



NAWO Protection & Safeguarding Policy

March 2020

About us

The National Alliance of Women's Organisations (NAWO) is an alliance of diverse membership organisations and individuals that champions women's empowerment, underpinned by the values of UN gender equality principles. NAWO's membership varies from very large to very small; from service level and grass roots to international campaigning organisations. It is this membership that gives NAWO its unique and respected position in both UK civil society and policy-making circles, and ensures that NAWO is well-qualified to contribute in a meaningful way to the policy-making process, and to represent the needs and interests of women in a robust and practised manner.

Underpinning our organisation is an active promotion of the welfare of its members and also to provide a safe environment for all those who come into contact with NAWO or are engaged with its work. Assessment and management of risk is pro-active and on-going. NAWO's approach is one where risks to harm are minimised by taking action through our Protection and Safeguarding Policy to address any concerns, ensuring reflective practice and seeking expert advice where necessary.

Our Protection & Safeguarding Policy

Who it applies to

This policy applies to the Management Committee members, staff, volunteers, interns, agency staff, students or anyone working on behalf of the National Alliance of Women's Organisations (NAWO).

Please note it does not include member organisations/individual members unless they are directly working with us as volunteers, partners or participants in events. Our members are responsible for their own safeguarding arrangements in their own membership organisations.

Purpose

Our policy sets out the key principles that NAWO uses to comply with their safeguarding of vulnerable adults, young people and children at risk of harm or abuse. NAWO has appointed a Senior-Lead for Protection and Safeguarding ensure the effective implementation of the policy.

Practically this means:

- Safe recruitment: DBS checks, application and reference forms
- Risk assessments where appropriate (buildings, activities etc)
- Managing and monitoring those who pose risk
- Adequate insurance cover

- Procedures for
- Communication: keeping (see *NAWO's to this document*)
- Observation of confidentiality boundaries and consent
- Training and safeguarding education
- Annual Protection & Safeguarding review: review of policies and procedures



handling complaints are in place information sharing and record *Privacy Policy in the Appendices*

This policy should be read alongside our policies and procedure on:

- NAWO 's Internship Agreement (*see NAWO's Intern Agreement in the Appendices to this document*)

Definition of people at risk

Safeguarding means protecting a person's right to live in safety, free from abuse and neglect. Extra care must be taken to protect those who are least able to protect themselves. Vulnerable adults, young people and children can be at particular risk of abuse or neglect. A child is a person aged under 18 years; young people aged 16 or 17 who are living independently are still defined as 'children'. A vulnerable adult is someone who may be in need of care because of a physical, learning or other disability, or because of their age or an illness. This definition also applies to an adult who is unable to take care of him or herself properly, or who is unable to protect him or herself from significant harm or exploitation. Some groups of people are particularly vulnerable to harm and exploitation, and it is important that their needs are carefully considered, for example those with disabilities.

NAWO has a safeguarding and protection responsibility to all vulnerable adults, children and young people who come into contact with (**NAWO is not a service provider**). NAWO is also required to provide volunteers with a Code of Conduct that guides our approach to safeguarding and protection of vulnerable adults, young people and children who come into contact with NAWO and its work. (*see NAWO's Volunteer Code of Conduct in the Appendices to this document*).

At NAWO we recognise that:

- our Protection & Safeguarding policy applies to all vulnerable adults, young people and children who come into contact with NAWO
- some vulnerable adults, children and young people are additionally vulnerable because of the impact previous experiences, their level of dependency, communication needs or other issues
- working in partnership with vulnerable adults, children, young people, their parents, carers and other agencies (eg schools or colleges) is essential in promoting their welfare.

Our Responsibilities:

We will seek to keep vulnerable adults, young people and children safe by:

- valuing them, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO) (and a deputy where required) for vulnerable adults, young people and children



- adopting Protection & procedures and a
 - using our Protection & share concerns and agencies who need to know using guidelines from NAWO's Privacy Policy
 - incorporating a Protection & Safeguarding Standing Agenda Item for any NAWO Management Committee meetings
 - being aware of any emerging risks
 - ensuring periodic reviews
 - ensuring all new Management Committee members receive a basic training and Senior-Lead receives appropriate updating/training
 - keeping codes/practices under review so that improvement can be implemented where needed
- Safeguarding practices through Code of Conduct for volunteers
Safeguarding procedures to relevant information with

Responding to safeguarding concerns: Recognise – respond – report!

All those coming into contact with NAWO and its work will be briefed on the Protection & Safeguarding policy and their responsibilities, including reporting safeguarding concerns, responding to disclosures or allegations and taking action as part of the induction arrangements.

Our Protection & Safeguarding Policy actively encourages our people engaged with NAWO and its work to feel they can speak up and work with the designated senior safeguarding-lead to understand:

- they're being listened to and supported
- that information is only shared with people who need and have the right to know according to guidance in NAWO's Privacy Policy (*see Appendices*)
- their consent to share the information will be requested – if they refuse and there is concern that they or someone else is at risk of harm, the information then must be shared with the person responsible for safeguarding at NAWO or a member of the Management Committee
- the designated safeguarding lead in discussion with NAWO Managing Committee will then decide what the next steps are
- a clear written statement of what you have been told, seen, or heard may need to be made
- that when you think something is wrong tell the designated Safeguarding Lead

Reporting safeguarding concerns

NAWO is a registered charity and any report should make use of the Safeguarding Reporting form attached.

An internal incident report may eventually lead to a report to the Charity Commission or other organisations.



If you have personally
one please use the
attached.

suffered an incident or witnessed
Safeguarding Reporting Form

NAWO Complaints Procedure

We aim to provide high quality services which meet your needs. We believe we achieve this most of the time: if we are not getting it right please let us know.

If necessary please contact NAWO Management Committee members: Zarin Hainsworth zarin@serenecomunications.com or Alice Fookes on alicefookes@hotmail.com

Monitoring and Review

The NAWO Managing Committee will monitor compliance with this policy.

The Senior Lead on Protection & Safeguarding is responsible for the regular monitoring, revision and updating of this policy including any implications for equality and diversity.

Contact details

Designated Safeguarding Officer (DSO)
Zarin Hainsworth
zarin@serenecomunications.com
07786311198

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Senior-Lead Protection & Safeguarding – NAWO Management Committee
Alice Fookes
alicefookes@hotmail.com
07771877719

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CEOP
www.ceop.police.uk

NSPCC Helpline 0808-800-5000

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This policy was created on 15 November 2017. We are committed to reviewing our policy **annually**.

This policy was last reviewed on: 9-3- 2020

Signed:

Zarin Hainsworth (OBE)

APPENDICES

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect vulnerable groups, young people and children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedom Act 2012
- Children and Families Act 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and careers; HM Government 2015
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government July 2018.

USEFUL WEBSITES and SOURCE Material for NAWO Protection and Safeguarding Policy 2020

GOV UK website

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

NHS

<https://www.england.nhs.uk/wp-content/uploads/2019/09/safeguarding-policy.pdf>

NCVO

<https://knowhow.ncvo.org.uk/safeguarding/steps-to-a-safer-organisation/policies-and-procedures#section-0>

Code of Conduct small charities

<https://www.smallcharities.org.uk/codes-of-conduct>

Other related NAWO documents:

NAWO Safeguarding Reporting Form

NAWO Complaints Procedure

NAWO Privacy Policy

NAWO Intern Agreement

NAWO Volunteers Code of Conduct

NAWO Trustees Code of Conduct

