



Safeguarding Policy of Sunshine Wishes Children's Charity

Purpose

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their encountering Sunshine Wishes Children's Charity (SWCC). This includes harm arising from:

- The conduct of staff or personnel associated with SWCC.
- The design and implementation of SWCC's programmes and activities

The policy lays out the commitments made by SWCC and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under SWCC's Anti Bullying and Harassment Policy
- Safeguarding concerns in the wider community not perpetrated by SWCC or associated personnel.

What is safeguarding?

In the UK, safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand it to mean protecting people, including children and at-risk adults, from harm that arises from encountering our staff or programs.

Further definitions relating to safeguarding are provided in the glossary below.

Scope

- All staff contracted by SWCC.
- Associated personnel whilst engaged with work or visits related to SWCC including but not limited to the following: consultants; trustees; volunteers; contractors; programme visitors including journalists, celebrities, and politicians.

Policy Statement

SWCC believes that everyone we encounter, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. SWCC will not tolerate abuse and exploitation by staff or associated personnel.

Safeguarding promotes the welfare of children, young people and protected adults. This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse.

SWCC commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

Prevention

SWCC responsibilities

SWCC will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy.
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their encountering SWCC. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff trustees and associated personnel.
- Ensure staff, volunteers and trustees receive training on safeguarding at a level commensurate with their role in the organisation. This training will ensure that staff are able to identify behaviours by themselves or others and guide them in anti-abuse practice.
- Follow up on reports of safeguarding concerns promptly and according to due process.

Staff responsibilities

Child safeguarding

Our Child Safeguarding policy is informed by current Scottish legislation, including the Children and Young People (Scotland) Act 2014, with reference to the National Guidance for Child Protection in Scotland, the Getting It Right For Every Child (GIRFEC) policy and SHANNARI indicators (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included).

SWCC staff and 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.
- Subject a child to discrimination, bullying or harassment.
- Engage in any commercially exploitative activities with children including child labour or trafficking.

If SWCC staff and associated personnel have any concerns regarding the wellbeing of the children they meet, for example if the child exhibits behaviour indicative of abuse or neglect, they are obliged to escalate their concerns to the Safeguarding Focal Point who will review

the report and escalate to the appropriate authority as necessary.

Adult safeguarding

Our Adult Safeguarding Policy is informed by Scottish legislation, including the Adults with Incapacity (Scotland) Act 2000, Adult Support and Protection Act (Scotland) 2007, and the code of practice for Adult Support and Protection.

SWCC staff and associated personnel must not:

- Sexually abuse or exploit at risk adults.
- Subject an at-risk adult to physical, emotional or psychological abuse, financial abuse, neglect, discrimination, or bullying and harassment.
- Reporting any and all concerns about an adult at risk, whether suspected, witnessed or disclosed.

If SWCC staff and associated personnel have any concerns regarding the wellbeing of the adults they meet, for example if the child exhibits behaviour indicative of abuse or neglect, they are obliged to escalate their concerns to the Safeguarding Focal Point who will review the report and escalate to the appropriate authority as necessary.

Protection from sexual exploitation and abuse

SWCC staff and 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, (SWCC) staff and associated personnel are obliged to:

- Undertake ongoing supervision, support, appraisal and child protection and adult protection training. Training is regular and ongoing to ensure staff are kept up-to-date with changes in policies and procedures.
- 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 by a SWCC staff member or associated personnel to the appropriate staff member.

Enabling reports

SWCC will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by SWCC's Disclosure of Malpractice in the Workplace (Whistleblowing) Policy (available to all staff and volunteers).

SWCC will also accept complaints from external sources such as members of the public, partners and official bodies. This policy, along with our other policies, is available on our website.

How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Focal Point Linda Ford (General Manager) or line manager. If the staff member does not feel comfortable reporting to their Safeguarding Focal Point or line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to another appropriate Trustee/staff member.

The contact details for the named Safeguarding Focal Point are:
Linda Ford, General Manager
telephone: 07833 432723 email: linda@sunshinewisheschildrenscharity.com

The named Trustee Safeguarding Lead is Frances Stokes, Chair.
The contact details for the Trustee Safeguarding Lead are:
Frances Stokes, Chair
telephone: 07588 620 429, email: headteacher@hamiltonhill-nursery.glasgow.sch.uk

Response

SWCC will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations, including reporting the incident to the trustees as appropriate, assessing severity of risk and contacting either emergency services or local authority with the concerns so that they can carry forward an investigation as necessary (see Procedures for reporting and response to safeguarding concerns in Associated Policies).

SWCC will apply appropriate disciplinary measures to staff found in breach of policy.

SWCC will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

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.

Associated policies.

Equal Opportunities Policy

Grievance Procedure & Disciplinary Procedure, and Grievance Policy (available to all staff and volunteers)

Volunteer Policy

Data Protection Policy

Glossary of Terms

At risk adult

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Beneficiary of Assistance

Someone who directly receives goods or services from SWCC's programme. Note that misuse of power can also apply to the wider community that SWCC serves and can include exploitation by giving the perception of being in a position of power.

Bullying and harassment

Behaviours including but not limited to: ageism, sexual, racial and religious banter, the display of material with ageist, sexist, racial or religious overtones.

Child

A person below the age of 18

Discrimination

Behaviours including but not limited to: insulting descriptions, making unfavourable remarks or jokes about a person's race, ethnic or national origins, marital status, religion or belief, sex, sexual orientation, disability or appearance.

Financial abuse

Behaviours including but not limited to: theft, fraud, misuse or misappropriation of property, possessions or benefits, exerting pressure by coercion or persuasion in connection with gifts, inheritance or financial transactions.

Neglect

Behaviours including but not limited to: not giving adequate or appropriate food or drink, failure to provide timely help with physical care needs, ignoring social needs or not taking time to accommodate a disability.

Physical abuse

Behaviours including but not limited to: hitting, pushing, kicking, deliberate infliction of pain, rough or inconsiderate handling, and the misuse of medication.

Psychological harm

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

Protection from Sexual Exploitation and Abuse (PSEA)

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

Safeguarding

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect¹

In our sector, we understand it to mean protecting people, including children and at-risk adults,

from harm that arises from coming into contact with our staff or programs. One donor definition is as follows:

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks occur. Those systems must be survivor-centred and protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre of all we do.

Sexual abuse

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

Survivor

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

Policy review

This policy is reviewed annually at our AGM on or around **6th October**.

Date of next review **06/10/2024**

Signed: 

Position: **General Manager**