



SAFEGUARDING POLICY

July 2019

Policy Statement

The Pharo Foundation acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults whom we work with. We commit to take reasonable and appropriate steps to safeguard them regardless of age, disability, gender, race, belief & socio-economic background. To this effect we will:

- Promote the safety and well-being of children and vulnerable adults
- Ensure robust safeguarding arrangements procedures are in operation
- Assign a responsible person for the implementation of the safeguarding policy
- Ensure everyone understands their roles and responsibilities in respect to safeguarding
- Provide staff with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns
- Ensure that appropriate action is taken in the event of an incident/ concern of abuse and support provided to the individual /s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Practice safe recruitment of staff and volunteers, ensuring all necessary checks are made
- provide a safe physical environment for children and vulnerable adults, staff and volunteers by applying health and safety measures in accordance with the law and regulatory guidance.

These policy and procedures will be widely promoted and are mandatory for everyone involved in the Pharo Foundation. Failure to comply with the policy and procedures will be addressed without delay and appropriate disciplinary and/or legal actions will be taken in collaboration with relevant bodies.

1. Purpose and Scope

This policy applies to all staff, including senior management and the board of trustees, paid staff, volunteers, students, consultants and contractors or anyone working on behalf of the Pharo Foundation.

Purpose of the policy

- To safeguard children and vulnerable adults who receive the Pharo Foundation's services
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding children and vulnerable adults

2. Legal framework

This policy has been developed in-line with principles established by statutory laws and guidance that seek to protect children and vulnerable adults, including:

- Working Together to Safeguard Children. A guide to interagency working to safeguard and promote the welfare of children.HM Gov. March 2015.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf

- Keeping Children Safe in Education 2016
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf
- Strategy for dealing with safeguarding issues with charities. Charity's Commission Dec 2017
<https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities/strategy-for-dealing-with-safeguarding-issues-in-charities>
- Information sharing: Advice for practitioners providing safeguarding service to children, young people, parents and carers; HM Gov. 2015.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

The policy should be read alongside related Pharo Foundation policies and procedures on:

- Recruitment, induction and training policy
- Health and safety
- Pharo Foundation Schools child protection/safeguarding guidelines (each school will have one)
- The Pharo Foundation values and ethical principles
- Conflict of Interest and disclosure policy
- Monitoring, Learning and Evaluation guidelines
- Data protection policy

3. Staff recruitment induction and training

Recruitment: Recruitment, selection and pre-employment vetting of all staff joining The Pharo Foundation will be conducted following the guidance of the Charity Commission, Keeping Children Safe in Education (2016) and in compliance with the laws and regulation of the countries we work. This includes

- Verifying identity
- Disclosure and barring service (DBS) check whenever relevant
- Prohibition from teaching check
- Disqualification under the Childcare Act 2006 statutory guidance
- Verification on mental and physical fitness
- Right to work in the UK and the countries we work in
- Professional qualifications

Induction: New staff joining the Foundation will receive an induction in the Foundation's safeguarding policy which includes the statutory laws and guidelines the policy was founded up on. The induction will also include reporting and recording arrangements, confidentiality and data protection policy as well as specific laws and guides related to the countries we work in.

Training: The Pharo Foundation will ensure that all staff have regular training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern. All staff, including programme staff and teaching staff will be regularly updated through leaflets & newsletters, staff gatherings, as well as emails. Moreover, they will be encouraged and supported to seek and seize other opportunities to keep up to date. This may include participating in forums organised by other agencies, experience sharing visits etc.

4. Volunteers, contractors/consultants & visitors

Volunteers: The Pharo Foundation will make sure that all volunteers working in various programmes undergo checks commensurate with their work and contact with children and vulnerable adults.

Contractors/consultants: The Pharo Foundation will check the identity of all contractors and consultants working onsite which may be in contact with children and vulnerable adults as part of their work. For this the Foundation will request evidence of checks where they work in regulated or unsupervised activity

Visitors: Visitors to the Pharo Foundation schools will be required to sign in, if necessary show ID, and are given a badge which confirms they have permission to be on site. Visitors are expected to enter through one entrance and observe the schools' safeguarding, health and safety, photography and images guides. The Headmistress/master is expected to exercise professional judgement regarding escorting visitors.

5. Photography and images

The vast majority of people who take pictures or view photographs or videos of children do so for entirely innocent and acceptable reasons. However unfortunately, sometimes images and photographs are used inappropriately, so we must ensure that we have some safeguards in place. Therefore, to protect children and vulnerable adults we need to:

- Ensure that parents and individuals are aware that photographs and images could be taken and could be used for our website or in newspapers or publications and that there is an opt-in form that is required to be signed to allow the Foundation to take and use the photographs and images of their children or of themselves
- Ensure that children and other beneficiaries are dressed appropriately
- Store images appropriately, securely and for no longer than necessary
- Use The Pharo Foundation's equipment when available and if personal devices are used ensure that photos are downloaded onto Foundation computers and not used inappropriately
- Encourage children and beneficiaries to tell us if they are worried about the photographs that are taken of them

6. Recognising abuse and neglect

Abuse entails the maltreatment of a child or vulnerable adult. Somebody may abuse a child or a vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults can be abused by adults or another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or a vulnerable adult. Physical abuse may also be caused when a parent or carer fabricates the symptoms of a deliberately induced illness in a child or vulnerable adult.

Emotional abuse: this involves the persistent emotional maltreatment of a child or a vulnerable adult such as to cause a severe adverse effect on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate. It may feature, age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as over protection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault or penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities such as involving children in looking at, or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: the persistent failure to meet a child's and vulnerable adult's basic physical and /or psychological needs, likely to result in serious impairment of the child's health or development and worsens the condition of a vulnerable adult. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide food, clothing and shelter (including exclusion from home or abandonment; protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-giving); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

7. Roles and responsibilities

The Pharo Foundation board of trustees has overall responsibility to ensure compliance with children and vulnerable adults statutory safeguarding requirements and takes reasonable steps to protect beneficiaries, and others who come into contact with the Foundation. The board ensures the appointment of a designated person for safeguarding and that person has sufficient time, funding and resources to fulfil the responsibilities. The Pharo Foundation Safeguarding Trustee is Farah Jirdeh.

All staff and volunteers have a responsibility for safeguarding children and vulnerable adults no matter what their role is in the Foundation. Anyone concerned about a child and/ or a vulnerable adult must share concerns with a person designated for using safeguarding appropriate procedures. The name and contact details of the designated person is presented below. If one or both of the designated persons are implicated in the matter, staff should directly contact the CEO.

Roles & responsibilities of Safeguarding lead

- Ensure safeguarding procedures are in place, in operation and up to-date in all Pharo Foundation programmes & schools.
- Ensure all staff and volunteers of the Foundation are aware of the policy and procedures
- Ensure records of concerns, suspected cases of abuse/ referrals securely maintained
- Ensure proper communication and referral linkages and procedures with relevant agencies are in place and are functional i.e. police, local authorities etc.
- Arrange staff capacity enhancement opportunities on safeguarding