

Safeguarding children and adults at risk at Just a Drop

Just a Drop has a zero-tolerance approach towards any kind of abuse, exploitation, bullying or harassment. We expect all staff, volunteers, partners, interns and consultants to conduct themselves in a way that preserves the dignity and respect of every individual. We will work towards this by developing and implementing policies and procedures, to the best of our ability, to ensure the respect and well-being of all who come into contact with our organisation, or organisations and individuals we partner with. The implementation of this policy and the guidelines outlined below should be based on a spirit of positive commitment at all times to the best interests of every individual.

INTRODUCTION

This Policy provides clear guidelines for Just a Drop's daily practice. These Guidelines are a series of commitments and form part of our Safeguarding Policy.

This policy will be reviewed annually or earlier if warranted. This document is to be reviewed and updated after entering into force and whenever there is a major change in the organisation or in relevant legislation, to guarantee the best available policies for the protection of children and vulnerable adults.

SAFEGUARDING GUIDELINES

1. PERSONNEL RECRUITMENT

WE WILL:

- Where appropriate make reference to our Safeguarding Policy in our advertisements for job vacancies
- Include attentiveness to suspicious gaps in employment history & use of references to clarify concern within our candidate review
- Ensure that a member of the recruitment panel is fully familiar with safeguarding issues
- Request as appropriate a Disclosure and Barring Service (DBS) check (if geographical jurisdiction applies) within a 3 month probation period. In the event of an unsatisfactory DBS check we reserve the right to terminate the employee's employment immediately.
- Trustee candidate will sign 'JAD Trustee Declaration' that includes reference to safeguarding
- A minimum of 2 character references (not family, more than 2 years acquaintance with candidate) will be required

2. EDUCATION

WE WILL:

- Include within our induction process safeguarding guidelines and procedures
- Provide guidance in the form of our code of conduct on behaviour guidelines for those with direct contact with children and vulnerable adults
- Develop and sustain an organisational atmosphere that will encourage opportunities to question and learn about safeguarding issues
- Provide regular training on safeguarding to all employees and volunteers

3. MANAGEMENT STRUCTURE

WE WILL:

- Assign formal responsibility to the Senior Programmes Manager for implementing the Safeguarding Policy
- Maintain open lines of communication, an atmosphere of support and encouragement for reporting, and a positive environment for giving and receiving feedback
- Provide ongoing supervision, monitoring and support
- Ensure that our management reflects core values, upholds a professional approach and demonstrates awareness of child abuse
- Undertake annual formal staff evaluations
- Ensure that disclosure of personal information on children and vulnerable adults will be limited to those who need to know:

The Senior Programmes Manager leads on Safeguarding matters and other equity and inclusion issues. The Head of Fundraising and Communications will cover for any absences

In the event of an allegation involving the responsible person any referral should be made to the Chair of the Board of Trustees

The role of the Lead is to:

- Champion child and vulnerable adult protection considerations
- Act as a focal point to receive information
- Identify national statutory requirements as well as map the broader safeguarding environment
- Make a prompt response in asking for more information as appropriate within 24 hours of any report
- Seek guidance from the Trustees
- Consult with others (for example local child protection agencies, law enforcement bodies)
- Make a formal referral to relevant authorities / police if systems exist if necessary
- Assess risk:
 - Ensure that all information is recorded. Treat all referrals as confidential and only disclose information when appropriate or required
 - It is not their role to decide whether a child or adult has been abused

4. BEHAVIOUR PROTOCOLS

WE WILL:

Maintain and periodically update our Code of Conduct which all employees and volunteers are expected to read and sign annually

Maintain and periodically update a Code of Conduct for associated personnel whilst engaged with work or visits related to Just a Drop, including but not limited to the following: consultants, programme visitors including sponsors, journalists, celebrities and politicians

Minimise risk situations: We will avoid placing any individual in a compromising / vulnerable position, such as being alone with a child or vulnerable adult under any circumstances

Have a transparent reporting procedure for incidents that should they occur

Be aware of psychosocial impacts: Just a Drop representatives will be aware of the adult-child power balance and avoid abusing it

5. COMMUNICATIONS ABOUT CHILDREN AND VULNERABLE ADULTS

WE WILL:

Give accurate and balanced portrayals of children and adults in line with our ethical imagery policy, with emphasis on dignity and as much reference as possible to their social, cultural and economic environment, avoiding manipulation or sensationalising of text and images, even in cases of 'victimhood', using 'before' and 'after' images / stories

Ensure that children are appropriately clothed in images and not in sexually provocative poses

Let people give their own accounts as much as possible rather than others speaking on their behalf; highlight the ability of people to take responsibility and action for themselves

Give no personal and physical information to identify the location of a child or adult that could put them at risk, in Just a Drop's website and public communications

6. REPORTING & REACTION PROTOCOL

WE WILL:

- Work to the guiding principle of the best interests of the child and vulnerable adult
- Maintain a clear process made available to all our representatives to include reporting and storing information
- Require representatives to report all concerns immediately to the Senior Programmes Manager, who in turn may seek guidance in the local context (if overseas) or from local social services and the police (if in the UK)
- Take appropriate steps within Just a Drop's power to protect the child or vulnerable adult from further harm
- Give guidance to Just a Drop representatives on confidentiality and information sharing
- Give guidance on dealing with allegations from a child or vulnerable adult that ensure that they are treated with respect
- Make arrangements to provide supervision and support to those affected during and following an allegation

7. LOCAL IMPLEMENTING PARTNERS (LIP)

WE WILL:

Ensure existing LIPs have robust safeguarding policies in place and work with LIPs to improve on their policies and procedures where necessary

In the case of working with a new LIP, ensure they have robust safeguarding policies in place within 6 months of a partnership beginning

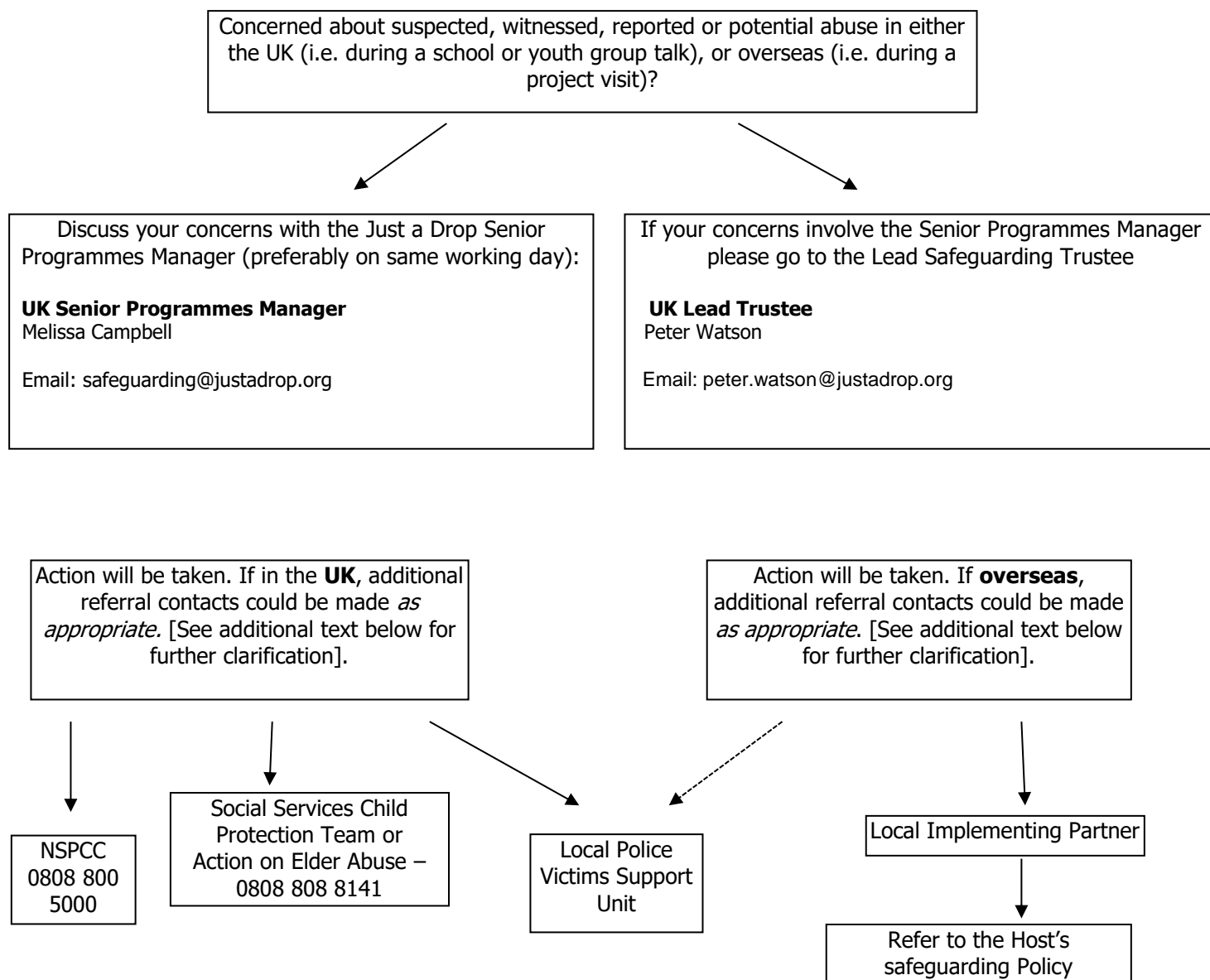
8. RAMIFICATIONS OF MISCONDUCT

WE WILL:
In the case of an allegation by a named individual from a verifiable source, suspend the accused individual (on full pay if relevant) pending outcome of an independent investigation
Outline disciplinary and other steps which may include Just a Drop reporting to the police
Provide an appeals process through which an adverse determination from an investigation may be challenged and the individual if an employee will be dealt with according to JAD's disciplinary procedure
In the case of an allegation against an associated representative of Just a Drop whilst abroad on JAD business, the accused would have to leave the trip immediately. Just a Drop would facilitate their return to the UK. The Senior Programmes Manager would alert authorities here and in the host country guided by the local partner

Policy owner – [Melissa Campbell, Senior Programmes Manager – melissa.campbell@justadrop.org](#)
Policy Change/Review Record:

Date of Review / Change:	Changed By:	Comments:
1.7.20	MC	Children and Vulnerable adult policies amalgamated and checked by PW
1.7.21		Next review proposed

Management Flowchart for Reporting Suspected Abuse



- Overseas the Local Implementing Partner may be the school the child is attending.
- If your concerns involve immediate harm to a child or vulnerable adult, act without delay, as inaction may place them in further danger.
- If you know any information about the maltreatment of a child or vulnerable adult, it is your responsibility to tell the Senior Programmes Manager and Local Implementing Partner, if applicable.
- In certain instances there will be the obligation for Just a Drop and its staff and others to report concerns to the appropriate external bodies. This will usually occur as a consequence of the reporting procedure. However, if urgent action is required in order to protect children/vulnerable adults then it may be prior to the reporting procedure.

SAFEGUARDING REPORTING FORM	
<p>The information in this form is confidential. It should be used to report concerns in accordance with Just a Drop's Children and Vulnerable Adults Safeguarding Policy. In the first instance it should only be sent to the Senior Programmes Manager – safeguarding@justadrop.org. It will be held in a safe and secure place in accordance with Data Protection requirements.</p> <p>Please try to fill in as much of the form as possible, but leave blank those areas for which you have no knowledge. If you are raising a general concern about behaviour that you have observed then please make this clear.</p>	
Part One: About the complainant (if different from the child / adult)	
Complainant name	
Complainants relationship to the child/adult	
Part Two: About the child / vulnerable adult	
Child / adult's name	
Are they male or female?	
Child / adult's address	
Who do they live with?	
Child / person's date of birth / age	
Has the child / adult given consent to the completion of this form?	Yes / No
Part 3: About the concern	
<p>How did you come to have a concern?</p> <ul style="list-style-type: none"> • Was abuse observed or suspected? • Was an allegation of abuse made? • Did a child / vulnerable adult disclose abuse? 	
Date(s), time(s) and location(s) of any incident(s):	
Nature of concern / allegations	

Observations made by you (e.g. description of visible bruising, other injuries, child / adult's emotional state etc).

NB: Make a clear distinction between what is fact and observed by you and what is hearsay

Exactly what the child / vulnerable adult has said and what you have said:

N.B. Record the actual details of what they say – do not lead them

Any other information:

For example: Are they disabled? Do they have communication problems or learning disabilities

Witnesses:

Names and contact information

Was anyone else involved?

About the alleged perpetrator:

If appropriate record as much detail as possible about the alleged perpetrator, including name, job title, organisation, address, age, sex and physical description.

External agencies contacted (if any) – date and time of contact and advice received:	
Action taken: <i>Include any immediate security measures</i>	
Part 4: Report completed by	
Name	
Position/Organisation	
Signed	
Time and Date	

Guidance on recording information

- Any concerns, allegations or disclosures should be written down as soon as possible.
- Records should be signed and dated.
- It is very important that staff and others do not promise confidentiality either to a child or vulnerable adult disclosing abuse or to an adult disclosing concern about another adult or information about their own behaviour. Staff and others must make it clear that they are obliged to follow the procedure and explain the possible outcomes that may result from information being given to them.
- Records should be detailed and precise. They should focus on what you and the other person said, what was observed, who was present and what happened. Speculation and interpretation should be clearly distinguished from reporting.
- Any concern, disclosure or allegation is alleged rather than proven at this point.

All such reports should be treated as confidential. They should be passed only to the persons specified in the reporting model above. It is the responsibility of each individual in possession of the information to maintain confidentiality. In certain instances, there will be the obligation for staff and others to report concerns to the appropriate external bodies. This will usually occur as a consequence of the reporting procedure, however if urgent action is required in order to protect children or vulnerable adults then it may be prior to the reporting procedure.
