

EIA UK Safeguarding Vulnerable Adults and Children and Young People Policy

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The Environmental Investigation Agency UK 's (EIA UK) work does not include working directly with people as a service provider. Staff will only come into contact with, vulnerable adults, children and young people, outside the organisation, very occasionally. However, it is still important to have a policy and procedure in place to deal with situations which may arise.

This policy will enable EIA UK to demonstrate its commitment to keeping safe the adults, vulnerable adults, children and young people with whom it may come into contact with.

EIA UK acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff, directors, trustees, volunteers and the senior management committee can work to prevent abuse and know what to do in the event of abuse.

- 1** This policy statement and procedures have been drawn up to enable EIA UK to;
 - promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
 - to ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
 - and to stop that abuse occurring.

- 2** This policy and procedures relate to the safeguarding of vulnerable adults, children and young people.

Vulnerable adults are defined as;

- People aged 18 or over.
- Who are receiving or may need community care services because of learning, physical or mental disability, age, or illness.
- Who are or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

- 3** This policy applies to all staff, including senior managers, management committee members, trustees, paid staff, volunteers, agency staff, students and anyone working on behalf of EIA UK.

In order to implement the policy, EIA UK will work to;

- promote the freedom and dignity of the person who has or is experiencing abuse.
- promote the rights of all people to live free from abuse and coercion.
- ensure the safety and well-being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing.
- recruit staff and volunteers safely, ensuring all necessary checks are made.
- provide effective management for staff and volunteers through supervision, support and training.
- EIA UK's local partners in-country are expected to abide by these policies as part of our funding agreement with them.

- 4** EIA UK;

- will ensure that all management committee members, trustees, staff, volunteers are familiar with this policy and procedures.
- will immediately inform SMT where a person is in danger, a child is at risk or a crime has been committed.
- will ensure that the Designated Named Person understands his/her responsibility to refer incidents of abuse to the relevant statutory agencies.

The Designated Named Person for Safeguarding in EIA UK is **Bill Dishington**.

They should be contacted for support and advice on implementing this policy and procedures.

EIA Safeguarding Procedure

Introduction

The Environmental Investigation Agency UK [EIA UK.] wishes to ensure that people who come into contact with the organisation are respected and protected from abuse.

These procedures recognise that abuse can be a difficult subject for staff to deal with.

EIA UK is committed to the belief that the protection from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all managers, trustees of the organisation, senior management team members, staff and volunteers and staff and volunteers, of partner organisations, act appropriately in response to any concern around abuse.

Preventing abuse

EIA UK is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place and that all those that come into contact with EIA UK will be treated with respect.

Therefore, this policy should be read in conjunction with the following policies:

- Equality and Diversity
- Volunteers
- Complaints
- Whistle Blowing
- Confidentiality
- Disciplinary and Grievance
- Data Protection
- Recruitment and Selection

These are all available on the organisation's intranet.

EIA UK is committed to safer recruitment policies and practices for paid staff, trustees and volunteers. This may include ensuring references are taken up and adequate training on safeguarding is provided for staff and volunteers.

The organisation will work within the current UK legal framework or the legal system of the appropriate country for reporting people that are abusers.

Information will be available about abuse and the complaints policy and safeguarding policy statement will be available to partner organisations that we work with.

Partner organisations and their staff will be expected to understand the importance of safeguarding and have copies of EIA's , or have developed their own safeguarding procedures.

While working abroad staff are expected to behave according to our code of conduct at all times and respect the local legal system Whilst recognising that local laws and cultures differ considerably from one country to another, staff are expected to uphold local law wherever they operate, except where our policies are more stringent, in which case they apply

Recognising the signs and symptoms of abuse

EIA UK is committed to ensuring that all staff, the senior management committee, trustees, directors and volunteers are aware of signs and symptoms of abuse. EIA UK will ensure that the Designated Named Person and other members of staff, trustees and volunteers have access to training around Safeguarding.

“Abuse is a violation of an individual’s human and civil rights by any other person or persons” (No Secrets: Department of Health, 2000)

Abuse includes:

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits

- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

Designated Named Person for safeguarding adults

EIA UK has an appointed individual who is responsible for dealing with any Safeguarding concerns. In their absence, a deputy will be available for workers to consult with. The Designated Named Person(s) for Safeguarding Adults within EIA UK is/are:

Designated Named Person for Safeguarding **Bill Dishington**

Work Telephone number +44 20 7354 7966

Mobile Number +44 7824467747

Emergency Contact Number As Above

Name of deputy person Julian Newman

Work telephone number +44 20 7354 7965

Should either of these named people be unavailable then senior management committee members, trustees, directors, staff or volunteers should contact the appropriate authority directly.

The roles and responsibilities of the named person(s) are:

- to ensure that all staff are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing, or has experienced abuse or neglect.
- to ensure that concerns are acted on and clearly recorded.
- to follow up any referrals and ensure the issues have been addressed.
- consider any recommendations from the Safeguarding Adults process
- to reinforce the utmost need for confidentiality and to ensure that staff are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- to ensure that staff working directly with people who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
- if appropriate staff will be given support and afforded protection if necessary under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and its outcome

Responding to people who have experienced or are experiencing abuse

EIA UK recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call for medical help if required
- To call the enforcement authorities if a crime has been committed
- To preserve evidence
- To keep yourself other staff and the person(s) involved safe
- To inform the Designated Named Person in the organisation
- To record what happened in the file where safeguarding concerns will be recorded

All situations of abuse or alleged abuse will be discussed with the Designated Named Person or their deputy. If a member of the senior management committee, a trustee, staff member or volunteer feels unable to raise this concern with the Designated Named Person or their deputy then concerns can be raised directly with the appropriate authority. The alleged victim will be told that this will happen.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral will be made to the appropriate authority.

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.