



Reviewed: November 2020

Version: 4

Registered Charity Number: 1146157

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## **IT Schools Africa Child and Adult Safeguarding Policy**

### **Statement of Purpose**

The purpose of this policy is to protect children, at risk adults (vulnerable) and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with IT Schools Africa. This includes harm arising from:

- The conduct of Staff, Trustees, IT Schools Africa members or personnel associated with IT Schools Africa (including Volunteers).
- The design and implementation of IT Schools Africa's programmes and activities

The policy lays out the commitments made by IT Schools Africa and informs Staff, Trustees, members and associated personnel of their responsibilities in relation to safeguarding.

### **Policy Statement**

IT Schools Africa recognises that all children and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief or sexual orientation or identity have the right to protection from harm and abuse. IT Schools Africa shall take all steps that are reasonably practicable; to comply with:

- Working Together to Safeguard Children 2019
- Children Act 1989 and 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Act 2014
- Mental Capacity Act 2005
- Any guidance produced by the Charity Commission.

IT Schools Africa shall monitor the conduct of staff to identify any inappropriate behaviour and shall act accordingly and, if necessary, in accordance with its disciplinary procedures.

This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, protection from sexual exploitation and abuse, E-safety and allegations of abuse made against staff working or volunteering for IT Schools Africa, or associated with the charity.

## Part 1 – Safeguarding Children

What is safeguarding children?

Everyone who comes into contact with children and families has a role to play. A child is defined as anyone who has not yet reached their 18th birthday. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or 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
- Working Together to Safeguard Children 2019

Recognising Child Abuse – terms and definitions:

Physical abuse - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or failing to protect a child from that harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse - is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse - involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact including both penetrative or non-penetrative acts such as kissing, touching or fondling the child's genitals or breasts, vaginal or anal intercourse or oral sex. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Children can also be sexually exploited. **Child sexual exploitation** occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

*(HMGov Feb 2017)*

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**Neglect** - is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing; shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision including the use of inadequate caretakers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Concerns may refer to only one or more of the above categories of abuse and may occur in a range of settings. Abuse may not always present as one incident but could present as a pattern of concern about the welfare of the child.

In addition to this, children may also be abused through:

- Trafficking – being moved from one place to another for the purposes of abuse
- Radicalisation – the process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine contemporary ideas and expressions of the nation.
- Domestic abuse (either within their household or within their own relationships). A child living in a household where there is domestic abuse is deemed to be suffering emotional abuse (see Emotional Abuse above).
- Female Genital Mutilation (FGM) – the ritual cutting or removal of some or all of the external female genitalia, found in all countries but especially Africa, India and the Middle East. FGM is illegal in many countries including the UK.

## **Allegations Management**

The management of allegations of abuse made against those who work or volunteer with children is laid down in Working Together 2019. Any allegation should be reported to the highest person within the charity who is not implicated in the allegation. IT Schools Africa will take all allegations seriously and follow the Government's statutory Allegations Management process referring allegations to the relevant Local Authority Designated Officer (LADO) [www.gcsb.org.uk](http://www.gcsb.org.uk) Tel 01452 426320 for advice and investigation where the allegation suggests that the person has:

- Harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates they may pose a risk of harm to children.

IT Schools Africa will, with the LADO's advice, decide on whether the allegation meets the threshold. If so, IT Schools Africa will work with the LADO, attending the multi-agency Allegations Management meeting involving police, children's social care and any other employer to determine the way forward. IT Schools Africa will take the LADO's advice on when and how the individual should be informed so that evidence may be preserved and children protected.

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## **Safer Recruitment**

IT Schools Africa shall recruit all staff in line with safer recruitment practice and will not allow staff or contractors to have access to children, young people and vulnerable adults where there is any knowledge of that person or persons having any criminal conviction involving children or who are disqualified from working with children. IT Schools Africa will remind all employees of their duty to disclose any such information, as required by the Criminal Justice and Court Services Act 2003. Staff working directly with children or vulnerable adults (in a Regulated Activity as defined by the Disclosure and Barring Service (DBS)) will be required to have DBS clearance before working or volunteering.

## **Part 2 – Safeguarding Adults**

There are 9 categories of abuse for adults with additional care needs (vulnerable adults):

- Sexual abuse
- Physical abuse
- Psychological abuse - can be by action or omission – e.g. causing someone to feel scared by not coming back when you say, or causing them to feel frightened by telling them something that isn't true
- Neglect – including acts of omission such as not providing medication or self-neglect – including hoarding
- Financial or material abuse -
- Modern Slavery - exploitation of people who have been forced, deceived, or coerced into a life of labour and servitude.
- Domestic abuse - between adults, between families (children/parents)
- Discriminatory abuse
- Organisational abuse – where abuse has become part of the organisation's culture.

Many of the signs are similar to those in children. However, Adults can choose to take risks and to place themselves in difficult situations, or refuse to accept protection as long as they have the capacity to do so. Children cannot choose not to be protected.

Adults may be vulnerable or have additional care needs at certain times within their lives for example, during physical and mental illness, when intoxicated or under the influence of drugs.

It is important to talk to adults about the decisions they are making and ensure they understand. If not, they may need protecting. The Mental Capacity Act 2005 states; "... a person lacks capacity in relation to a matter if at the material time he is unable to make a decision for himself in relation to the matter because of an impairment of, or disturbance in the functioning of the mind or brain."

## **E-Safety**

It is important to be aware of the risks of vulnerability and exploitation through the use of IT. Staff and volunteers must be alert to the potential risks that children and vulnerable adults may be exposed to, and that steps are taken to mitigate the risk of this occurring via:

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- Content – e.g. exposure to age inappropriate material, inaccurate or misleading information, socially unacceptable and illegal material (e.g. inciting violence, hate, intolerance, images of abuse).
- Contact – e.g. grooming using communication and social media leading to inappropriate behaviour or abuse.
- Commerce – exposure to inappropriate advertising, on-line gambling, identity theft and financial scams.
- Culture – bullying via websites/social media, mobile phones and other communication technologies, inappropriate downloading of materials, exposure to inappropriate advertising, on-line gambling and financial scams.

Staff must ensure that their online social media profiles do not include children or vulnerable adults contacted via their work with IT Schools Africa.

### **Part 3 - IT Schools Africa Responsibilities**

IT Schools Africa will ensure all staff have access to, are familiar with, and know their responsibilities within this policy

#### **Record Keeping:**

IT Schools Africa will design and undertake all its programmes and activities in a way that protects both children and adults from any risk of harm that may arise from their coming into contact with IT Schools Africa.

Gather, record and store information in accordance with the IT Schools Africa Data Protection Policy and Confidentiality Policy which are in line with General Data Protection Regulations (GDPR). All staff will be made aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. Information will be shared on a need to know basis only, as judged by the Designated Safeguarding Officer. All staff must be aware that they cannot promise beneficiaries or their families/carers that they will keep secrets.

#### **Safer Recruitment**

IT Schools Africa will implement safeguarding procedures when recruiting, managing and deploying staff and associated personnel (safe recruitment), including providing a safeguarding statement within adverts for vacancies, seeking appropriate references, shortlisting based on a formal application process, interviews conducted according to equal opportunities and carrying out Disclosure and Barring (DBS) checks as required.

Ensure staff receive training on safeguarding children and adults, including aspects of recognising abuse as above, at a level commensurate with their role in the organisation.

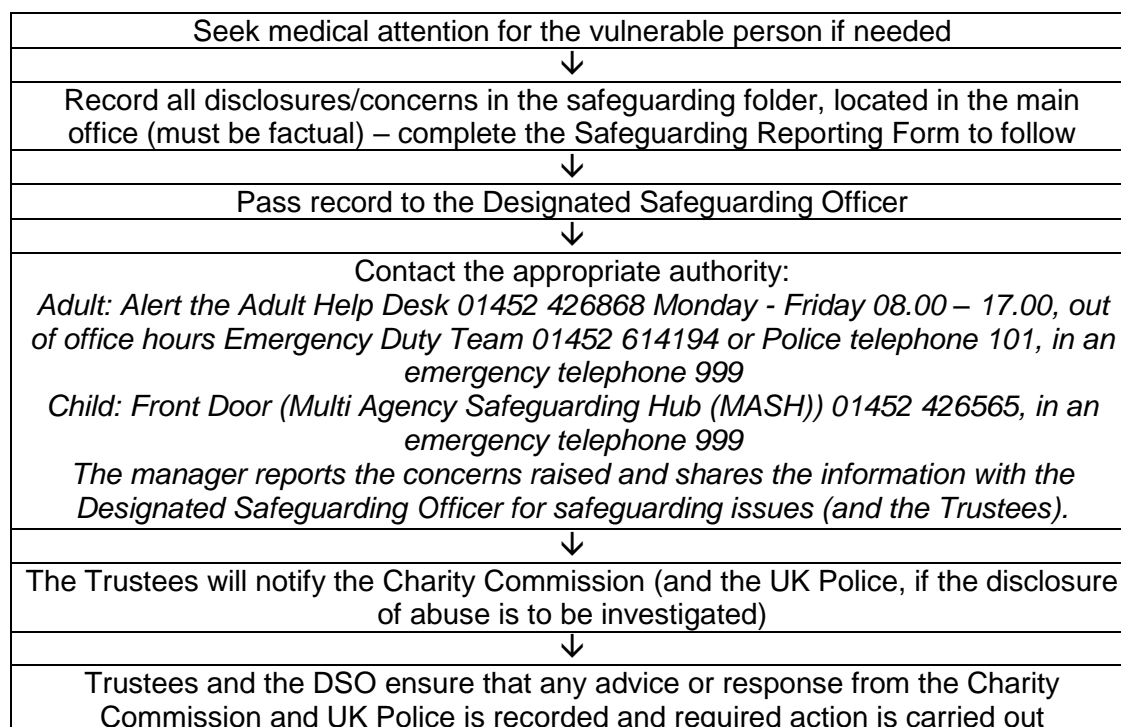
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## Abuse Reporting Process

The process outlined below details the stages involved in raising and reporting safeguarding concerns:



IT Schools Africa has in place a Designated Safeguarding Lead (DSL) to champion safeguarding in all aspects of the charity's work, along with various assigned roles for safeguarding:

Designated Safeguarding Officer	Simon Richardson
Deputy Designated Safeguarding Officer	Jenny Evans
Warehouse Safeguarding Officer	Rob Agg
IT Workshop Safeguarding Officer	Chris Rolfe
TECH Connect Safeguarding Officer	Monis Khalifa
Trustee designated Safeguarding Officer	Paul Hazel
Contact <a href="mailto:simon@itschoolsafrica.org">simon@itschoolsafrica.org</a> or Paul Hazel <a href="mailto:pm.hazel@btinternet.com">pm.hazel@btinternet.com</a>	

## International Safeguarding

Where IT Schools Africa engage with other charities abroad, IT Schools Africa will satisfy themselves that the overseas charity has in place an effective and current international safeguarding policy as well as procedures to safeguard children and vulnerable adults. Where there is a concern regarding safeguarding children or adults involving international members coming into contact with the charity, advice on laws within the specific country will be sought and safeguarding concerns reported to the relevant overseas authorities in line with the laws of that country.

## Monitoring and review

This policy shall be monitored for effectiveness and shall be reviewed annually by the Charity Trustees in line with Charity Commission guidance. ITSA is monitored annually by Prospect Training.

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Confirmation of reading I confirm that I have been made fully aware of, and understand the contents of IT Schools Africa's Child and Adult Safeguarding Policy. Please complete the details below and return this completed form to Simon Richardson [simon@itschoolsafrica.org](mailto:simon@itschoolsafrica.org)

Staff / volunteer name:

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Signature:

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