

Safeguarding Policy and Procedures WAYout – Worldwide Arts for Youth

WAYout makes a positive contribution to a strong and safe community in the areas it works in – primarily Sierra Leone to date - and recognises the right of every individual to stay safe.

WAYout comes into contact with young people and vulnerable adults through the following key activities:

- Management and operations of our WAYout Hub, which provides a free studio, film-making facilities and creative training opportunities to street and disadvantaged youth, and operates an open door policy to street and disadvantaged youth and vulnerable adults
- Our outreach activities, working in slum areas, refugee settlements, and areas with high populations of street youth
- Our partner projects with NGOs working with street and disadvantaged young men and women.

The types of contact with young people and vulnerable adults will be regulated and controlled.

This policy seeks to ensure that WAYout undertakes its responsibilities with regard to protection of youth and vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

2. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of young people and vulnerable adults wherever possible. In contrast, youth and adult *protection* is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

Definition of youth

Youth are young adults, 18 plus but WAYout also comes in to contact with 16-18 year olds.

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is homeless
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser

3. Responsibilities

All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people – including beneficiaries - in developing safe practices.

Additional specific responsibilities

The Designated Senior Manager in Sierra Leone is Gibrilla Kamara. This person's responsibilities are to

- Promote the welfare of young people and vulnerable adults as a core part of the work of WAYout and this policy
- Ensure this policy is accessible and implemented, and that all WAYout Sierra Leone staff and beneficiaries are made aware of the policy.
- Keep up to date with Sierra Leone policies and legislation around safeguarding
- Develop and maintain effective links with relevant Sierra Leone agencies and services
- Take forward concerns about responses to the Designated Trustee
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Investigate and record any instances of breach of this policy, including complaints raised by staff, volunteers or beneficiaries.

- Tackle any instances of breach of this policy, through the use of investigation and, where necessary, disciplinary procedures.
- Escalate any substantial concerns to the Designated Trustee, and where necessary, act on concerns by notifying authorities.

The designated Trustee is Hazel Chandler, who's responsibilities include:

- The policy is in place and appropriate and reviewed on a regular basis with the Designated Senior Manager to ensure it is still appropriate.
- Liaise with and monitor the Designated Senior Manager work and management of the policy
- Sufficient resources are allocated to ensure that the policy can be effectively implemented
- Ensure staff and volunteers have access to appropriate training and information, where necessary
- Keep up to date with UK policies and legislation around safeguarding. The Designated Senior Manager should report any substantial or ongoing concerns to the Lead Trustee, Hazel Chandler, who will then advise on next steps and reporting to the authorities.

4. Implementation Stages

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

- Whistleblowing Policy
- Grievance and disciplinary procedures
- Health and Safety policy
- Data/Privacy policy
- Equal Opportunities policy
- Staff induction and training

Staff Appointment

WAYout ensures safe staff appointment through the following processes:

- Role descriptions for all roles involving contact with vulnerable adults will contain reference to safeguarding responsibilities.
- WAYout is most likely to employ staff who have come up through WAYout as understanding beneficiaries through direct experience is one of the conditions of employment. questions are based on the relevant job description and person specification and experience of homelessness and WAYout aims

DBS Checks and Child Protection Systems

WAYout does not normally work with children but in the event of so doing WAYout is committed to working in line with the Ministry of Social Welfare, Gender and Children's Affairs Child Protection System in Sierra Leone. In addition, WAYout commits resources to providing DBS check on UK-based staff and volunteers whose roles involve contact with vulnerable adults, and for UK volunteers working in Sierra Leone.

WAYout will also ensure that UK-based staff and roles are regularly reviewed through a 3 year rolling programme of re-checking DBS's is in place for holders of all identified posts.

Service delivery contracting and sub contracting

Contracts, memorandums of agreement and service level agreements for partnership delivery work will include arrangements for safeguarding and non compliance procedures, where appropriate.

5. Training and support for staff

WAYout commits resources for induction, training of staff and volunteers, communications and support mechanisms in relation to Safeguarding and vulnerable adult protection.

Support will include

i) Training

All staff who, through their role, are in contact with vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:

- A review of safe working practices, understanding the alert guide for adult safeguarding.
- Discussion of the Safeguarding Policy and related policies (and confirmation of understanding)
- Ensure familiarity with reporting processes, the roles of the Designated Senior Manager (and who acts in their absence)

ii) Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: telephone, whatsapp, signal, email

- Regular reviews as part of monthly staff meetings of issues raised and clarifications needed around Safeguarding
- Regular reviews as part of quarterly Board meetings agenda, covering issues raised and measures taken

- Engagement with other NGOs to discuss procedures and best practice.
- Facilitation of focus groups and 1:1 sessions with beneficiaries to discuss any safeguarding concerns.
- Six monthly refreshers included in general policy refresher sessions.

lii) Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. Systems in place to support staff include:

- Debriefing support for staff and volunteers so that they can reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g. access to counselling, if and where available.
- We recognise that counselling services are limited in Sierra Leone, so we will also ensure debriefing sessions with suitable partner agencies, e.g. Mental Health Commission

6. Professional boundaries

Professional boundaries are what define the limits of a relationship between a WAYout staff member and a beneficiary. They are what we agree to uphold that allows often close relationships to exist while ensuring the correct detachment is kept in place.

WAYout expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:

- WAYout does not allow staff or volunteers to receive gifts from clients. However gifts may be provided by the organisation as part of a planned activity. WAYout staff or volunteers should also not borrow money from beneficiaries.
- Personal relationships between a member of staff or volunteer and a client who is a current beneficiary is discouraged.
- Staff or volunteers should not use inappropriate behaviour / language towards beneficiaries. This includes behaviour or language that may be considered prejudiced, or a form of chastisement
- Passing on service users' personal contact details to other beneficiaries is prohibited
- Staff and volunteers should also declare where they may have actual or potential conflict of interest with WAYout, in line with WAYout's Conflict of Interest procedure. If the professional boundaries and/or policies are breached this could result in disciplinary procedures.

7. Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at WAYout Sierra Leone.

1. Communicate your concerns with your immediate manager
2. Seek medical attention for the vulnerable person if needed
3. Discuss with the vulnerable person themselves.
- 4 Obtain permission to make referral to the appropriate external organisation or District Council, if safe and appropriate.
5. Where necessary, support the beneficiary to visit the appropriate external organisation or District Council, gaining staff member contact details for follow up.
6. Complete a safeguarding report, including details of the external agency.
7. Follow up with external agency and the vulnerable person the next day, to understand outcome and clarify if any further intervention is necessary.

Where the immediate manager is implicated in the safeguarding issue, then raise with their line manager or peer.

8. Allegations Management

WAYout recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

1. Any member of staff or volunteer from WAYout is required to report any concerns in the first instance to their line manager or Designated Trustee. Where possible, this should be a written record, though if not possible, this can be done verbally – face-to-face or via the phone. A written record of concern will then be completed by that manager.
2. Contact the relevant external agency for legal advice. Details of this appropriate external agency can be provided by your line manager or Designated Trustee.
3. Follow the advice provided.

9. Monitoring

WAYout will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken, where required

- Records made and kept of supervision sessions
- Training – record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned, through monthly reviews by Designated Senior Manager and quarterly reviews by the Board.
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Presence and action of Designated senior manager responsible for Safeguarding is in post

10.Managing information

Information will be gathered, recorded and stored in accordance with the Data/Privacy Protection Policy.

All staff must be aware that they have a professional duty to share information with other relevant agencies in order to safeguard young people and vulnerable adults. The public interest in safeguarding vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.

All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets, depending on the nature of the information that is being disclosed.

11. Complaints

Where a beneficiary wishes to raise a complaint regarding any of the above process, they are able to do so. They should initially meet with the Designated Senior Manager or Trustee to discuss further. If this does not resolve the issue, they can be taken through WAYout's complaints procedure.

12.Communicating and reviewing the policy

WAYout will make beneficiaries aware of the Safeguarding Policy through the following means:

- Having a copy publicly available in the Hub
- Raising the policy in regular focus groups with beneficiaries.
This policy will be reviewed by Hazel Chandler and Gibrilla Kamara, every 2 years and when there are changes in legislation.

The principal pieces of legislation governing this policy in the UK are:

- Safeguarding Vulnerable Groups Act 2006
- The Police Act – CRB 1997

- Mental Health Act 1983
The principal pieces of legislation and guidance governing this policy in the Sierra Leone are:
- Ministry of Social Welfare, Gender and Children's Affairs Child Protection System
- Convention on the Rights of Persons with Disabilities, 2007
- An Ordinance Relating to Young Persons and Children, No. 35 of 1945
- Agenda for Social Protection,
- National Youth Policy, 2003

14. Confirmation of reading

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for WAYout.

Please complete the details below and return this completed form to Hazel Chandler or Gibrilla Kamara.

Employee Name :

Employee Signature:

Date: