

Zambia Therapeutic Art (SC045462)

SAFEGUARDING POLICY

INTRODUCTION

Zambia Therapeutic Art is committed to the welfare of all people who receive its services or work for it and the Board will ensure that all people are kept safe from harm while they are with workers and volunteers in this organisation. In order to achieve this, we will ensure our trustees, trainers, volunteers, workers and contractors (referred to in this policy as 'workers') are carefully selected, screened, trained and supervised and are held to the highest standards of conduct. For the purposes of this policy it covers anyone who represents the organisation in any capacity.

This policy applies to work with vulnerable people (children and adults) as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.¹ Furthermore, it applies to all work carried out by ZTA either in the UK or overseas.

ZTA workers and volunteers do not regularly interact directly with vulnerable children or adults in Zambia or Scotland, as their main contact is with mental health professionals. They may however come in contact with people with mental health problems or other vulnerable adults or children during the course of their work, either in a training location or elsewhere. It is of the utmost importance that ZTA take into consideration the welfare and safety of everyone with whom its workers come in contact.

ZTA workers and volunteers will adhere to ZTA's standards of conduct and those laid down by appropriate professional bodies and regulators. These standards are equally applicable to work in the UK and overseas.²

This policy should be read in conjunction with ZTA Whistleblowing, Code of Conduct and Equal Opportunities policies.

DEFINITION OF SAFEGUARDING:

ZTA has adopted the definition of safeguarding used by Scotland's International Development Alliance -

Safeguarding promotes the safety and welfare of people involved in the delivery or receipt of humanitarian aid and development assistance, protecting them from harm, including all forms of exploitation, abuse and harassment.

Abuse includes sexual abuse, negligence, financial exploitation, bullying and harassment. The protection of survivors of abuse is the first concern of ZTA, not the protection of the charity, its workers or volunteers, their reputation or position.

REPORTING ABUSE

All ZTA workers and volunteers have a duty to report abuse or any suspicions of abuse of vulnerable people wherever this may occur.

A report may be made to the designated ZTA Safeguarding Lead or to any trustee. If the person making the report feels unable to make a report to the charity, it may be made to another appropriate body such as OSCR.

Any report of concerns about a ZTA worker or volunteer will result in the individual involved being immediately suspended, pending a full investigation.

All reports of concerns will be treated confidentially.

A report of abuse constitutes a Notifiable Event, which will be communicated to OSCR and any other appropriate body by the ZTA Safeguarding Lead.

ZTA recognises that in addition to making a referral (a written report) to Disclosure Scotland or the relevant authority in the jurisdiction concerned, child or adult protection issues concerning workers, children and young people must always be referred to the child protection agencies (ie social work and/or police) for appropriate investigation. Any issues of a criminal nature will be reported to the police. This also applies where the matters of concern have arisen in a jurisdiction outside the UK.

INVESTIGATION

All reports of abuse will be fully investigated and record of this investigation and any appropriate action taken will be kept.

Investigation will be conducted independent of the person(s) making the report and may be carried out by the Safeguarding Lead, another trustee or an impartial person appointed by the board.

A report of the investigation will be made to the ZTA board

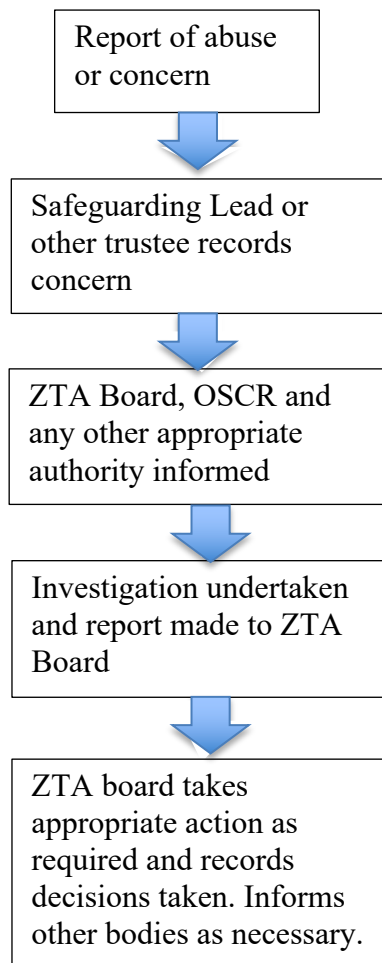
It is the responsibility of the board to ensure that concerns are fully investigated and any appropriate actions taken.

RECORD KEEPING AND CASE MANAGEMENT

A record of all allegations of abuse or concerns will be made on the form at Appendix 1.

The following flow chart shows the procedure to be followed in such cases.

PROCESS FLOW CHART



MITIGATION OF RISK

ZTA will take appropriate steps to minimise the risk of any abuse occurring. This will include the following:

SELECTION OF TRUSTEES, WORKERS AND VOLUNTEERS

In order to ensure that everyone connected with ZTA is appropriately selected and recruited:

- Everyone who wishes to work with ZTA will complete an application form
- Everyone will be asked to attend an interview at which they will be assessed against appropriate criteria.

- All applicants will be (or will have been, if retired) in good standing with their relevant professional body and/or regulator, if appropriate.
- Applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
- Everyone who works with ZTA will be asked to complete a self-declaration form to state that they have no prior relevant history of offending. No one will be permitted to engage with vulnerable groups until the above process is complete.

TRAINING

Workers and volunteers will receive induction training, which will give an overview of the organisation to ensure they know its' purpose, values, services, policies, procedures and structure. Training on specific areas such as safeguarding, identifying and reporting abuse, and confidentiality will be given as a priority to new workers and will be regularly reviewed. Relevant training and support will be provided on an ongoing basis and updated as required.

SUPERVISION

All workers and volunteers will have a designated trustee who will provide regular feedback and support and supervise their work.

IMPLEMENTATION AND MONITORING OF THIS POLICY

ZTA will ensure that all workers involved in its work, are aware of this policy and have received appropriate training and support to ensure its full implementation.

Through regular monitoring activities, ZTA actively invites workers and trainees on its courses to provide negative feedback as well as positive. Different techniques (journals, recorded informal interviews, use of a Zambian interviewer, questionnaires, reports, etc) are specifically used to encourage open and honest feedback. The above measures are put in place to gain as much feedback as possible both directly and indirectly.

BOARD RESPONSIBILITIES

The Board of ZTA is responsible for governance and the conduct of all people connected with the charity and will oversee the implementation and application of this policy.

The Board of ZTA is responsible for ensuring a full investigation is carried out and taking any subsequent action that may be required.

The Board of ZTA will designate one of its members to be the Safeguarding Officer. S/he will be responsible for the implementation and monitoring of this policy and bringing any report of abuse to the board's immediate attention. The Safeguarding Officer will be responsible for initiating an investigation and reporting Notifiable Events to OSCR and other relevant bodies.³

This policy will be reviewed by the Trustees at least every 2 years and updated if required.

Notes

1. For the purposes of this policy a child is defined by the UN Convention on the Rights of the Child as anyone under the age of 18. A vulnerable adult is anyone over 18 who has a condition of the following type:

- i. a learning or physical disability
- ii. a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs;
- iii. a reduction in physical or mental capacity;
- iv. is open to abuse or exploitation by reason of poverty, social status or damaging life experience

2. The two principal codes of conduct and ethics that govern relevant work in the UK are: Health and Care Professions Council Standards of Conduct, Performance and Ethics, 2016 (<http://www.hcpc-uk.org/publications/standards/index.asp?id=38>) and UKCP Ethical Principles and Code of Professional Conduct (<https://www.psychotherapy.org.uk/wp-content/uploads/2017/11/UKCP-Ethical-Principles-and-Code-of-Professional-Conduct.pdf>).

Workers who are trained and registered in other jurisdictions will adhere to relevant professional codes of conduct in that country.

3. The designated Safeguarding Officer is currently Simon Willoughby-Booth, with effect from 19.08.19.

Implementation and review

Date	Action	Responsibility
14.03.18	Policy agreed	ZTA Board
19.08.19	Policy revised and agreed	Board
03.04.20	Reviewed and revised	SNWB