

AIUK (Amnesty International UK) Safeguarding Policy

How to report a safeguarding concern

If you have a safeguarding concern, it is your responsibility to report it.

In the first instance share it with your manager/most senior person or the relevant designated safeguarding lead present at the event/activity.

In an emergency always contact the relevant emergency services before informing the AIUK Safeguarding Manager.

Then make sure it is passed on to the AIUK Safeguarding Manager by emailing safeguarding@amnesty.org.uk. If you are unsure if it is a safeguarding concern, report it anyway.

Policy aims and purpose:

At AIUK, our purpose is to protect individuals wherever justice, fairness, freedom and truth are denied. To do this to the best of our ability we believe that safeguarding needs to be at the heart of our work.

Safeguarding is the term for the actions we at AIUK take to...

- a. **promote the welfare of,**
- b. **engage safely with,**
- c. **and do everything we can to prevent abuse occurring to**

children, young people, adults-at-risk, and anyone who engages with AIUK.

The aim of the policy is to ensure that we can safely include all people in our work, and to ensure that when engaging with AIUK's work all those involved are protected from abuse, exploitation and mistreatment. The policy, alongside the safeguarding procedures, are to be used to safely enable the engagement of all children, young people, and adults-at-risk who have contact with AIUK's work. This policy is about the people we work with and includes safeguarding all children, young people and adults-at-risk who have contact with us.

The purpose of the policy is:

- To safeguard and safely encourage the engagement of all individuals, but particularly adults-at-risk and children and young people with AIUK's work, including staff, volunteers, members, activists, rightsholders and members of the public who engage with AIUK events, activities and programmes.
- To provide all individuals involved with the work AIUK does with the overarching principles that guide our approach to safeguarding and ensure that safeguarding is made a priority in the work carried out by AIUK.

Safeguarding is everyone's responsibility. The following people must follow this policy and the procedures that go with it (further details of roles given at bottom of document):

- AIUK staff
- AIUK Section and Charitable Trust board members
- AIUK Volunteers – those who have been recruited to work as volunteers in AIUK offices and shops.
- AIUK Activists - anyone who carries out unpaid activity on behalf of AIUK, including fundraising, campaigning, training or providing support to other activists.
- Staff and representatives of other agencies and any other individual guests of AIUK who will take part in activities that involves them having contact with children/young people or adults-at-risk- unless it has been agreed expressly that the partner organisation may enforce its own safeguarding or protection policy. The policy should be shared with them when there is an agreement made to work together.

In England, Northern Ireland and Wales, a child or young person is defined as anyone under the age of 18, in Scotland it is slightly more complicated, because the definition of a child varies in different legal contexts, but statutory guidance which supports the Children and Young People (Scotland) Act 2014, includes all children and young people up to the age of 18. AIUK believes that all children and young people have the right to enjoy activities in a happy, secure, inclusive, and safe environment. It is important to be particularly aware of children with special educational needs and disabilities (SEND) who may be more vulnerable to abuse and/or less able to speak out if something is not right.

An adult-at-risk is defined by the Care Act 2014 as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves. The definition given in Scotland and Wales are different but in keeping with this definition. AIUK believes all adults should be able to engage with its activities without risk of harm or abuse.

Policy Statement

AIUK is committed to doing all we can to safeguard children, young people, and adults-at-risk who are involved in the work that we are doing. We are fully committed to the right of all children to grow, develop and thrive in a safe, caring environment, and AIUK's aim is to make sure we can include all children, young people and adults-at-risk in the work that we do. Ensuring AIUK is a safe place for children and adults and has clear procedures in how to respond to abuse and harm, is an integral part to making sure all people can safely engage, rather than creating barriers to children, young people and adults-at-risk's participation in AIUK's work on human rights.

Children, young people and adults-at-risk may experience abuse regardless of their age, gender, religion or other beliefs, ethnicity, sexual orientation, cultural background, ability or any other

defining characteristic. AIUK recognises that some people are particularly vulnerable because of the intersections of these minoritised identities and characteristics, as well as the impacts of discrimination, various lived experiences, levels of dependency, communication needs or other issues that affect how someone navigates any given space.

AIUK will be guided by the following principles on safeguarding, which we will incorporate into our safeguarding approach, policies and response to all safeguarding matters:

Everyone's responsibility - Everyone at AIUK has a responsibility to contribute to making AIUK a safe space and respond to safeguarding concerns.

Prevention – We will put reasonable measures in place to prevent abuse, including the use of safe recruitment practices, promoting safe working practices and raising awareness of safeguarding. At AIUK we all have a responsibility to prevent harm occurring to those we work with, and therefore AIUK aims to create a culture of a ‘not on my watch’ attitude, ensuring all individuals take on this responsibility to prevent harm.

Protection – We will provide policy, procedures, information and training to enable all adults involved with AIUK to identify and respond appropriately to concerns about abuse.

Partnership - AIUK will work in partnership with statutory, regulatory and other relevant organisations to ensure that safeguarding concerns are shared appropriately. We will also work in partnership with the individual concerned, to make sure their views are heard, and where appropriate their families, for example with parents of a child or family members of an adult who needs some additional support to engage.

Empowerment – We will be person-centred and uphold individual’s rights in our safeguarding work.

Accountability - We aim to be transparent in our approaches and recognise the need for continuous learning, review and improvement.

As part of safeguarding, AIUK aims to recognise and respond to all types of harm and abuse, including:

- Bullying and cyberbullying
- Harassment
- Child sexual exploitation
- Child trafficking
- Criminal exploitation and gangs
- Domestic abuse
- Emotional and/or psychological abuse
- Female genital mutilation
- Grooming
- Neglect or acts of omission
- Non-recent abuse
- Online abuse
- Physical abuse
- Sexual abuse
- Financial or material abuse

- Self-neglect/self-harm
- Organisational or institutional abuse
- Discriminatory abuse
- Modern slavery
- Child on child abuse

You can find out more about different types of abuse and harm to adults-at-risk from [SCIE \(Social Care Institute for Excellence\)](#) and for children and young people from the [NSPCC](#).

Additionally, AIUK aims to support all those who encounter us, and this may include individuals struggling with their mental health or who are having other difficulties which may not make them an adult-at-risk but do increase their vulnerability and need for support.

By following this policy and the linked procedures, we aim to provide a safe and inclusive space for all those engaging with AIUK's work.

Our commitment to keeping children and young people safe:

AIUK encounters children and young people in several ways, including but not limited to our Human Rights Education work, Community Organising, local activism and Governance structure. We seek to keep them safe by:

- All staff, trustees/section board members and lead activists involved with AIUK are to abide by the safeguarding principles and adhere to good safeguarding behaviours and the relevant code of conduct for their role.
- All staff, trustees/section board members and lead activists involved with AIUK are to abide by our safeguarding policy and follow our safeguarding procedures.
- All staff, trustees/section board members and lead activists are expected to complete the compulsory safeguarding training relevant for their role. The training aims to build individuals understanding of what a safeguarding concern is, and how to appropriately respond, in order to make AIUK a systemically safer place.
- Ensuring that all concerns, allegations, and disclosures are taken seriously and reported within 24 hours following the safeguarding procedures, or sooner if it is an emergency.
- Ensuring all concerns, allegations and disclosures (including incidents which be categorised as a 'near miss') which are reported, are recorded in a secure way which allows data to be collected and reviewed. This will ensure areas which need development in the organisation are identified and worked on and there is continuous learning.
- Ensuring all children and young people who AIUK encounter are valued, listened to and respected.
- Appointing an organisation Designated Safeguarding Lead (DSL) and having lead board members (on both boards) for safeguarding – the Lead Trustee for safeguarding is a role which is required for all charities by the Charity Commission.

- At all AIUK organised events and activities, including activities or events run outside of HRAC, a risk assessment should be conducted which includes consideration of safeguarding risk and whether a designated safeguarding lead needs to be appointed.
- Recording, storing, and sharing information professionally and securely, in line with the data protection act 2018 and AIUK's privacy guidance, <https://www.amnesty.org.uk/privacy-notice>
- Ensuring all staff, volunteers, board members and lead activists are recruited according to relevant safer recruitment procedures and criminal record checks
- Ensuring that all organisations who work with AIUK, are given a copy of the AIUK safeguarding policy and procedure and safeguarding risks are considered in any agreement to work together.
- The Safeguarding Manager working with the manager in charge of governance and the Chair and Trustees if the Trust, will report any serious safeguarding incidents to the Charity Commission in the UK in line with their requirements.
- Complying with the Fundraising Code of Practice in relation to how we involve vulnerable groups.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- AIUK will review their safeguarding policy and procedures annually to ensure it is up to date.
- Keeping an up-to-date Risk Register of safeguarding risks in the organisation, which should regularly be reviewed by the safeguarding manager, chief exec and trustees/section Board members and includes details of how the risks are mitigated.

Our commitment to keeping adults safe:

AIUK encounters adults throughout our work, and therefore will regularly engage with individuals who come under the definition of an adult-at-risk or individuals who are struggling and may need additional support. It is however important to note, that those who AIUK refer to as 'individuals-at-risk' and 'beneficiaries' in our work, do not always fall into this category of needing safeguarding support, and different support is available to them through the resources provided by the relevant teams.

We seek to keep adults safe by:

- Ensuring that the 6 principles of adult safeguarding identified in the Care Act 2014 are followed and ensuring all those in AIUK who may have contact with adults-at-risk are aware of them. These includes:
 - **Empowerment:** Any adult-at-risk who is associated with AIUK is supported and encouraged to make their own decisions and given the opportunity to provide informed consent for any decisions made.
 - **Prevention:** appropriate measures such as risk assessments and safer recruitment processes are used, and risks mitigated to a reasonable degree to prevent any

harm being caused to an adult-at-risk. Actions are proactively taken to be inclusive.

- **Proportionality:** The least intrusive response appropriate to the risk presented is always taken.
 - **Protection:** Support and representation for those in greatest need is provided. AIUK will provide policy, procedures, information and training to enable all adults involved with AIUK to identify and respond appropriately to concerns about abuse.
 - **Partnership:** Working with the individual concerned (and their families where appropriate), statutory, regulatory and other relevant agencies to ensure we play our part in preventing, detecting and reporting neglect and abuse.
 - **Accountability:** AIUK will be transparent in its approaches and recognise the need for continuous learning, review and improvement.
- All staff, volunteers, lead activists, section board members and trustees involved with AIUK to abide by the safeguarding principles and adhere to good safeguarding behaviours and the code of conduct.
 - All staff, volunteers, lead activists, section board members and trustees involved with AIUK to abide by our policy and follow our safeguarding procedures.
 - All staff, volunteers, lead activists, section board members and trustees are expected to complete the adults-at-risk safeguarding training when needed for their role.
 - Ensuring that all concerns, allegations and disclosures are taken seriously and reported within 24 hours following the safeguarding procedures, or sooner if it is an emergency.
 - Ensuring all concerns, allegations and disclosures (including incidents which be categorised as a 'near miss') which are reported, are recorded in a secure way which allows data to be collected and reviewed. This will ensure areas which need development in the organisation are identified and worked on and there is continuous learning.
 - Appointing a Designated Safeguarding Lead (DSL) for the organisation and lead trustee/section board members for safeguarding.
 - Ensuring all staff, volunteers, trustees/section board members and lead activists are recruited according to relevant safer recruitment procedures and criminal record checks
 - Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with adults-at-risk, staff, volunteers and activists
 - The Safeguarding Manager working with the manager in charge of governance and the Chair and Trustees if the Trust, will report any serious safeguarding incidents to the Charity Commission in the UK in line with their requirements.
 - Complying with the Fundraising Code of Practice in relation to how we involve vulnerable groups.
 - Ensuring that we have effective complaints and whistleblowing measures in place.

- Ensuring that all organisations who work with AIUK, are given a copy of the AIUK safeguarding policy and procedure, and safeguarding risks are considered in any agreement to work together and in risk assessments.
- Keeping an up-to-date Risk Register of safeguarding risks in the organisation, which should regularly be reviewed by the safeguarding manager, chief exec and trustees/section Board members and includes details of how the risks are mitigated.

Roles and Responsibilities

All staff, volunteers, members, and activists

Every adult involved with the work AIUK does, irrespective of their role, has a part to play in safeguarding individuals who come into contact with AIUK who need care and support. All staff will undertake basic training and must familiarise themselves with this Safeguarding Policy and Procedures.

Trustees/Section Board members

AIUK Trustee/Section Board members and any coopted members of subcommittees, are accountable for ensuring that AIUK takes the necessary steps to safeguard those at risk from abuse, managing risk and protecting the reputation of the Trust/Section. The Boards approve the safeguarding policy and have a duty of care in having the right data to know how the organisation is performing in this respect. They should also receive by the Safeguarding Manager any concern raised about the actions of the Chief Executive relating to safeguarding.

The Trustee Board includes a trustee who is the designated safeguarding lead as per the Charity Commission guidance. This trustee has a specific legal responsibility for oversight and works closely with the Safeguarding Manager. Additionally, whilst this is not a legally required role, there is a safeguarding lead on the Section Board providing a similar role.

Chief Executive

Chief Executive: The Chief Executive has a responsibility to ensure that there is sufficient resource dedicated to central expertise on safeguarding incorporated into AIUK's proposed annual business plans (in consultation with the Director of People & Culture). The Chief Executive should also address any concern raised by the Safeguarding Manager with them regarding the actions of a Director and whether they are adequately necessary addressing safeguarding actions relating to their Department.

SMT Directors	SMT Directors have a responsibility to ensure that safeguarding is included, where appropriate, in the strategic plans, risk assessments, communications and quality assurance processes of their Directorate. In some cases, they will be required to make decisions in relation to complex or serious safeguarding concerns, in consultation with the Safeguarding Manager. The SMT Directors also have a duty of care in having the right data to know how the organisation is performing in this respect.
Heads of Departments	Heads of Department and other managers are responsible for ensuring that they, and the staff they supervise, are aware of AIUK's safeguarding policy and procedures, access relevant training and include safeguarding in risk assessments for projects or events. They should promote the discussion of safeguarding at team meetings and as part of supervision or one-to-one meetings. They may be required to make decisions relating to complex or serious safeguarding concerns and can seek advice from the Safeguarding Manager where required.
Safeguarding Manager	The Safeguarding Manager is the Designated Safeguarding Lead at AIUK. They are responsible for developing and quality assuring safeguarding activity across AIUK, supporting individuals with safeguarding actions and supporting best practice for external stakeholders.
AIUK Partner organisations	AIUK Partner organisations will make their own arrangements for safeguarding, and in accordance with their safeguarding policy, but should also be given a copy of this policy and the safeguarding procedure.

How concerns will be managed

When concerns are reported to AIUK safeguarding, they may be managed in several ways depending on the nature of the incident. The safeguarding manager will ensure the appropriate response is taken and, in some cases, a combination of responses may be required. These may include:

- Report to the relevant statutory agency – e.g. police, children social care or the Local Authority Designated Officer (LADO) (or appropriate alternative)
- Referral to the Disclosure & Barring Service (DBS) (or appropriate alternative)
- If the concern is about a member of staff, People & Performance disciplinary process (formal and informal)
- Serious incident reporting to The Charity Commission

- Internal review or co-operation with any external reviews

Disclosure and confidentiality

If a child/young person comes to any AIUK staff, activist, volunteer, trustee or board member with an abuse disclosure/or there is any suspicion that abuse has or may take place: the individual should take immediate action in accordance with the safeguarding procedures.

As far as possible, confidentiality is crucial - but the welfare of any child/young person is paramount. The law requires you within limits, to disclose the information to the appropriate body whether it is the management of the organisation we are visiting, social services or the police.

When you have a concern about an adult, you should always discuss this concern with them and be open and honest that you are going to make a safeguarding report. If on occasion this does not feel appropriate and you are not sure what to do, you can approach the safeguarding manager first and a discussion can be had about the appropriate next steps and who should contact the individual.

Useful contact details

AIUK Designated Safeguarding Lead:

AIUK Safeguarding Manager: Charis Belcher

Email: safeguarding@amnesty.org.uk or charis.belcher@amnesty.org.uk

Phone:

AIUK People & Culture Director:

Director of People & Culture team: David Prince

Email:

Phone:

NSPCC Helpline: 0800 800 5000 or help@nspcc.org.uk

ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk

Out of hours: If you have an event which is happening out of core working hours, a risk assessment for the event/activity should have been put together and have considered who to/how a concern should be escalated. However, if you are seriously concerned about immediate risk of harm, concerns should be escalated to the police or the relevant children services Emergency Duty Team.

Legal framework

This policy has been drawn up based on law and guidance that seeks to protect children and adults-at-risk, including:

- UN Convention on the Rights of the Child
- The Children Act 1989
- The Children Act 2004
- [Working Together to Safeguard Children \(2018\)](#)
- Children (Scotland) Act 1995
- Children and Young People (Scotland) Act 2014
- National Guidance for Child Protection in Scotland, Scottish Government (2014)
- The Social Services and Wellbeing (Wales) Act 2014
- The Children (Northern Ireland) Order 1995.
- The Human Rights Act 1989
- The Code of Fundraising Practice
- Keeping children safe in education 2022
- [Data Protection Act \(2018\)](#)
- [The Care Act 2014](#)
- [Care Act Statutory Guidance](#)
- [The Adult Support and Protection \(Scotland\) Act 2007](#)
- [Adult Safeguarding: Prevention and Protection in Partnership \(2015\)](#)
- [The Mental Capacity Act \(2005\)](#)
- [Domestic Abuse Act \(2021\)](#)
- [Sexual Offences Act \(2003\)](#)
- [Safeguarding Vulnerable Groups Act \(2006\)](#)

How is this policy shared?	Policy will be shared on our website, with staff, volunteers and lead activists.
Who is responsible for this policy?	AIUK's Directors are ultimately responsible for ensuring compliance with this policy and are held accountable by the board.
Author/policy contact:	Charis Belcher, Safeguarding Manager
Sign off:	9 th March 2023 by Trust & 11 th March 2023 by Section Board
Approved by/approval level:	AIUK Section Board and AIUK Charitable Trust Board
Date effective:	11 th March 2023
Last reviewed or updated:	2023
Frequency of review:	Annual
Next Review Date:	2024 Q1
Supersedes:	2018 safeguarding policy