

SAFEGUARDING POLICY

Safeguarding Policy

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THE LONDON INSTITUTE PROPRIETARY INFORMATION

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Change Record

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1.	1/11/2021	Executive Board	Various modifications made based on The Small Charity Support website

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SAFEGUARDING POLICY

Safeguarding Policy: For Children and Vulnerable Adults

The London Institute of Social Studies (The London Institute) ACCEPTS that this policy applies to all persons – Trustees, Members, Staff, Associates and Volunteers – involved with The London Institute.¹

This policy establishes The London Institute's approach to safeguarding and welfare of the children and vulnerable adults to prevent any harm when they are in contact with our staff, senior member or volunteer.

1. Purpose

- To endorse and prioritise the safety and well-being of children and vulnerable adults.
- To provide assurance to parents and guardians.
- To make sure that at any time or at any level we identify risks or suspicious behaviour, the London Institute will highlight them and seek to ensure that necessary steps will be taken vigorously.
- To respond appropriately to any disclosure by a child, or adult, of maltreatment or abuse.
- To be vigilant and alert to the risks that potential abusers may pose.
- To establish a safe environment for children and vulnerable adults.

2. The scope of the policy

This policy is to be used by any member of the board of directors, trustees, staff or volunteer working directly with children and adults at risk.

The policy applies to any children or adults at risk with whom we are in contact in the course of our work.

3. The definition

3.1. General

- The London Institute / Charity / Institute / We / Our: The London Institute of Social Studies
- Board: Trustee Board

¹ Adapted from <https://www.smallcharitysupport.uk/index.php/example-policies>

3.2. The definition of maltreatment of a child

3.2.1. Physical abuse

Any type of physical harm to a child such as hitting, pushing, shaking, slapping, or scratching.

3.2.2. Emotional abuse

Any type of insistent emotional maltreatment of a child which affects his/her emotional development such as meaning that he/she is worthless, inadequate, unloved or not valued.

3.2.3. Neglect

Failure to meet a child's basic physical or emotional needs is likely to result in serious impairment of the child's health or development.

3.2.4. Sexual abuse

This includes any type of conduct forcing a child to take part in sexual activities. This may involve physical contact activities or non-contact activities such as seeing or receiving or sending sexually suggestive emails or text messages, inappropriate behaviour on the internet, children looking at pornographic images, or encouraging children to act in sexually inappropriate ways.

3.2.5. Bullying

Bullying is deliberately hurtful behaviour that repeats over a period of time, where it is difficult for those bullied to defend themselves. Physical bullying includes hitting, kicking, theft, verbal bullying includes racist or homophobic remarks, threats, name-calling, and emotional bullying includes isolating an individual from the activities and social acceptance of their peer group. This can also involve online activities and games.

3.3. The definition of an abuse of an adult at risk

Abuse of an adult at risk is a violation of an individual's human and civil rights by another person/s. Abuse may consist of single or repeated acts.

3.3.1. Emotional/psychological

Including emotional abuse, threats, deprivation of contact, humiliation, harassment, intimidation, verbal abuse or isolation.

3.3.2. Physical abuse

Including hitting, pushing, slapping, kicking or inappropriate sanctions.

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3.3.3. Sexual abuse

This includes any sexual act to which the adult did not, or could not, consent.

3.3.4. Financial abuse

This includes theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, and misusing possessions or benefits.

3.3.5. Discriminatory abuse

This includes harassment based on a person's ethnicity, race, culture, sexual orientation, age or disability.

4. Who is a child and a vulnerable adult?

4.1. Child/young person

A child or young person means someone who is under 18 years of age, that is, has not reached their 18th birthday.

4.2. Adult at risk

Any person aged eighteen or over who –

- Is or may be in need of community care services by reason of mental or other disability, age or illness; and
- Is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

5. Principles and procedure

This policy displays how the London Institute implements safeguarding for children and adults at risk with whom they come into contact during any work of the London Institute.

The London Institute sets the rules with this policy so that everyone within the organisation accepts their responsibilities for safeguarding children and adults at risk from maltreatment, abuse and neglect. This means the London Institute is committed to following the procedures below to protect children and vulnerable adults about their welfare.

5.1. Before any concern occurs:

5.1.1. Raising awareness

The London Institute has to make sure that all staff, volunteers and senior management team are made aware of this policy and that they are given an induction in detail.

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5.1.2. DBS checks

The London Institute has to make sure that all staff, volunteers and senior management team have DBS certificates.

5.1.3. Disclosure of a criminal record and the recruitment of ex-offenders

The London Institute's welcomes applications from ex-offenders and has a recruitment of ex-offenders policy. In such circumstances the senior management team will consider the situation and the decision will include the individual's explanation and assessment of the level of risk.

5.1.4. Roles and responsibilities

The director of the London Institute is the designated safeguarding person. Any member of the London Institute is responsible for any misconduct they commit themselves and they are responsible to act vigorously if they witness any wrongdoing.

5.2. Dealing with suspicious behaviour or a reported allegation

5.2.1. Considering an action

The director will carefully consider the appropriate action. This may require contacting relevant external agencies namely the police, social services or NSPCC.

5.2.2. Action

When there is an immediate and significant danger the member of the London Institute should make direct referrals to the police prior to consulting with their manager.

5.2.3. Misconduct

If there is a misconduct committed by a senior member of the London Institute rule 5.2.2 applies. The staff or volunteers should report to external agencies immediately.

5.2.4. Contact details of relevant agencies

The Police: Call 999

Local Authority Child Protection Team: The telephone number can be found at <https://www.gov.uk/report-child-abuse-to-local-council>

NCPCC: Call 0808 800 5000 or e-mail help@nspcc.org.uk

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6. Data protection and confidentiality

The London Institute complies with the Data Protection Act 1998 and applies strict confidentiality.

7. Implementation

The rules in this regulation are carried out by the Executive Director.

THE LONDON INSTITUTE

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