



# Safeguarding Policy

This policy will be reviewed on an ongoing basis, at least once a year. Time to Help UK will amend this policy, following consultation, where appropriate.

Date of last review: 16/03/2023

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## 1 POLICY STATEMENT

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This policy outlines the safeguarding practices for Time to Help UK which are followed by all trustees, directors, paid staff, and volunteers of the organisation, and anyone working on behalf of Time to Help UK.

The aim of the organization is to provide poverty and disaster relief in the UK and abroad.

The purpose of this policy is to protect children and vulnerable adults who take part in or receive services from the organisation, and to inform all the above-mentioned persons of the organisation's safeguarding protection principles and procedures.

Time to Help UK does not undertake activities with children in the absence of their parents/carers. Throughout any project or activity of the organisation which involves children, they remain the responsibility of their parents, carers, or designated responsible adult e.g. teacher if the activity or project takes place at a school.

This safeguarding policy document is based on relevant and most recent government guidance on safeguarding procedures and policies, and it is to be renewed on an annual basis. The next review is on 1 June 2017.

The Safeguarding Policy of Time to Help UK is based on the principles that

### **The welfare of a child or vulnerable adult will always be paramount.**

All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs, and sexual identity have the right to protection from all types of harm or abuse.

The welfare of families will be promoted, and the rights, wishes and feelings of children, vulnerable adults and their families will be respected and listened to.

Those people in positions of responsibility within the organisation will work in accordance with the interests of children and young people and follow the policy.

### **WHO IS COVERED BY THE POLICY?**

This safeguarding policy was designed to safeguard children and vulnerable adults who come in contact with Time to Help UK's trustees, directors, paid staff, and volunteers while benefitting or taking part in the organization's services and/or activities.

**DEFINITION OF A CHILD:** A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

**DEFINITION OF VULNERABLE ADULTS:** A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.



This may include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

## **2 WHAT IS ABUSE OR NEGLECT?**

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### **2.1 RECOGNITION OF ABUSE OR NEGLECT:**

Abuse or neglect of a child is caused by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting: by those known to them or more rarely by a stranger.

### **2.2 PHYSICAL ABUSE:**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms, of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as, fabricated illness by proxy or Munchausen Syndrome by proxy.

### **2.3 EMOTIONAL ABUSE:**

Emotional abuse is the persistent emotional ill treatment 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 in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment of a child though it may occur alone.

### **2.4 SEXUAL ABUSE:**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. This may include non-penetrative acts. 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.

## **2.5 NEGLECT:**

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, 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.

## **3 PREVENTION**

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### **VETTING AND TRAINING:**

All staff and members of the organization will be expected to follow the safeguarding policy procedures to respond to any suspected or actual abuse of a child or vulnerable adult.

All members of the organisation including volunteers, who come into contact with children regularly, will be DBS checked, familiarised with this safeguarding policy of the organization, and will have access to safeguarding training at an appropriate level.

The organization is responsible for ensuring that all new members of Time to Help UK undergoes a DBS check as applicable, receives adequate safeguarding training, and their references are checked before they join the organization.

## **4 PROCEDURES**

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### **IMMEDIATE ACTION:**

If immediate action is necessary at any stage of involvement with children and vulnerable adults, the following actions are vital to take in order to safeguard a child:

In case of medical emergency an ambulance is to be called (dial 999) or the child/vulnerable adult is to be taken to the nearest Accident and Emergency Department.

If the child/vulnerable adult is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child/vulnerable adult immediately if protection is necessary.

How to respond to a child or vulnerable adult if they talk to you about abuse:

How to respond if you receive an allegation:



- Reassure the person concerned that you are glad that they have told you, and that they have done nothing wrong, and what you are going to do next.
- Listen carefully to what they are saying.
- Record what you have been told/witnessed as soon as possible.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Do not start to investigate or ask detailed or probing questions.
- Do not promise to keep it a secret.
- If you witness abuse or abuse has just taken place your priorities will be:
- To call an ambulance if required.
- To call the police if a crime has been committed.
- To preserve evidence.
- To keep yourself, staff, volunteers and service users safe.
- To inform the Executive Director of Time to Help UK or if absent, then the nearest responsible person of the organization.
- To record what happened.

#### **REPORTING ABUSE OR NEGLECT:**

The following procedure is to be followed in the case of all suspected cases of abuse or neglect of a child or vulnerable adult:

Communicate the case to the responsible person, Yusuf KAR Executive Director of Time to Help UK, who will make a written record of the key facts. If absent, report to the person in charge from the organization.

Seek medical attention for the child or vulnerable person if needed.

Discuss with parents of child or with caretaker of the vulnerable person unless you have reason to believe that this would hinder the safekeeping of the child/vulnerable adult.

Obtain permission from parents/caretakers to make referral to the below organizations if safe and appropriate.

Follow process of reporting of relevant organization by giving the necessary information.

Ensure that feedback from these organizations is received and their response recorded.

Referrals are to be made to:

#### ***In the case of a child:***

Children's Single Point of Entry (SPOE) on 020 8379 5555

#### ***In the case of a vulnerable adults:***

Enfield Adult Abuse Line on 020 8379 5212



### ***Allegations against a member of the organization:***

If any parent/carer, young person/child, or vulnerable adult has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with Mr **Yusuf Kar** ([y.kar@timetohelp.org.uk](mailto:y.kar@timetohelp.org.uk)) , **Chief Operating Officer** of Time to Help UK.

Then the same procedure is to be followed on reporting abuse or neglect as described in the above section.

If the responsible person is implicated, then refer to any other responsible person/person in charge within the organization.

## **5 CONFIDENTIALITY:**

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The organisation will ensure that any records made in relation to a referral should be kept confidentially and in a secure place in the office of the organization.

Information in relation to child or vulnerable adult protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to safeguarding and, therefore, the issue of confidentiality is secondary to a child's or vulnerable adult's need for protection.

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End of Policy

