



Policy Name	:	Safeguarding and Welfare Policy
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1. Introduction

Ensuring the safety and protection of their beneficiaries is an essential aspect of all charities work. Unless individuals are safe and treated well, with dignity and respect, it is impossible for them to realise their potential or to benefit fully from the work and activities supported by C40.

Over recent years, there has been increasing recognition of the way in which vulnerable people can be at risk of harm from organisations and institutions that are supposed to help them, either as a result of abuse and exploitation by individuals in positions of trust, or via programme activities in general.

As a consequence, there has been a significant increase in the efforts made by charities to ensure that no harm comes to beneficiaries or target communities from contact with their staff and associates or as a result of any of the organisation's activities. This duty of care extends beyond statutory safeguarding requirements.

C40 does not engage in any activity with children or vulnerable adults which is regulated by safeguarding legislation but it does take seriously its obligations to operate in such a way as to ensure so far as is possible, that its work causes no harm to anyone with whom it engages.

Given these obligations and in light of widely recognised risks, C40 has developed this policy to promote protection for all those people it comes into contact with as well as staff and volunteers within C40 itself and the partner organisations with which we work.

Should there be contact with vulnerable groups, C40 takes responsibility for ensuring it is doing all it can to protect such groups from all forms of harm, including abuse, neglect and exploitation and to ensure appropriate action is taken if such harm occurs.

2. Understanding Risks

It is clear that vulnerable persons can be harmed, or put at risk of harm, by organisations and institutions, and that abuse of vulnerable groups can happen in all types of organisations. Such harm may result from unintentional acts or deliberate actions.

Unintentional acts may lead to harm due to a lack of 'due diligence' or competence or through organisational negligence, such as inadequate care and supervision, lack of policies, procedures and guidance to inform programming and practice, or lack of staff compliance with legal requirements. Also, deliberate actions may be taken by people with intent to abuse vulnerable people.

3. Scope of This Policy

3.1 For C40 Staff and Contractors

Compliance with this policy is mandatory for all C40 staff, and compliance forms part of the contract of employment. For the purposes of this policy 'staff' is defined as anyone who works for, or is engaged by C40, either in a paid or unpaid, full time or part time capacity. This includes directly employed staff, contractors, agency staff, consultants, volunteers and interns.

3.2 For Board Members and Trustees

As board members and trustees act at all times in the best interests of C40 and its ultimate beneficiaries, they are also expected to comply with this policy. This expectation is made clear to board members and trustees through induction and the Trustee Code of Conduct.

3.3 For Partnership Organisations

This policy also applies to other organisations with whom C40 works. C40 expects that the principles and approaches already shared with partnership organisations mean that they will fully support the values and commitments set out in this policy. C40 recognises that some will already have protection policies and associated measures in place. Where this is the case they should have no difficulty in also complying with the standards set out in this policy.

4. Statement of Commitments

C40 commits to taking all reasonable measures to ensure vulnerable groups impacted by projects & programmes delivered and/or supported by C40 are protected as far as possible from harm, including exploitation, neglect and abuse of all kinds.

C40 commits to:

- Developing a 'safety culture' within C40 that creates and maintains protective environments
- Ensuring C40 staff and board members are fully cognisant of protection issues
- Increasing understanding and raising awareness of staff within the organisation of protection risks
- Taking appropriate and proportionate action if the policy is not complied with
- Developing criteria so that staff understand what constitutes non-compliance
- Making sure protection considerations are integrated into all aspects of the organisation
- Ensuring all staff are aware of their responsibilities to report concerns and of steps to take/who to go to in order to report such concerns

5. Embedding Organisational Commitment

In order to make its policy commitments a practical reality, C40 will instigate and/or strengthen a range of measures that focus on making sure the policy and associated procedures are in place, that people are supported to understand and work within the provisions of the policy, that it is fully and effectively integrated into all of our activities, and that it is subject to monitoring and review.

C40 staff will receive regular training/briefing on their responsibilities and obligations under this policy.

Staff (and trustees) will be expected to acknowledge and accept their responsibilities under this policy. Breaches of this policy by staff will be treated seriously and will be treated as a potential cause for disciplinary action.

6. Reporting and Responding to Concerns

C40 staff are required to immediately report any concerns of possible/actual harm, including abuse, exploitation, and neglect and policy non-compliance, or risk of such, resulting from

action or inaction by anyone covered by this policy. In the first instance these should be reported to the Director of Corporate Services.

We are committed to reporting any incidents to the appropriate regulatory bodies (e.g. the Charity Commission for England and Wales) and government departments or funding bodies, as required. Where there is evidence that criminal activity may have taken place, the Director of Corporate Services will be responsible for reporting to the relevant police and/or safeguarding authorities as appropriate.

C40 has implemented a *Whistleblowing* policy aimed at encouraging a culture of openness and accountability wherein staff are confident that they can raise any matter of genuine concern without fear of reprisal in the knowledge that they will be taken seriously and that matters will be investigated appropriately and regarded as confidential.

C40 will develop strategies and tools to ensure effective implementation of this policy and to enable C40 and others to monitor its performance.

Existing systems for risk management, due diligence, monitoring and evaluation, audit and review, and other organisational performance mechanisms will be adapted to include indicators and processes by which implementation of the safeguarding policy can be measured.

7. Related Policies

- Whistleblowing Policy
- Recruitment Policy
- Disciplinary Policy
- Code of Conduct
- Dignity at Work

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