UK Paraclimbing Collective (UKPC) Safeguarding Policy

1. Purpose

This policy defines how UKPC operates to safeguard children, young people and vulnerable adults.

We have a duty of care and are committed to the protection and safety of everyone who comes in to contact with the organisation including; children, young people and adults at risk involved as visitors and as participants in all of our activities both on and off site. We also have a duty to safeguard and support our staff and volunteers.

Definitions

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

"Safeguarding and promoting the welfare of children" is defined in Working Together 2018 as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

2. Applicability

This policy applies to anyone working on our behalf, including our trustees and other volunteers.

Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work. These include, but are not limited to:

- Other UK regulators, if applicable
- Charity Commission guidance - working overseas.
- The International Child Safeguarding Standards.
- Keeping children safe online assessment tool.

Safeguarding should be appropriately reflected in other relevant policies and procedures.

3. Principles

We believe that:

- 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 of 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 any concerns.

UKPC has a zero tolerance approach to abuse. UKPC recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004 and the Domestic Abuse Act 2021.

It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. Adults will be included in swift and personalised safeguarding responses.

It is also committed to inter-agency collaboration on the development and implementation of procedures for the protection of adults vulnerable from abuse, it has a duty and responsibility for making arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the adults at risk of abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.
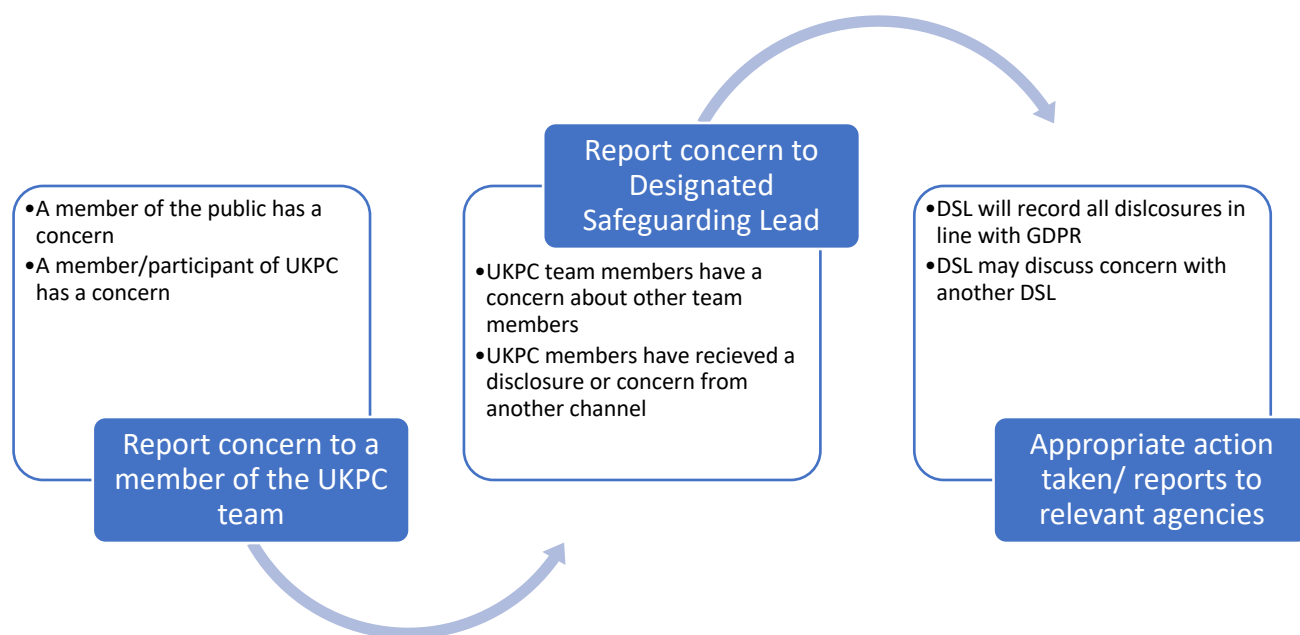
There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age or illness

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse are at Appendix 1.

4. Reporting Concerns

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

The following chart has been created to demonstrate the safeguarding reporting channels that should be followed:

- A member of the public has a concern
- A member/participant of UKPC has a concern

Report concern to a member of the UKPC team

Report concern to Designated Safeguarding Lead

- UKPC team members have a concern about other team members
- UKPC members have recieved a disclosure or concern from another channel

- DSL will record all dislcosures in line with GDPR
- DSL may discuss concern with another DSL

Appropriate action taken/ reports to relevant agencies

All concerns should be recorded (handwritten and signed where accessible to do so). These should be passed to the DSL. These will be stored internally according to GDPR and information governance regulations.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of [Serious Incident Reporting](#) and, if applicable, other regulator. They are aware of the Government [guidance on handling safeguarding allegations](#).

The DSL will determine whether it is possible to take any safeguarding report/disclosure forward by reviewing whether:

- The reported incident(s) represents a breach of safeguarding policy
- There is sufficient information to follow up this report

They will also check whether separate policies and procedures are in place for the type of concern the report relates to. If there isn't a policy for the type of report that has been made, they should follow these procedures:

- If the reported incident does not represent a breach of Safeguarding Policy but represents a safeguarding risk to others (such as a child safeguarding incident), the report should be referred through the appropriate channels (e.g. local authorities) if it is safe to do so.
- If there is insufficient information to follow up the report and no way to ascertain this information (for example if the person making the report did not leave contact details), the report should be filed in case it can be of use in the future and look at any wider lesson learning we can take forward.
- If the report raises any concerns relating to children under the age of 18, the DSL should seek expert advice immediately, sourcing this externally if necessary.
- If at any point in the process of responding to the report (for example during an investigation) it becomes apparent that anyone involved is a child under the age of 18, the DSL should seek expert advice before proceeding any further, sourcing this externally if necessary.
- If a decision is made to take the report forward in-house, the DSL must ensure that there is relevant expertise and capacity to manage a safeguarding case or should seek immediate assistance through external capacity if necessary.
- They will also clarify what, how and with whom information will be shared relating to this case, recognising that information needs will be different for each stakeholder. Confidentiality should be maintained at all times, and information shared on a need-to-know basis only.
- They will check UKPC's obligations on informing relevant bodies when receiving a safeguarding report. These include (but are not limited to):

o Funding organisations

o Umbrella bodies/networks

o Statutory bodies (such as the Charity Commission in the UK)

Some of these bodies may require UKPC to inform them when they receive a report, others may require information on completion of the case, or annual top-line information on cases. When submitting information to any of these bodies, the confidentiality implications must be thought through very carefully.

5. Responsibilities

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/committee will be given responsibility for the oversight of all aspects of safety, including whistleblowing and H&SW. They will be named the Designated Safeguarding Lead (DSL). This will include:

- Creating a culture of respect, in which everyone feel 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.

- Ensuring that safeguarding requirements (eg DBS) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- Listening and engaging, beneficiaries, staff, volunteers and others and involving them as appropriate.
- 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:
  o Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
  o The signs of potential abuse and how to report these.

Where there is any risk of harm, the DSL has the power to act as necessary and, in particular, as follows:

- confidentially seek advice from expert sources
- share concerns (with consent where required and appropriate) internally with senior members of the organisation
- share concerns and make referrals to external agencies such as social services or the police, as appropriate to the circumstances
- make a referral to the DBS regarding staff or volunteers in Regulated Activity whose conduct is harmful to service users and refer them to DBS when they are removed from Regulated Activity
- Disqualify persons from activity related to the organisation where necessary, or advise the Board to do so.

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).

6. Fundraising

We will ensure that:

- We comply with the Code of Fundraising Practice, including fundraising that involves children.
- Staff 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 either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
- We are sensitive to any particular need that a donor may have.

7. Online Safety

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 provided are suitable for users. For example, use age restrictions and offer password protection to help keep people safe
- The services we use and/or provide are safe and in line with our code of conduct.
- 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, etc.
- We clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process. If you are unsure, you can contact one of these organisations, who will help you.

Using Discord

Discord is our online communications platform used for the community. Users of Discord are expected to:

1. Keep content respectful and non-discriminatory. Discriminatory language e.g. racist/sexist/homophobic/transphobic/ableist) is not tolerated.

2. Keep content 'safe for work'. This includes not posting "disturbing content" such as gore, violence, content depicting deaths (real or otherwise).

3. Exercise caution when private messaging other members of the server, seeking consent when doing so and respecting any boundaries that are put up.

4. Not promote, condone or engage in illegal content or activity on the server.

Should these expectations be breached, it will result in action from moderators or team members, proportional to severity, judged on a case-by-case basis (for example, a warning, a temporary ban, a full ban).

8. Approval and Review

Approval By	Date	Next Review Date
Trustee Board	10/08/2022	One year: 10/08/2023

9. Amendment history

Amendment details	Date	Signed
Discord section added	23/08/2022	Trustee Board

10. Statutory Guidance

Gov.UK – Guidance: Handling safeguarding allegations

Gov.UK – The role of other agencies in safeguarding

CC: Infographic; 10 actions trustees need to take.

CC: Safeguarding duties of charity trustees

CC: Safeguarding - policies and procedures

CC: How to protect vulnerable groups

CC: Managing online risk.

11. Useful Links

NCVO: Online safeguarding resources.

NSPCC: Writing a safeguarding policy

CivS: How to bring your charity's safeguarding up to scratch

Appendix 1 – Signs of Abuse

Physical Abuse.

- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or under dose medications.
- individuals report being hit, slapped, kicked, or mistreated.
- vulnerable adult's sudden change in behaviour.
- the caregiver's refusal to allow visitors to see a vulnerable adult alone.

Sexual Abuse.

- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- an individual's report of being sexually assaulted or raped.

Mental Mistreatment/Emotional Abuse.

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- an individual's report of being verbally or mentally mistreated.

Neglect.

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.
- unattended or untreated health problems.
- hazardous or unsafe living condition (e.g., improper wiring, no heat or running water).
- unsanitary and unclean living conditions (e.g., dirt, fleas, lice on person, soiled bedding, faecal/urine smell, inadequate clothing).
- an individual's report of being mistreated.

Self-Neglect.

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.
- hazardous or unsafe living conditions.
- unsanitary or unclean living quarters (e.g., animal/insect infestation, no functioning toilet, faecal or urine smell).
- inappropriate and/or inadequate clothing, lack of the necessary medical aids.
- grossly inadequate housing or homelessness.
- inadequate medical care, not taking prescribed medications properly.

Exploitation.

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.
- adding additional names on bank signature cards.
- unauthorized withdrawal of funds using an ATM card.
- abrupt changes in a will or other financial documents.
- unexplained disappearance of funds or valuable possessions.
- bills unpaid despite the money being available to pay them.
- forging a signature on financial transactions or for the titles of possessions.
- sudden appearance of previously uninvolved relatives claiming rights to a vulnerable adult's possessions.
- unexplained sudden transfer of assets to a family member or someone outside the family.
- providing services that are not necessary.
- individual's report of exploitation.