

## SPEAKER VOLUNTEER SAFEGUARDING POLICY

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Tearfund is committed to ensuring that children and vulnerable people are protected from all forms of harm and abuse, and able to live a life with dignity, respect and security.

All staff and representatives who work for or with Tearfund must ensure that their behaviour promotes and encourages everyone to live free from:

- Harm and Abuse - physical, sexual and emotional
- Exploitation and abuse (physical and sexual)
- Neglect
- Discrimination
- Human Trafficking

Tearfund will ensure:

- A culture of openness to enable issues and concerns about safeguarding to be raised and discussed.
- A sense of accountability between staff/representatives so that potential poor or abusive behaviour can and must be challenged.
- The mandatory reporting of abusive concerns that directly relate to a child or vulnerable person.

### HOW TO REPORT A SAFEGUARDING INCIDENT

An allegation of abuse of a child or vulnerable adult should be taken seriously at all times. It is essential that all parties maintain confidentiality and therefore sharing of information, which could identify a child or an alleged perpetrator should be purely on a 'need to know' basis. Unless abuse has actually been proved to have occurred one must always refer to 'alleged abuse'. Names and identities are not to be disclosed outside the group designated as 'need to know'.

If you suspect abuse, or someone discloses allegations to you, you should:

- Listen to the person, allow them to say what they feel they want to say, but don't ask leading questions.
- Don't promise to keep it a secret. You may feel that you need to pass it on to someone in charge as you are concerned for their welfare.
- As soon as is possible, write down everything you can remember that the person said, as well as where and

when the conversation took place. Include date and time of conversation(s) and any incident(s) disclosed. Reports should be factual and as accurate as possible.

- Opinions and presumptions should be avoided but, where it is felt relevant or important to include these, they should be clearly indicated as such.
- In the first instance, the only person who 'needs to know' is your Speaker Volunteer Manager – contact them on the day, or the following day and they will be able to inform our Safeguarding Officer at Tearfund.
- If the alleged incident relates to this member of staff, you should contact Tearfund's Safeguarding Officer, by calling **020 8943 7915** or emailing [safeguarding@tearfund.org](mailto:safeguarding@tearfund.org)

### ACCEPTABLE AND UNACCEPTABLE BEHAVIOUR

All Tearfund staff and representatives are required to understand and abide by the rules of acceptable and unacceptable behaviour when working with children or vulnerable people. These rules are designed to protect children or vulnerable people and to protect Tearfund staff and representatives from false accusations. The principle is that staff and representatives should avoid actions or behaviour that could constitute poor practice or potentially abusive behaviour.

#### These rules are not an exhaustive list

Staff and Tearfund representatives should:

- Create a culture of openness and accountability to enable safeguarding issues or concerns to be raised and discussed and where abusive behaviour can be challenged.
- Empower children or vulnerable people by informing them as to what is acceptable and unacceptable behaviour.
- Encourage children or vulnerable people to raise their concerns about the behaviour of staff or representative in a safe way.
- To reduce the risks of working alone with a child or vulnerable person, apply the 'two-adult' rule or ensure that you and the child or vulnerable person are visible to others.

- Ensure physical contact is at all times appropriate and not an invasion of the child's or vulnerable person's privacy.
  - Raise any concerns of inappropriate behaviour immediately.
- At all times, both within and outside the working environment, staff and Tearfund representatives must not specifically:**
- Develop a physical or sexual relationship with a child or vulnerable person with whom they interact, engage or work.
  - Behave physically which is inappropriate or sexually provocative.
  - Spend excessive time alone with a child or vulnerable person, away from others, behind closed doors or in a secluded area.
  - Do things of a personal nature for a child or vulnerable person that they could do for themselves.
  - Engage in a sexual activity with a child or vulnerable person regardless of the age of consent (the mistaken age of a child or vulnerable person is not a defence).
  - Be intoxicated as a result of alcohol or drug usage, prior to assuming responsibility for a child or vulnerable person.
  - Hit or otherwise physically assault or abuse a child or vulnerable person.
  - Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
  - Condone, or participate in behaviour with a child or a vulnerable person which is illegal, unsafe or abusive.
  - Act in ways intended to shame, humiliate, belittle, degrade or perpetrate any form of emotional abuse.
  - Take a child or vulnerable person alone in a vehicle unless it is absolutely necessary, and with parental and managerial consent.

**Therefore, all representatives are expected to assist Tearfund in protecting children and vulnerable adults by adhering to the following protocol at all times.**

1. I will not be alone with a child or vulnerable adult, whether in the home or elsewhere, nor engage in any inappropriate/unwanted physical conduct with children or vulnerable adults, but demonstrate compassion and care both in action and speech.
2. I will not share any of my contact details with a child or vulnerable adult or their family, nor disclose any of their personal information (names, addresses, or locations) to any other party without the prior permission of Tearfund.
3. I will not collect any photos, video or stories without the prior authorisation of Tearfund, and the consent of the child or vulnerable adult (Tearfund has a standard consent form). Photos or video can only be taken when the child or vulnerable adult is appropriately dressed. Material gathered must respect the subject's dignity and their right to privacy.