

Little Lady Locks

Charity number: 1195950

Safeguarding Policy

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 Little Lady Locks. This includes harm arising from:

The conduct of staff or personnel associated with Little Lady Locks.

The design and implementation of Little Lady Lock's programmes and activities.

The policy lays out the commitments made by Little Lady Locks, and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover safeguarding concerns in the wider community not perpetrated by Little Lady Locks or associated personnel.

1. Safeguarding Overview

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect

In regard to our charity, we understand it to mean protecting people, in particular 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.

2. Scope

All staff contracted by Little Lady Locks and associated personnel whilst engaged with work or visits related to Little Lady Locks, including but not limited to the following: consultants; volunteers; contractors; trustees.

3. Policy Statement

Little Lady Locks 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. Little Lady Locks will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding: child safeguarding, online safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies).

Little Lady Locks commits to addressing safeguarding throughout its work, through the system of prevention, reporting and response.

4. Prevention

Little Lady Lock's responsibilities:

- 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 Little Lady Locks. 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 organisation.
- Follow up on reports of safeguarding concerns promptly and according to due process.

Staff responsibilities:

A. Child safeguarding

Little Lady Locks staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18.
- Sexually abuse or exploit children.
- Subject a child to physical, emotional or psychological abuse, or neglect in any way.
- Engage in any commercially exploitative activities with children including child labour or trafficking.

B. Online safeguarding

Little Lady Locks staff and associated personnel must ensure:

- Media (photo or video) of children is not recorded or published without prior written consent from the child's parents.
- Video calls are carried out in a professional manner (neutral background, ensure call is private and that parents of minors are present, remove personal/offensive items, ensure no confidential information is visible).
- All online data is handled, stored and disposed of according to current GDPR laws.

C. Adult safeguarding

Little Lady Locks staff and associated personnel must not:

- Sexually abuse or exploit at risk adults.
- Subject an at risk adult to physical, emotional or psychological abuse, or neglect.

D. Protection from sexual exploitation and abuse

Little Lady Locks staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance.
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, Little Lady Locks 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 a Little Lady Locks staff member or associated personnel to the appropriate staff member.

5. Enabling reports

Little Lady Locks 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 Little Lady Lock's Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

Little Lady Locks will also accept complaints from external sources such as members of the public, partners and official bodies.

How to report a safeguarding concern

Any safeguarding concerns should be recorded in full detail on the **Safeguarding Report Form** and passed onto the Designated Safeguarding Lead (DSL), **Miss Ashley Higgins**. A copy of the Safeguarding Report Form can be obtained from the DSL or Little Lady Locks admin. If the staff member does not feel comfortable reporting to their Designated Safeguarding Lead (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 another charity employee or trustee.

Point of contact for reporting safeguarding concerns:

Name: Miss Ashley Higgins

Email: info@littl ladylocks.com

Safeguarding Report Form should be used to record safeguarding concerns relating to children and/or vulnerable persons.

In case of an emergency informing the police or social services immediately.

All the information disclosed will be treated as confidential and reported to the Designated Safeguarding Lead (DSL) within one working day or the next working day if it's a weekend.

The Safeguarding Report Form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken.

The Safeguarding Report Form should be completed as fully as possible.

6. Response

Little Lady Locks will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

Little Lady Locks will apply appropriate disciplinary measures to staff found in breach of policy.

Little Lady Locks 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.

7. 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.

8. Glossary of Terms

- **Beneficiary of Assistance:** Someone who directly receives goods or services from Little Lady Lock's programme. Note that misuse of power can also apply to the wider community that the Little Lady Locks 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
- **Protection from Sexual Exploitation and Abuse (PSEA):** The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)
- **Safeguarding:** In the UK, safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes. Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur. Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

- **Sexual abuse:** The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- **Sexual exploitation:** The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.
- **Survivor:** The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.
- **At risk adult:** Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.