

Safeguarding Policy

Who is this aimed at?

This policy applies to anyone working for UK Latin Community or on its behalf in any capacity, including volunteers at all levels, officers, trustees, agency workers, agents, contractors and suppliers.

Key message/s

- We have a zero-tolerance policy to any form of bullying, harassment or victimisation, regardless of how communicated or distributed.
- A case of inappropriate behaviour raised will be investigated and may lead to dismissal for gross misconduct, and in the case of a Third Party, a termination of the contractual arrangements that have been entered into.
- Both line managers and volunteers have responsibilities under this policy.
- Third Parties shall provide a working environment free of inappropriate behaviour and shall ensure they hold their own suppliers to the same high standards.

Purpose

The purpose of this policy is to protect people, particularly children and at-risk adults, from any harm that may be caused due to their coming into contact with UK Latin Community CIC. This includes harm arising from:

- the conduct of staff or anyone associated¹ with the organisation; and
- the implementation of our programmes and activities.

The policy lays out the commitments made by us and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Harassment in the workplace – this is dealt with under our Anti Bullying and Harassment Policy
- Safeguarding concerns in the wider community not perpetrated by the Climate Group

What is safeguarding

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

Through our work, we understand it to mean protecting people, including children and at-risk adults, from harm that arises from coming into contact with our staff or programmes.

Further definitions relating to safeguarding are provided in the Glossary.

Policy statement

We believe that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect

¹ Associated personnel whilst engaged with work or visits related to us, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians

and exploitation. At UK Latin Community CIC we will not tolerate abuse and exploitation by staff or associated personnel.

We commit to addressing safeguarding throughout our work, through the three pillars of prevention, reporting and response.

Prevention

UK Latin Community CIC Responsibilities – we will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all our programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with us. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying volunteers and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organisation
- Follow up on reports of safeguarding concerns promptly and according to due process

Staff responsibilities – staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking
- Sexually abuse or exploit at-risk adults
- Subject an at-risk adult to physical, emotional or psychological abuse, or neglect
- Exchange money, employment, goods or services for sexual activity

Additionally, staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations to the appropriate staff member

Enabling reports

We will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff.

Any staff reporting concerns or complaints through formal whistleblowing channels will be protected by our Whistleblowing Policy.

We will also accept complaints from external sources such as members of the public, partners and official bodies.

How to report a safeguarding concern:

Volunteer members who have a complaint or concern relating to safeguarding should report it immediately to the Head of Global Governance. If you do not feel comfortable reporting to the Head of Global Governance (for example if that person is implicated in the concern) you may report to another Director.

Response

We will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations, and we will apply appropriate disciplinary measures to anyone found in breach of policy.

We will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management will only be shared on a need to know basis only and will be kept secure at all times.

Associated policies

- Anti-Bullying and Harassment Policy
- Equality, Diversity and Inclusion Policy
- Whistleblowing Policy