



Safeguarding Policy for Children and Vulnerable Adults

Policy status: Current	Date approved by Board: December 2023
Policy owner(s): Akanimo Odon, CEO/Director Dr Joyce Kasapo, Head of Human Resource Dr Nellie Kangwa, Head of Mentoring (Distinguished Safeguarding Lead (DSL))	Review frequency: Annual Next review date: January 2025

ENVIROFLY CONSULTING UK LIMITED fully recognises its responsibilities for Child Protection and Safeguarding of children and vulnerable adults.

Our policy applies to all staff, partners, associates, clientele, and volunteers working in and for the company. There five main elements to our policy are to:

- ensure we practice safe recruitment in checking the suitability of staff, coaches, mentors, and volunteers to work with children and vulnerable adults and vulnerable adults.
- raise awareness of child protection issues and equip children and vulnerable adults with the skills needed to keep them safe.
- develop and then implement procedures for identifying and reporting cases, or suspected cases of abuse.
- support students who have been abused in accordance with his/her agreed child/student protection plan.
- establish a safe environment in which children and vulnerable adults can learn and develop especially in relation to the company's intervention and capacity building programmes.

Abuse/Misuse/Exploitation

We recognise that because of the day-to-day contact with students who are sometimes vulnerable adults, company staff and especially our mentors are well placed to observe the outward signs of abuse. The company will therefore:

- establish and maintain an environment where children and vulnerable adults feel secure, are encouraged to talk, and are listened to.
- ensure children and vulnerable adults know that there are adults and mentors in the company whom they can approach if they are worried.
- include opportunities in the ID curriculum for children and vulnerable adults to develop the skills they need to recognise and stay safe from abuse.

Under the Children and vulnerable adults Act 1989 a bullying incident should be addressed as a Child Protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.

Envirofly Consulting UK Limited will follow all Safeguarding and Child Protection concerns in relation to:

- Neglect
- Emotional abuse
- Physical abuse
- Sexual abuse (including sexting)
- Sexual exploitation
- Domestic violence (including teenage relationship abuse)
- Self-harm
- Forced marriages
- Honour based violence
- Fabricated and induced illness
- Female genital mutilation
- Alcohol and drug misuse

- Child exploitation
- Faith abuse
- Gender based violence
- Gang and youth violence
- Radicalisation and extremist behaviour
- Trafficking

Following international standards, expectations, and procedures, we will:

- Ensure we have a Designated Safeguarding Lead (DSL) for child protection who has received appropriate training and support for this role.
- Ensure every member of staff (including temporary staff, mentors, coaches, and volunteers) and strategic delivery partners knows the name of the DSL responsible for child protection and their role.
- Ensure all staff, mentors, coaches, and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSL responsible for child protection.
- Ensure that parents understand the responsibility placed on the company and staff for child protection by setting out its obligations on the company website.
- Develop and then follow procedures where an allegation is made against a member of staff, mentors, coach, or volunteer.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Ensure all records are kept securely, separate from the main student file, and in locked locations.
- Keep written records of concerns about children and vulnerable adults, even where there is no need to refer the matter immediately.
- If an allegation is made against any of the mentors or even the DSL, the company board of directors and project steering committees will be informed immediately.
- Ensure safe recruitment practices are always followed.

We recognise that children and vulnerable adults who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation, and some sense of blame. The company may be the only stable, secure, and predictable element in the lives of children and vulnerable adults at risk. When in the company's intervention programmes or capacity building schemes, their behaviour may be challenging and defiant or they may be withdrawn. The company will endeavour to support the student through:

- The content of the curriculum.
- The company ethos which promotes a positive, supportive, and secure environment and gives students and programme participants a sense of being valued.
- The company Behaviour Policy which is aimed at supporting vulnerable students in the company. The company will ensure that the student knows that some behaviours are unacceptable, but they are valued and not to be blamed for any abuse which has occurred.

- Ensuring that, where a student on the child protection register leaves, their information is transferred to the new company immediately and that the child's social worker is informed.
- The use of Student Support Services where needed.

This policy does not stand alone, and the company has many other policies that support Child Protection and Safeguarding:

- Anti-bullying Policy
- Harassment and Discrimination Policy
- Educational Visits Policy
- E-safety Policy
- Health & Safety Policy
- Attendance Policy
- Induction and Code of Conduct for Staff

Working with other organisations

Our work is often in partnership with other organisations, in which case the Envirofly Consulting UK Limited Safeguarding and other related policies will still be applicable for our staff, mentors, coaches, associates, and volunteers. Where Envirofly Consulting UK Limited is commissioned to support children, young people, or vulnerable adults to participate in an event that is **not** for Envirofly Consulting UK Limited, we ensure that:

- If the programme is for an external organisation, ensure the organisers have a consent procedure that outlines what the participants will be doing and how their input will be used. This information needs to be shared in a way that is appropriate for the participants to understand.
- If Envirofly Consulting UK Limited is planning to also use any of the outputs from the engagement opportunity or programme, then the participants need to also complete the appropriate Envirofly Consulting UK Limited consent form.

Monitoring and Evaluation

The Safeguarding policy for children and vulnerable adults will be monitored on an on-going basis; however, a full evaluation will take place on a yearly basis.