

# Policy: Safeguarding (Including of Children and Young Adults)

## 1. Introduction

InterClimate Network's (ICN's) charitable activities include working with children (and to a lesser extent vulnerable people more broadly). The purpose of this policy is to protect children and vulnerable adults and to provide stakeholders and the public with overarching principles that guide or approach in doing so.

The safeguarding policy applies to anyone working on our behalf, including our charity trustees, employees, paid associates and volunteers. We also expect our partner organisations, where appropriate, to have a safeguarding policy in place which meets the standards outlines below, and include any additional legal or regulatory requirements specific to their work which may include (but are not limited to):

- Other [UK regulators](#), if applicable, such as [Ofsted](#) or [CQC](#).
- Other authorities, such as the [DfES](#) or [NHS](#).

*NB: Throughout the rest of this document the use of the words child/children are taken to include young adults.*

## 2. Our Values, Principles, and Beliefs

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of all our beneficiaries, staff and volunteers, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up if they have concerns.

## 3. Reporting Safeguarding Concerns

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.

If you are a beneficiary, or member of the public, make your concerns known to a member of our team, who will alert a senior member of the charity. It is our policy to have a Safeguarding Lead as a point of escalation among our delivery team, indicated in the Appendix of this policy, in addition to a safeguarding lead on our Board of Trustees, also indicated.

#### 4. Trustee Safeguarding Responsibilities

Responsibilities should be made clear and individuals provided with any necessary training and resources to enable them to carry out their role. It should be reflected in role descriptions, annual plans, reporting to the trustee Board and other procedures, as necessary.

**Trustees.** This safeguarding policy will be reviewed and approved by the Board annually. Trustees are aware of and will comply with the Charity Commission guidance on [safeguarding and protecting people](#) and also the [10 actions trustee boards need to take](#) to ensure good safeguarding governance.

A lead trustee will be given responsibility for the oversight of all aspects of safety, including:

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- An annual review of safety, with recommendations to the Board.
- Receiving regular reports, to ensure this and related policies are being applied consistently.
- Providing oversight of any lapses in safeguarding and ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Leading the organisation in way that makes everyone feels safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
- Planning programmes/activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.
- Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up-to-date.
- Responding to any concerns sensitively and acting quickly to address these.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- Making staff, volunteers and others aware of (i)ur safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary, and (ii)the signs of potential abuse and how to report these.

**Everyone.** To be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately (see above).

## 5. Safeguarding and Fundraising

We will ensure that:

- We comply with the [Code of Fundraising Practice](#), including [fundraising that involves children](#).
- Staff, associates and volunteers are made aware of the Institute of Fundraising guidance on [keeping fundraising safe](#) and the NCVO Guidance on [vulnerable people and fundraising](#).
- Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- We do not solicit or accept donations from anyone whom we know or think may not be competent to make their own decisions.

## 6. What we will do

We will identify and manage online risks by ensuring:

- Volunteers, staff and trustees understand how to keep themselves safe online. You could use high privacy settings and password access to meetings to support this.
- The online services we provide are suitable for our users. For example, by using age restrictions and/or offering password protection to help keep people safe.
- The services we use and/or provide are safe and in line with our code of conduct.
- We protect people's personal data and follow [GDPR legislation](#).
- We have permission to display any images on our website or social media accounts, including consent from an individual, parent, rights holder etc.
- We clearly explain how users can report online concerns. Concerns may be reported using this policy, or directed to a social media provider using their reporting process.

## 7. Disclosure and Barring Service (DBS) Checks

The Trustees will assess annually, or whenever there is any significant change in InterClimate Network's activities, the ongoing requirement for any of its Trustees, employees, or paid or volunteer Associates to have DBS checks. This process will be incorporated into InterClimate Network's overall Risk Management process.

It is InterClimate Network's present policy that, as a minimum, at any of its events either a teacher, or an InterClimate Network Facilitator with a DBS certificate, must be present.

Approval By	Date	Next Review Date
Board of Trustees	17 October 2023	17 October 2024

**Version: October 2023**

# Appendix

## **Contact details of our Operational Safeguarding Lead and Trustee Safeguarding Lead**

### **Operational Safeguarding Lead**

*Michila Critchley (Programme Director)*

[Michila.Critchley@Interclimate.org](mailto:Michila.Critchley@Interclimate.org)

+447790 252771

### **Trustee Safeguarding Lead**

Catherine Sayers (Board Secretary)

[Catherine.Sayers@interclimate.org](mailto:Catherine.Sayers@interclimate.org)