



Safeguarding Policy

Date Reviewed: August 2022

Date of Next Review: August 2024

Policy Owner: Tom Wills, Trustees and Safeguarding Officer

Respect. Longevity. Opportunity. Partnership.

www.livingstonetanzaniatrust.com

Charity No. 1119512

Purpose

The purpose of this policy is to protect children and vulnerable adults from any harm that may be caused due to their coming into contact with Livingstone Tanzania Trust (LTT). This includes harm arising from

- the conduct of staff or personnel associated with LTT
- the design and implementation of LTT activities.

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

This policy does not cover:

- sexual harassment in the workplace – this is dealt with under LTT’s Anti-Bullying and Harassment Policy
- safeguarding concerns in the wider community not perpetrated by LTT or associated personnel.

Defining Safeguarding

Safeguarding means protecting the health, wellbeing and human rights of children and vulnerable adults to enable them to live free from harm, abuse and neglect.

In our work we understand it to mean protecting children and vulnerable adults from harm that might arise from coming into contact with our staff, associated personnel or activities.

A list of definition of words used in this policy are available in Appendix A

Scope

Safeguarding applies to all LTT staff and associated personnel whilst engaged with work related to LTT’s activities anywhere in the world.

Policy Statement

LTT believe that everyone we come into contact with, regardless of age, gender, identity, disability, sexual orientation, language, religious or other beliefs, ethnic origin or other status has the right to be protected from all forms of harm, abuse, neglect and exploitation.

LTT is committed to putting children and vulnerable adults at the centre of our focus, ensuring that our activities do them no harm.

LTT will not tolerate what it considers to be abuse, harassment, bullying or exploitation in any form by any member of staff or associated personnel.

This policy lays out the measures put in place protect children and vulnerable adults as well as the steps to be taken should a report of actual or suspected abuse take place.

LTT is committed to ensuring sufficient resources are allocated to effectively addressing safeguarding throughout its work through the 5 pillars of risk identification, prevention, reporting, responding, and learning.

The wellbeing of LTT staff, associated personnel and community members is at the core of LTT’s culture.

Legislation and Guidance

This policy is supported by legislation from the UK Government's Safeguarding Vulnerable Group Act 2006, The Children and Social Work Act 2017, and guidance from Working Together to Safeguard Children, Inter-Agency Standing Committee's Minimum Operating Standards in Preventing Sexual Exploitation and Abuse, the relevant elements of The Core Humanitarian Standard on Quality and Accountability and the National Council of Voluntary Organisations.

Risk Identification

LTT acknowledge that a member of staff or associated personnel has the potential, whilst working on our programmes, to intentionally or inadvertently causes harm to a child or vulnerable adult.

LTT has a Safeguarding Risk Assessment Framework that identifies where a person has the potential to cause harm and have put in place suitable steps to eliminate or substantially reduce the risk of that happening.

Copies of our Risk Assessment Frameworks are available upon written request.

A list of terms relating to abuse and how to spot them are available in Appendix B & C.

Prevention

LTT are committed to preventing children and vulnerable adults from coming to harm as a result of coming into contact with us or our associated personnel.

LTT will:

- ensure that all LTT staff and associated personnel have access to, and are familiar with, and know their responsibilities within this policy and have signed our Code of Conduct prior to being offered employment.
- design and undertake all its activities in a way that protects people from any risk of harm that may arise from their coming into contact with LTT. This includes the way in which information about individuals is gathered and communicated.
- design, in collaboration with LTT staff, associated personnel and community members, a Code of Conduct against which all can measure our behaviour.
- ensure that each job description has been risk assessed if terms of safeguarding and suitable steps taken to reduce the opportunity to harm and that stringent safeguarding procedures are implemented when recruiting, managing and deploying staff and associated personnel.
- ensure that LTT staff and associated personnel receive training on safeguarding at a level commensurate with and appropriate to their role in the organisation and sign that they have understood and will comply accordingly.
- follow up on reports of safeguarding concerns promptly and according to due process.
- ensure Lead Safeguarding Officers and Trustees responsible for Safeguarding receive safeguarding refresher training once a year.
- conduct due diligence on partner organisations to ensure their Safeguarding Policy and associated policies and procedures meet our standard.

Staff responsibilities:

LTT staff and associated personnel must not, under any circumstances,

- engage in sexual activities with anyone under the age of 18.

- engage in sexual activity with any vulnerable person on, wanting to be on, or has within the year been on, any of the programmes being delivered and monitored.
- sexually abuse or exploit children or vulnerable adults.
- subject any child or vulnerable person to physical, emotional, or psychological abuse or neglect.
- engage in any commercially exploitative activities with children, vulnerable adults including child labour or trafficking.

Reporting

If any person has a safeguarding concern, witness an incident where they suspect abuse, or a person has made a direct disclosure to them, and it relates to LTT staff or associated personnel they must report the incident to the appropriate parties. It is not their responsibility to decide whether abuse has occurred.

LTT will ensure that safe, appropriate, and accessible means of reporting safeguarding concerns are made available to staff, associated personnel, and the community members.

LTT is committed to following up on all safeguarding reports and concerns according to our policy and procedure and legal and statutory obligations.

LTT, in collaboration with the Tanzanian partners and the host communities, have put in place safe, appropriate, and accessible community-based complaint mechanism of reporting safeguarding concerns. This includes by phone, by email, by letter, through the LTT website, in person through a Lead Safeguard Officer, a board member, a teacher (for children), or Village chair.

It is vitally important that those making a report feel comfortable that their report will:

- be taken seriously.
- be acted upon.
- be welcomed by LTT Trustees, however painful it may be for the charity.
- not have repercussions to them or their school/community.

The contact details of who in the UK to report a safeguarding concern are in Appendix 4, the details of the Tanzanian and UK partner safeguarding leads are available in their policies which are shared with community leaders at the beginning of each programme and updated when needed.

LTT staff will receive training on induction as to who their Lead Safeguarding Officer is and what the process is for reporting an incident or concern.

When working in Tanzania, the Tanzanian partners will be made aware of the LTT safeguarding leads (both in Tanzania and in the UK) to whom they ought to report an incident or concern.

Responding

LTT Lead Safeguarding Officer will follow up all safeguarding reports and concerns according to policy and procedure as laid out in the “Procedures for Dealing with and Recording Safeguarding Reports” and comply with legal and statutory reporting obligations.

LTT will adopt a ‘*survivor centred approach*’ by always placing the needs of the survivors and whistle-blowers over the reputational consequences of the organisation. LTT will offer support to survivors of harm caused by staff or associated personnel, regardless of whether formal internal response is carried out (such as an internal investigation). Decisions

regarding support and anonymity will be led by the survivor and taken under the guidance of appropriate parties as necessary.

The response to all reports will be effective and transparent and only shared on a need-to-know basis.

Investigations will be commenced within 3 months and information about the outcome is shared with the complainant.

Those making the report will be protected from any negative repercussions. For staff members making a report their protections are documented in the Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

The Lead Safeguarding Officer will ensure that all information on suspected or alleged incidents of abuse are recorded, reported, anonymised, and escalated as required.

LTT will apply appropriate disciplinary measures to any member of staff found to be in breach of this policy which will include registering of any sexual misconduct on appropriate databases to prevent the individual from moving around within the sector.

Lead Safeguarding Officers will receive annual refresher training on how to listen and respond to an individual who is telling their story.

Wherever possible, the child's family is to be informed if their child is reported to state authorities as a suspected child at risk.

Learning

LTT recognise that whenever a report is submitted it means there has been a failure. LTT is committed to learning from this failure so that suitable corrective steps can be taken.

Furthermore, LTT are committed to sharing our learnings with other organisations within our networks.

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 should be shared only on a 'need-to-know' basis and records should be kept securely at all times. The legal principle that "the welfare of the individual is paramount" means that confidentiality should not override the right of the individual to be protected from harm.

Associated Policies

- Procedures for dealing with and recording safeguarding reports.
- Code of Conduct for employees, trustees, contractors, and volunteers.
- Complaints Procedure.
- Anti-Bullying and Harassment Policy.
- Safe Recruitment Policy.
- Disclosure of Malpractice in the Workplace (Whistle-blower) Policy.
- E-Safety Policy.

LTT Statement of Commitment

Safeguarding is a key value of the charity. We aim to ensure the highest standards of safety and ethical behaviour to protect all those who come into contact with our work. Consistent with this value, our philosophy, detailed in induction materials for employees, trustees, contractors and volunteers, is to ensure the safety and well-being of every individual in, or associated with, our programmes. This means that the environment is friendly and that clear procedures are in place for reporting concerns.

The trustees are committed to:

- ensuing safe recruitment practices are being followed, including DBS checks and references for new staff.
- ensuring that a register is kept of training undertaken by employees, trustees, contractors and volunteers on child/adult protection and safeguarding.
- reviewing safeguarding reports that arise and ensuring appropriate actions were taken and lessons learnt incorporated into LTTs practice going forward.
- monitoring the reporting of serious incidents to the relevant authorities.
- reviewing LTTs safeguarding policies and procedures annually.
- ensuring that the designated Safeguarding Lead is in post and operating effectively.

Confirmation of reading

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Associated Policies for Livingstone Tanzania Trust.

Please complete the below and return a scan of this document to Julian Page Julian@livingstonetanzaniatrust.com

Name: _____

Signature: _____

Date: _____

Appendix A

Definitions

<i>Community members</i>	Any person or group of people who directly receive goods or services through participation/engagement in one or more of LTT's programmes.
<i>Associated Personnel</i>	All employees, volunteers, contractors and sub-contractors of any organisation in the UK or Tanzania working with LTT to deliver our programmes.
<i>Abuse</i>	This is a selfish act of oppression and injustice, exploitation, and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following: physical abuse; sexual abuse; sexual exploitation; emotional abuse; bullying; neglect and financial (or material) abuse. Please See Appendix B for greater detail and further definitions.
<i>Child</i>	Any person under the age of 18 (as defined in the United Nations convention on the Rights of a Child).
<i>Vulnerable Adult</i>	Any person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who is elderly and frail; has a mental illness including dementia; has a physical or sensory disability; has a learning disability; has a severe physical illness; has a substance misuser; is homeless or is in need through circumstances.
<i>Survivor</i>	A person who has been abused or exploited. The term survivor is used in preference to victim recognising the strength, resilience and capacity to survive that those who have lived through abuse and/or exploitation have. However, we recognise survivors own right to define how they wish to identify themselves.
<i>LTT Staff</i>	All employees, trustees, UK contractors, interns and volunteers.

Appendix B

Further definitions

Abuse is a term used to describe ways in which people are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a person's physical or mental health. People can be abused within or outside their family, at school in the sports environment and elsewhere. Abuse can take many forms:

Physical Abuse	<p>Where people may:</p> <ul style="list-style-type: none">• physically hurt or injure an individual (such as hitting, shaking, squeezing, biting, scolding or otherwise causing physical harm to a child).• give children, vulnerable adults alcohol, inappropriate drugs or poison.• attempt to suffocate or drown an individual.
Sexual Abuse	<p>The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This could include:</p> <ul style="list-style-type: none">• full sexual intercourse, masturbation, oral sex, fondling.• showing pornographic books, photographs or videos, and sexual exploitation including taking pictures of individuals for pornographic purposes.• grooming people for sexual purposes and/or making inappropriate sexual comments.
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,

professionally or politically from the sexual exploitation of another. This includes human trafficking and modern slavery.

Emotional Abuse and Psychological Harm

persistent emotional or psychological harm to a person that causes a severe long-lasting impact on their emotional development this can occur in a number of ways. For example:

- where there is constant overprotection that prevents an individual from socialising.
- Where people being frequently shouted at or taunted, including name calling
- Where there is neglect, physical or sexual abuse.
- witnessing or hearing domestic violence.
- humiliating or degrading treatment
- constant criticism
- persistent shaming
- isolation

Neglect

where parents or guardians persistently fail to meet a person's basic needs such as food, clothing, shelter.

People with Disabilities

People with disabilities may be more vulnerable because:

- they may have greater difficulty in communicating.
- they may have less mobility than individuals without disabilities.
- they often receive as part of their daily life, intimate physical care, which may provide greater opportunity for potential abusers.
- they may have a greater number of providers of care than individuals without disabilities.
- their behaviour may be more challenging, which may put them at greater risk.

Professionals need to be aware of these issues when dealing with people with disabilities

Appendix C

Types of Harm	Examples	Sign of Abuse
Physical abuse	Smacking, caning, corporal punishment, hitting, shaking, poisoning, burning, drowning, suffocating, making someone ill.	Bruising, broken or fractured bones, burns, scolds, bite marks, swelling
Emotional abuse	Restriction of movement, belittling, threatening, scaring, discriminating, ridiculing, other hostile or rejecting behaviours	Lack of confidence, struggle to control their emotions, difficulty in maintaining a relationship
Sexual abuse	Inappropriate touching, forced to look at, engage in or share sexual pictures/videos or in-person sexual acts	Being frightened of people, places or situations, being secretive, changes in behaviour, having money or goods that they would not normally have, bruising, pregnancy.
Sexual exploitation	Gaining trust of a person to sexually abuse, exploit or traffic them, using or paying for sex workers, trafficking, pornography.	Being frightened of people, places or situations, being secretive, changes in behaviour, having money or goods that they would not normally have, bruising, unhealthy sexual behaviour, pregnancy.
Commercial exploitation	Child labour, exploitation of workers, forced recruitment into armed groups	Lots of time spent on household chores, living away from parents, confused and scared
Neglect	Deliberately not providing care of attention, failing to provide support and supervision	Poor appearance and hygiene, changes in behaviour

Traditional harmful practices	Early marriage, forced marriage, FGM, scaring of the face and arms	Long term unexplained absences, running away from home, long time in the toilet, anxious, depressed, asking for help but not saying why.
Harassment	Unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity. Creating an intimidating, hostile, degrading, humiliating or offense environment, a single incident can amount to harassment	Injuries, fear of going places, stealing (to pay others), distress, loss of confidence, problems sleeping/eating, bullying others.
Sexual harassment	Unwelcome physical conduct, verbal or written harassment through jokes, offensive language, gossip and slander, visual display of posters, graffiti, obscene gestures, flags and emblems. Isolation or non-cooperation at work, exclusion from social activities, coercion for sexual favours, intrusive behaviour such as pestering, spying, stalking. Treating someone less favourably because they have submitted or refused to submit to sexual behaviour in the past.	Injuries, stealing (to pay others), distress, loss of confidence, problems sleeping or eating, bullying others. Being frightened of people, places or situations, being secretive, changes in behaviour, having money or goods that they would not normally have, bruising, pregnancy.
Bullying	Can take the form of physical, verbal and non-verbal conduct, physical or psychological threats, overbearing and intimidating levels of supervision, inappropriate derogatory remarks about someone's performance or appearance.	Injuries, stealing (to pay others), distress, loss of confidence, problems sleeping or eating, bullying others. Being frightened of people, places or situations, being secretive, changes in behaviour, bruising.

Appendix 4

LTT's Safeguarding leads contact details

	Lead in the UK	Lead in Tanzania
Name:	Thomas Wills	Julian Page
Job/Role:	Trustee	Director
Contact email	Tom@livingstonetanzaniatrust.com	Julian@livingstonetanzaniatrust.com

Clive Shiret, has overall responsibility for safeguarding and can be contact through the details below.

	Chairman of LTT	Back up Lead in Tanzania
Name:	Clive Shiret	Abdallah Njayasha
Job/Role:	Chair of Trustees	Programmes Manager
Address:	14 St David's Drive, Leigh on Sea, Essex, SS9 3RF	
Contact email	Clive@livingstonetanzaniatrust.com	Abdallah@livingstonetanzaniatrust.com



Julian Page

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Livingstone Tanzania Trust