Natural Cycle Development Programme LTD Safeguarding Policy

## **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 coming into contact with Natural Cycle Development Programme. This includes harm arising from:

* The conduct of staff or personnel associated with Natural Cycle Development Programme
* The design and implementation of Natural Cycle Development programmes and activities

The policy lays out the commitments made by Natural Cycle Development Programme 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 Natural Cycle Development Programme Anti Bullying and Harassment Policy
* Safeguarding concerns in the wider community not perpetrated by Natural Cycle Development Programme or associated personnel

## **What is safeguarding?**

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect[[1]](#footnote-0)

In our sector, we understand it to mean protecting people, including children, from harm that arises from coming into contact with our staff or programmes.

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

## **Scope**

* All staff contracted by Natural Cycle Development Programme
* Associated personnel whilst engaged with work or visits related to Natural Cycle Development Programme, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians

## **Policy Statement**

Natural Cycle Development Programme believes that everyone we come into contact with, 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. Natural Cycle Development Programme will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding as appropriate: child safeguarding.

Natural Cycle Development Programme commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## **Prevention**

### Natural Cycle Development Programme responsibilities:

Natural Cycle Development Programme 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 coming into contact with Natural Cycle Development Programme. 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 and associated personnel
* Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
* Follow up on reports of safeguarding concerns promptly and according to due process

### **Staff responsibilities**

**Child safeguarding**

Natural Cycle Development Programme staff and associated personnel must not:

* Subject a child to physical, emotional or psychological abuse, or neglect
* Engage in any commercially exploitative activities with children including child labour or trafficking

Additionally, Natural Cycle Development Programme staff and associated personnel are obliged to:

* 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 an Natural Cycle Development Programme staff member or associated personnel to the appropriate staff member

## **Enabling reports**

Natural Cycle Development Programme 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 Natural Cycle Development Programme’s Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

Natural Cycle Development Programme will also accept complaints from external sources such as members of the public, partners and official bodies.

### **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 [as appropriate] 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 any other appropriate staff member. For example, this could be a senior manager or a member of the HR Team.

Christine Robinson

E-mail: n\_c\_d\_p@outlook.com

## **Response**

Natural Cycle Development Programme will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in Associated Policies).

Natural Cycle Development Programme will apply appropriate disciplinary measures to staff found in breach of policy.

Natural Cycle Development Programme 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.

## **Glossary of Terms**

**Beneficiary of Assistance**

Someone who directly receives goods or services from Natural Cycle Development Programme. Note that misuse of power can also apply to the wider community that the Natural Cycle Development Programme serves, and also can include exploitation by giving the perception of being in a position of power.

**Child**

A person below the age of 18

**Harm**

Psychological, physical and any other infringement of an individual’s rights

**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

**Online workshops - via Zoom**

**1. Don’t advertise the Meeting ID and Password:**

Each Zoom Meeting has a unique ID number and password. We will send this to the point of contact we will not put them somewhere where anyone can see them.

Children are requested not to share the ID number or password with anyone else (even if they are a known member of the school community), instead please direct them to the school office who will complete security checks before sharing this information.

**2. Use the Waiting Room option:**

We will have a meeting room enabled. Therefore, anyone who tries to join the meeting will be placed into a ‘waiting room’ where they will be shown a message stating “Please wait, the meeting host will let you in soon”. The meeting host will then be alerted and can see those waiting by clicking on the ‘Manage Participants’ button on the meeting toolbar. Only those children we are expecting in the meeting will be admitted.

**3. Lock the meeting when everyone is in:**

Once everyone we are expecting has joined a meeting by the given time, we will not let anyone else in and we will lock the meeting.

**4. Disable children screen sharing:**

The host trainer will disable the children’s screen sharing.​ ​If the meeting requires others to share documents we will ask for these to be sent in advance.

**5. Know who is in the meeting:**

The host will have class lists available to take a register of who is in the meeting.

**6. Ensure that the meeting is recorded:**

The host will record the meeting using the record facility in the Zoom programme itself. No other recording of the meeting is permitted by any person other than the host. This recording will be stored securely and destroyed in line with GDPR guidelines.

**7. Expel children if necessary:**

The host will have the ability to remove children from the meeting. As the meeting will be locked, they will then be unable to get back in. We should not need to do this unless there is a safeguarding reason or a behaviour breach.

**8. Put the meeting on hold:**

The host will have the ability to put the meeting on hold. This may be the case if the support trainer has alerted the host to something which they need to discuss privately.

1. [↑](#footnote-ref-0)