



Kenya Hope Charity

Responding to God's call to care for the poor

Safeguarding Policy

Mission Statement of intent and commitment

Kenya Hope Charity believes that everyone who comes into contact with the charity has the right to be protected from all forms of harm, abuse, neglect and exploitation. Kenya Hope Charity is committed to protecting people, particularly children and vulnerable adults and beneficiaries of the charity, from harm, including harm arising from the conduct of people representing the charity.

Purpose

The purpose of this policy is to protect people from any harm that may be caused due to coming into contact with Kenya Hope Charity. It is also to inform representatives of Kenya Hope Charity of their contractual and moral responsibilities to safeguard children and vulnerable adults in all areas of Kenya Hope Charities work. It has been written with support from safeguarding organisation, ThirtyOne Eight.

Scope

This policy applies to all those representing the charity, including committee members, staff, volunteers, independent contractors and partner organisations in the UK and Kenya on its behalf. To facilitate the reading of this policy, the term 'charity representatives' has been used with the intention of covering all the individuals mentioned.

Definitions

Beneficiary	Someone who directly benefits from Kenya Hope Charities work
Child	A person below the age of 18
Adult at risk	A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation
Harm	Psychological, physical and any other infringement of an individual's rights
Safeguarding	Taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

Version	Approval Date	Approved by	Review date
1	March 2022	Kenya Hope Charity Committee	March 2023

Physical abuse	Or physical injury, such as evidence of hitting, kicking or shaking, where there is definite knowledge or reasonable suspicion, that the injury was inflicted or knowingly not prevented
Emotional abuse	Where harm is done by persistent or severe emotional ill treatment or rejection, such as degrading punishments, threats and not giving care and affection, resulting in adverse effects on behaviour and emotional developments of a person
Sexual abuse	The actual or attempted physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
Sexual exploitation	Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.
Survivor	The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive.

Principles

Kenya Hope Charity will not tolerate abuse and exploitation by its charity representatives or partner agencies and is committed to:

- Following all safeguarding legislation and procedures.
- Safeguarding the wholeness and wellbeing of beneficiaries, charity representatives and all those connected with the charities work, and ensuring they have equal rights to protection from harm.
- Having a safeguarding lead who oversees safeguarding for the charity. They may bring in additional support as needed from volunteers and independent contractors.
- Ensuring concerns or allegations are taken seriously, investigated and acted on as appropriate.
- Ensuring all its charity representatives are familiar with this policy and know their responsibilities.
- Ensuring our partners are aware of their responsibility as to the minimum requirements on safeguarding standards and support them in achieving this.
- Ensuring all actions on protecting people are taken in the best interests of the person at risk.
- Ensuring that survivors of abuse are supported, and alleged perpetrators are held to account.
- Ensuring our volunteer recruitment practice are in accordance with government guidance on safe recruitment and robust enough to ensure we never recruit anyone who poses a known risk.
- Ensuring a disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Ensuring that alleged perpetrators of abuse are treated fairly and in accordance with local law.
- Reporting criminal acts to the relevant statutory agency.

Version	Approval Date	Approved by	Review date
1	March 2022	Kenya Hope Charity Committee	March 2023

- Reporting all incidents of sexual harassment and abuse to the Charity Commission in the UK.
- Designing and delivering programmes which are safe for all.
- Ensuring our beneficiaries and supporters are aware of how we expect our charity representatives to behave.

Code of Conduct and Responsibilities

Safeguarding is the responsibility of all charity representatives who must adhere to the following code of conduct:

Charity representatives will ensure:

- That their personal and professional conduct is of the highest standards and in keeping with Kenya Hope Charities values and aims
- That they treat all people fairly and with respect and dignity
- That they will report any form of illegal activity, relating to Kenya Hope Charity and its charity representatives, or where there is a safeguarding risk, to the UK Committee
- That they refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation, both in and out of work
- That they are aware of situations that may present risks and manage these

Charity representatives will not:

- Say or do anything that would damage the reputation of Kenya Hope Charity or which may bring the charity into disrepute
- Abuse their position by requesting any personal service or favour from others in return for any assistance from Kenya Hope Charity
- Engage in sexual relations with beneficiaries, regardless of age
- Exchange money, offers of employment, employment, goods or services for sex or sexual favours, nor any forms of humiliating, degrading or exploitative behaviour
- Engage in sexual relations with any child under age 18, regardless of the legal age of consent, or adults at risk
- Condone or participate in illegal, unsafe or abusive behaviour of any child or adult at risk, including exploitation, trafficking, harmful traditional practices, and spiritual or ritualistic abuse
- Subject a child or adult at risk to physical, emotional or psychological abuse, or neglect

Safeguarding training

Kenya Hope Charity is committed to on-going safeguarding training and development opportunities for its committee members and any volunteers working with children or vulnerable adults, developing a culture of awareness of safeguarding issues to help protect everyone. If the charity employs a worker, they will receive induction training and undertake recognised safeguarding training on a regular basis.

Version	Approval Date	Approved by	Review date
1	March 2022	Kenya Hope Charity Committee	March 2023

Kenya Hope Charity will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Reporting and response

Kenya Hope Charity will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to all, including members of the public. Kenya Hope Charity will also accept complaints from external sources such as members of the public, partners and official bodies.

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Brian Humphreys (hereafter the "Safeguarding Co-ordinator")

Tel: 07879 847 657

Email: brianandirene@sky.com

The above is nominated by the Kenya Hope Charity Committee to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name: Lorraine Dinsmore (hereafter the "Deputy")

Tel: 07876683722

Email: ldinsmore19@gmail.com

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Version	Approval Date	Approved by	Review date
1	March 2022	Kenya Hope Charity Committee	March 2023

Name of local authority: North Somerset Council

Children's Social Services

Tel: 01275 888808

Out of hours Tel: 01454 615165

Website Address: <https://www.nsscp.co.uk/>

Adult Social Services

Tel: 01275 888801

Out of hours Tel: 01454 615165

Website Address: <https://www.nssab.co.uk/>

Police Protection Team Tel: 101

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern

- Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

Suspicious must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that representatives of the charity will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Version	Approval Date	Approved by	Review date
1	March 2022	Kenya Hope Charity Committee	March 2023

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

Version	Approval Date	Approved by	Review date
1	March 2022	Kenya Hope Charity Committee	March 2023

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Allegations of abuse against a person who works with adults with care and support needs

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Supporting those affected by abuse

Kenya Hope Charity is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the charity.

Working with offenders and those who may pose a risk

When someone is a Kenya Hope Charity representative is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the committee will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Version	Approval Date	Approved by	Review date
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Partner Organisations

Kenya Hope Charity works with partner organisations locally in Kenya. The context and culture are different in Kenya than it is in the UK and translating safeguarding can be difficult. We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Kenya Hope Charity will work with partner agencies to design and deliver programmes which are safe for people, and which are risk assessed.

Kenya Hope Charity will challenge and help partner organisations to address safeguarding in their organisation and in the communities in which they work.

Confidentiality

It is important that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to any concern and subsequent investigation will only be shared with those who need to know and should be kept secure at all times.

Accountability

Accountability for safeguarding sits with the International Chairman, UK committee and safeguarding lead. Safeguarding incidents will be reported to the Charity Commission in accordance with its Serious Incidents guidance.

Review

This policy will be reviewed once a year by the UK committee.

Version	Approval Date	Approved by	Review date
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