Loveday (International)

FOR CONFIDENTIAL DISCLOSURES – confidential@restlessdevelopment.org