

Lorna Young Foundation

Safeguarding Policy

1. Purpose and Scope

The LYF is committed to the wellbeing and safeguarding of children and vulnerable adults and has a zero-tolerance approach to bullying, harassment, violence, exploitation and abuse. The LYF is determined to ensure that all necessary steps are taken to protect children and vulnerable adults from harm. The LYF recognises that, within the course of its activities, its staff may come into contact with children or adults who are rendered vulnerable due to the activities they require.

The LYF's staff travel to remote and geographically varied places, therefore, this policy is designed to ensure that Board members, staff, associates and volunteers, sub-contractors and local partner organisations, working on behalf of the LYF understand their responsibilities in protecting children and vulnerable adults and those requiring protection from harm and neglect. It also identifies the steps that should be taken if abuse of a child or an adult occurs or is suspected.

When working overseas, LYF staff can be faced with various cultural, practices or legal challenges. They may have to face an unstable environment and/or working with a range of partners. They must therefore, be aware of different risks for staff, volunteers and beneficiaries, must ensure that they adhere to the LYF's reporting and monitoring processes in place and must monitor where they work for any changes or new safety systems which are needed

Staff must apply the same safeguarding practices as adopted in England and Wales and must ensure that they comply with any extra requirements of the other country

The LYF always seeks to function in a manner which safeguards children and adults' welfare wherever appropriate and recognises that working in partnership with other organisations (as appropriate) will facilitate this.

2. Roles and Responsibilities

Safeguarding children and vulnerable adults is everyone's responsibility. Although the LYF's Board has overall responsibility to ensure the implementation of the Safeguarding Policy, there will be designated individuals to whom people can talk about safeguarding matters. The LYF Director and Farmer Radio Development Manager, will have responsibility for the actual implementation of this Safeguarding policy (as Deputy Safeguarding Lead) and the Director has responsibility for strategy (as Designated Safeguarding Lead.) All the LYF's staff and Associates should have a basic understanding of their role in protecting vulnerable adults and children.

2.1 The Board of Trustees

The LYF's Board has overall responsibility to ensure the implementation of the Safeguarding Policy and for ensuring children and vulnerable adults who come into contact with the LYF's services are protected from abuse, and appropriate action is taken if abuse is alleged or suspected. The Board will be made aware of any concerns that may arise, will undertake training on this area as part of their induction and will regularly review the management of safeguarding issues internally and externally. Safeguarding will be a standing item on all board meeting agendas. The LYF Board will ensure that adequate financial provision is made within the LYF annual budget, for safeguarding training and awareness raising for staff, Trustees, volunteers and partners.

2.2 LYF Director

The Director has overall responsibility for ensuring action is taken to prevent and or respond to allegations of abuse in accordance with this policy. On a day to day basis, the operational implementation of this policy, and the first point of contact for complainants, will be the Farmer Radio Development Manager, Hannah Clark.

2.3 All Staff and Associates working on behalf of the LYF

All LYF staff and representatives should actively safeguard and promote the welfare of children and vulnerable adults. All should ensure they are aware of, and comply with, this policy and attend training if required. They need to make sure that they are treating all children and vulnerable adults with whom they come into contact in a respectful manner. The LYF will provide access to introductory safeguarding training for all staff, consultants and volunteers that come in to contact with children, vulnerable people or travel as part of their role, and refresher training when required. Where a member of staff's role changes so that they may need to encounter interaction with vulnerable people, the LYF will ensure that suitable training taking takes place prior to this happening. LYF project staff will ensure that, when commissioning local partner organisations in project-delivery countries, they include safeguarding requirements within MoU, partner agreements etc. All relevant policies will be shared with downstream partners and training on the policy will be incorporated in project implementation processes wherever necessary. Project managers should also consider including requests within funding applications to ensure that suitable adequate training can be provided throughout project delivery chains.

Information on the training undertaken by staff and trustees, including dates and training provider, is available and will be made available within 10 working days of such a request.

2.4 The LYF's Designated Safeguarding Officers

The LYF's Farmer Radio Development Manager has been appointed to act as a Deputy Safeguarding Lead.

The LYF has two additional Safeguarding Officers:

- Director (as Designated Safeguarding Lead) – Christina Longden
- Chairperson of Board of Trustees (Ian Agnew)

The LYF will ensure that at least one of the Safeguarding Officers is female, so that individuals are able to address their concern(s) with a female member of staff if they wish.

The Safeguarding Officers responsibilities include:

- Promoting awareness and implementation of this policy throughout the LYF;
- Undertake relevant training in safeguarding procedures and ensure their knowledge is kept up to date;
- Acting as a point of contact for those who have safeguarding concerns, receiving information and recording those concerns;
- Acting upon concerns as appropriate in the circumstances for example by making external referrals for example to social services or police (this is the role of the Designated Safeguarding Lead)
- Monitoring the implementation of this policy and procedure.

3. Definition of Abuse towards Vulnerable Adults and Children

3.1 Definition of a child and vulnerable adults

Definition of an adult who is deemed vulnerable:

Vulnerable adults are people who are over 18 years of age who are considered vulnerable according to the particular activities that are being undertaken at the time, regardless of how often they are undertaken. For example, a vulnerable adult could be someone who:

- Has a physical or sensory disability
- Has a learning disability
- Has mental health problems
- Is older
- Is disadvantaged or potentially vulnerable due to their life circumstances

We also note that, in the context of the LYF's work, vulnerability could also arise as a result of power imbalances between beneficiaries or producer groups and the LYF's staff and Associates.

Definition of a child:

For the purposes of this Policy and Procedure the LYF defines a child as a person who is under the age of 18 ("Child"). However, this policy notes that the local legal definition of a child may differ in other countries.

3.2 Definition of abuse

The LYF recognises that both children and some adults can be vulnerable and may be subject to harm and abuse. It is never acceptable for anyone to be subject of abuse. Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, sexual, verbal or psychological; it may be an act of neglect or an omission to act or it may occur when a vulnerable person is persuaded to enter into financial or sexual transaction to which he or she has not consented or cannot consent; it may be an abuse of power. Abuse can occur in any relationship and any setting and may result in significant harm to, or exploitation of, the individual. In many cases it may be a criminal offence. The LYF acknowledges its duty to act appropriately to any allegations, reports of suspicions of abuse.

3.3 Safeguarding Children and Vulnerable Adults includes the following

- Prevention by educating, training and supporting safeguarding issues via policy known to employees and associates by induction and recruitment processes as well as via the website and the Staff Handbook
- Recognition of vulnerable people at risk of, or suffering from abuse or neglect
- Reporting procedure known to staff and Associates
- Assessment, planning and review
- Monitoring

4. Prevention

The LYF recognises the importance of taking appropriate prevention steps by recruitment, selection as well as training of its staff. The LYF's careful approach to recruitment makes an important contribution to the protection of vulnerable individuals. The LYF will ensure that all applicants are aware that our work may

require them to be in contact with vulnerable individuals and that we will need to take necessary actions in order to ensure all of our staff are suitable to carry out such work. The LYF will request references from all selected candidates and LYF will ensure that all reasonable steps are taken so that unsuitable people are prevented from working with vulnerable individuals. DBS checks will be undertaken for staff that have direct and unsupervised contact with children as part of their role. The LYF will also ensure that “downstream” partner organisations working in project delivery countries, engage fully with the conditions and spirit of this policy.

5. Reporting and responding to a Safeguarding Allegation or Concern

When a concern arises regarding the welfare of a child or vulnerable individual/adult, it is imperative that the actions is taken swiftly.

There are 3 main steps to follow in the process of dealing with Safeguarding issues, those are as follows:

1. Report – the concern to a Line Manager or one of the Safeguarding Officers
2. Record – the concern via email/letter/ recording form and pass onto the above designated person. The record of the report will be kept for recording, monitoring and reporting purposes and within the guidelines of Data Protection legislation and guidelines (see Annex 1 for the recording form template)
3. Review – Safeguarding Officer reviews the concern and agrees the next steps. The next steps may include disciplinary action, report to the safeguarding agency and/or police or any other appropriate agency such as Charity Commissioner, funding partners, future employers via the reference system and safeguarding agency/agencies in the country in which the safeguarding issue has arisen (see Annex 2 for the Complaints Monitoring System). At all times Data Protection legislation and guidelines will be observed.

7. Non-Compliance

If an allegation of a violation of the safeguarding policies, guidelines, principles or practices is made concerning a named individual from a verifiable source against any member of staff / trustee or an associate, they may be suspended from all activity and association with the LYF pending the outcome of an impartial investigation. During this time, staff will continue to receive full pay. This decision will be made by 3 individuals – the Director, a Trustee and the Chairperson. If an allegation is made against either the Director or the Chairperson, an additional Trustee will replace them in the decision-making process.

If following the investigation, it is decided that there is a case to answer against a member of staff, this will be dealt with as a performance issue and if appropriate it may be considered as gross misconduct.

8. Review

This policy will be reviewed on an annual basis, or earlier as required.

Last review date: Submitted to the LYF Board for review, Feb 2025

Next due for review: Feb 2026

Annex 1: Safeguarding Recording Form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons. In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Lead within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

Please note it is not your duty to investigate the allegation.

1. Your details – the person completing the form

Name:
Position:
Telephone:
Email:

2. Details of the person affected

Name:
Address:
Telephone
Email:

3. Details of the incident (please describe in detail using only facts – include date, time, place of incident and full names of people involved)

4. Other present or potential witnesses

Name:
Position:
Telephone:
Email:

5. Additional relevant information (please detail anything else that you believe to be helpful or important)

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print name:
Signature:
Date:

To be filled in by LYF Safeguarding Team

Date reporting incident was received:

Complaint reference number:

Actions that have been taken and date:

Feedback given to reporter (and complainant if appropriate) and date:

LYF Deputy Safeguarding Lead signature:

LYF Designated Safeguarding Lead signature:

LYF Safeguarding Board Lead signature:

Annex 2: LYF Safeguarding Complaints Monitoring System

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