



Title of Policy/Procedure: **SAFEGUARDING POLICY**
Ratified by MC (Chair Signature):
Date of ratification by MC:
Review Date:

STATEMENT OF INTENT

The intention of this policy is to protect people, particularly children, young people, at risk adults and beneficiaries of assistance from any harm that may be caused due to their coming into contact with CADA NI staff and/or personnel or through engagement with CADA NI activity.

RESPONSIBILITY

Overall and final responsibility for safeguarding at all events and activities organised by the CADA NI lies with the Management Committee. It is expected that all members, volunteers and any associated personnel will adhere to this policy.

WE RECOGNISE THAT

- All people, especially children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm, abuse, neglect and exploitation. CADA NI will not tolerate abuse and exploitation by members, volunteers or associated personnel.

PREVENTION

CADA NI will:

- Ensure all Members and volunteers have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its activities in a way that protects people from any risk of harm that may arise from their engagement with CADA NI. This includes the way in which information about individuals in our programmes is gathered and communicated
- Ensure members and volunteers can access and complete training on safeguarding at a level commensurate with their role in the organisation
- Follow up on reports of safeguarding concerns promptly and according to due process

Child safeguarding

CADA NI associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

Adult safeguarding

CADA NI associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an at risk adult to physical, emotional or psychological abuse, or neglect

Protection from sexual exploitation and abuse

CADA NI associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, CADA NI associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations to the appropriate staff member

ENABLING REPORTS

CADA NI will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to members, volunteers and the communities we work with.

CADA NI will also accept complaints from external sources such as members of the public, partners and official bodies. Report any concerns or suspicions regarding safeguarding violations anonymously, or on behalf of others, to the appropriate staff member.

HOW TO REPORT A SAFEGUARDING CONCERN

CADA NI members or volunteers who have a complaint or concern relating to safeguarding should report it immediately to a member of the CADA NI Management Committee.

CADA NI will treat any incidences of whistleblowing in complete confidence and investigate any concerns raised. CADA NI will enable and encourage all CADA NI staff, trustees, volunteers,

partners, consultants or contractors to raise or disclose concerns about possible wrongdoing in the workplace quickly and effectively.

RESPONSE

CADA NI will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations. (see Procedures for reporting and response to safeguarding concerns in Associated Policies).

CADA NI will suspend membership/activities immediately, subject to investigation for anyone suspected of breach of the policy. Including subsequent full withdrawal of membership or volunteering from anyone found in breach of policy.

CADA NI will offer a survivor centred response to survivors of harm caused by associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation).

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 on a need to know basis only and should be kept secure at all times.

Refer to additional Dealing with Safeguarding Reports Procedures Document