

Good Neighbours Safeguarding Policy

This policy sets out the standard required for the management of safeguarding within Good Neighbours UK (GNUK). Human dignity is at the heart of what Good Neighbours does. Given this, we take a zero-tolerance approach to safeguarding issues.

The policy is to ensure that Good Neighbours UK protects people including, Children (any person under the age of 18) and vulnerable adults, from harm and that people can raise safeguarding concerns safely. It outlines the processes to handle allegations or incidents, how it responds and includes reporting to the relevant authorities.

The scope of this policy covers:

- People who benefit from Good Neighbours UK's work
- GNUK Staff and Trustees
- Good Neighbours UK volunteers
- Other people who come into contact with GNUK through its work.
- Expectations of GNUK on its delivery partners

This policy will cover the following topics:

- Safeguarding Issues
- Incident Management – how to spot, handle, raise concerns and act on them
- Safer recruitment
- Incident Management
- Overseas working
- Due Diligence

Safe Recruitment

The Good Neighbours UK recruitment process aims to attract the best possible applicants to vacancies and to deter prospective applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly where applicable in the job description.

Good Neighbours UK is committed to having effective recruitment and human resources procedures, including checking all staff and volunteers to make sure they are safe to work with children and young people. Where appropriate, key staff involved in recruitment processes will undertake Safer Recruitment Training.

All staff will be made aware of this policy and trained on how to act and respond to safeguarding incidents. All staff will complete the GNUK Safeguarding Code of

Conduct declaration. All staff will be introduced to this policy during their induction and they will have refresher training on a regular basis.

Overseas working

Good Neighbours UK is aware of different risks for staff, volunteers and beneficiaries who are overseas. For every project it will undertake a due diligence assessment. It will develop a Memorandum of Understanding (MOU) between any partner organisation. It will request a copy of the partner organisation's safeguarding policy. Trustees will make decisions to progress projects only when the due diligence has been carried out and are happy with their safeguarding capability.

GNUK will incorporate safeguarding measures into programs and throughout the project cycle. We will do this through our collaborative program design approach with our partners and program participants to produce better design, monitoring and evaluation of safeguarding in our programs. We aim to identify, mitigate, or minimise risks arising from our programs and learn from the experience.

The executive are responsible for ensuring that any delivery partner is suitable; they must have appropriate safeguarding procedures in place and there are clear lines of responsibility and reporting between all partners involved.

Safeguarding issues

GNUK believes that every person has a right to live their lives without abuse of any kind. GNUK will not tolerate abuse in any form, including bullying, harassment, sexual exploitation and sexual abuse, within the workplace or in any aspect of its work.

Abuse manifests itself when there is an imbalance of power. This can happen between work colleagues. It can also happen in the field when working with GNUK delivery partners and beneficiaries. Beneficiaries in the developing world may be more vulnerable to safeguarding issues as they may not have the same safeguarding frameworks in place locally.

Children and Vulnerable Adults, in particular, may face risks and difficulties in getting help, because of their ethnicity, gender, age religion, disability or sexual orientation.

Safeguarding issues can be described as:

- sexual harassment, abuse and exploitation
- criminal exploitation
- cyber abuse
- modern day slavery
- negligent treatment
- self-neglect
- physical or emotional abuse
- bullying or harassment
- health and safety
- commercial exploitation

- extremism and radicalisation
- forced marriage
- human trafficking
- female genital mutilation
- discrimination on any of the grounds in the Equality Act 2010
- poor work behaviour and accountability
- data breaches, including those under General Data Protection Regulations (GDPR)
- terrorism
- sexual Coercion

Incident Management, Whistleblowing and Raising Concerns

GNUK recognises that transparency and feedback are central to maintaining a safe working and delivery environment. You should never feel nervous to speak out. You should never fear that there will be negative repercussions for doing so. Your data will be protected and your concerns will be listened to.

What to do:

The following procedure should be applied in all situations where it is alleged that there is a safeguarding issue.

If there are any safeguarding concerns raise this with the Safeguarding Lead - who will act upon the incident immediately.

Act quickly to minimise any further harm or damage.

Incidents can be reported through the GNUK Whistleblowing email

Whistleblowing@Goodneighbours-uk.org. This service can be used anonymously.

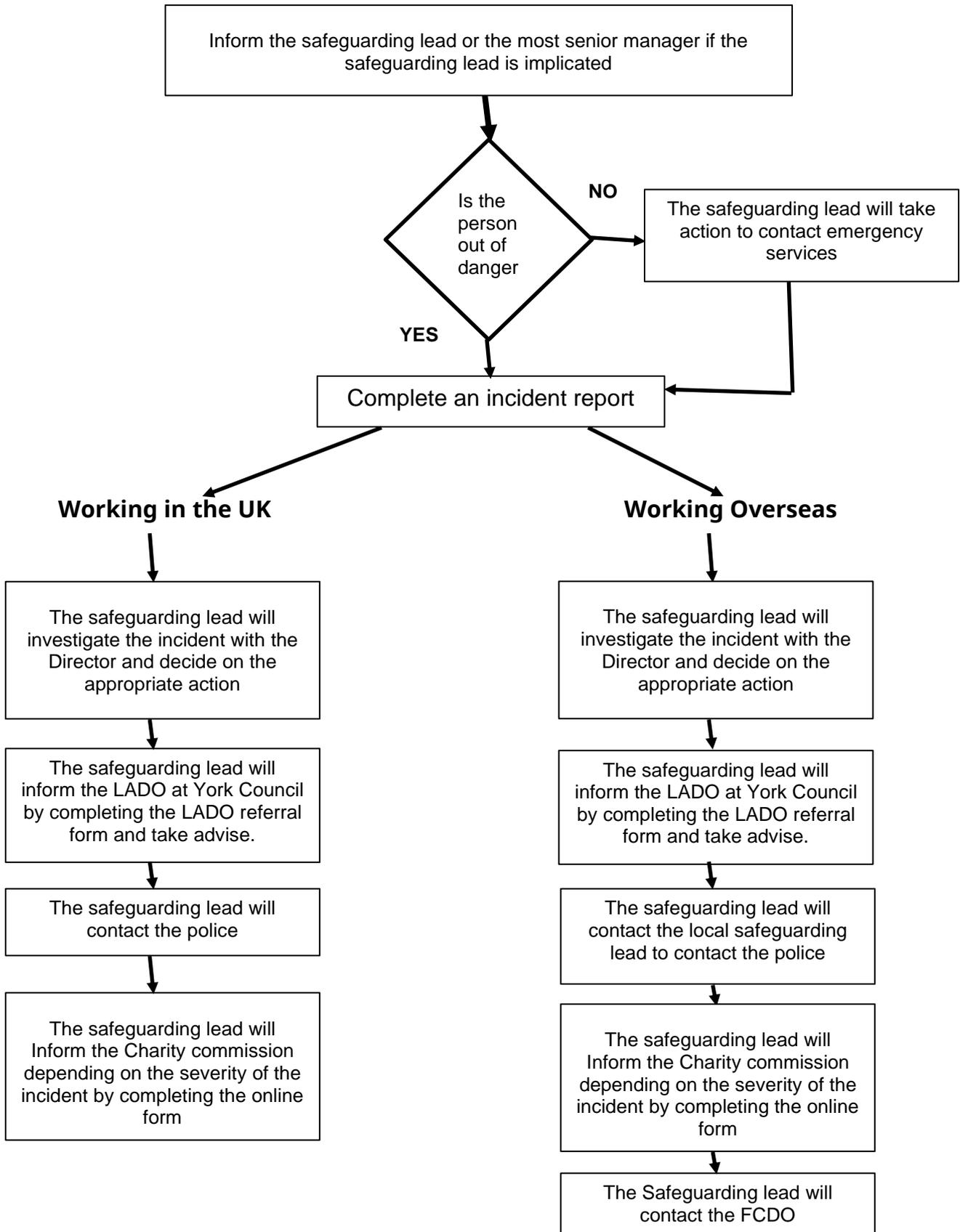
Allegations against the Director or The Chief Operating Officer should be referred to the Chair of Trustees Cheryl Siddons cherylsiddons@goodneighbours-uk.org.

Safeguarding Lead
David King, 0808 196 8088, davidking@goodneighbours-uk.org

Director
Hyejoung Yang hjyang@goodneighbours-uk.org

Safeguarding Trustee
Cheryl Siddons cherylsiddons@goodneighbours-uk.org.

Raise a Concern



Incident Management

The safeguarding lead will discuss the matter with the Director to determine what steps should be taken and where necessary obtain further details of the allegation and the circumstances in which it was made.

Most Safeguarding issues will be low level. However, the safeguarding lead and Director will follow the charity commission and UK government guidelines on what to report to the authorities.

It is the responsibility of the Director and the Safeguarding lead to maintain the incident register.

All incident reports will be filed and reviewed regularly to monitor any trends.

Related Policies include:

- Code of Conduct Policy
- Governance Policy
- Whistleblowing Policy
- Recruitment Policy
- Risk Management Policy
- Fraud, Bribery and Corruption Policy
- Safeguarding code of conduct declaration
- Downstream Due Diligence process

This Policy will be reviewed on a yearly basis, or sooner, if necessary, taking into effect changes to the statutory guidance, best practice guidance and changes to the services provided by Good Neighbours UK.