



CiCA UK

Opening doors. Creating hope

SAFEGUARDING

Policy & Procedure

June 2025

Our Commitment

The central principle of safeguarding in Caring in Crisis Africa UK, is the dignity and equality of all people; CiCA UK are committed to providing a safe and trusted environment for every person connected with the work we do.

The purpose of this policy is to protect people, particularly our beneficiaries, staff, volunteers, partners, consultants, contractors and trustees (our community), from any harm that may be caused due to their coming into contact with CiCA UK.

CiCA UK has a zero-tolerance approach to serious misconduct and will not tolerate its staff, trustees, volunteers, consultants, partners or any representatives associated with the work of CiCA UK or its partners carrying out ***any form of violence, abuse, harassment or exploitation***.

Personal Responsibility

It is the responsibility of each one of us to prevent and report the physical, sexual, emotional abuse or neglect of any member of our community. The welfare of these individuals is paramount. All our community without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or belief.

As a member of the CiCA UK community, you have the responsibility to raise any concerns you may have or those which are reported to you according to this policy. It ***is not your responsibility*** to decide if an incident of violence, abuse, harassment or exploitation has taken place or whether an incident constitutes a safeguarding breach. This is the responsibility of the Safeguarding Manager.

Policy Development

The CiCA UK Safeguarding Policy has been developed from the Christian Aid model safeguarding policy. The Christian Aid policy was written utilizing global best practice and using the experience and expertise of ACT Alliance, the Core Humanitarian Standard on Quality and Accountability (CHS) and Bond. It has also been reviewed by thirtyone:eight (formerly the Church's Child Protection Advisory Service).

Policy Application

The policy also applies to all those engaged, commissioned or contracted to work with or on behalf of CiCA UK in any capacity. CiCA UK requires all partners and consortium members to have a Code of Conduct or equivalent standards that set out, at a minimum, the obligation of staff not to exploit, abuse or otherwise discriminate. CiCA UK will work with all partners to adopt policies, practices and associated measures to ensure the Code of Conduct is established and communicated to relevant stakeholders, especially people and communities the partners work with. CiCA UK also expects all partners to have appropriate safeguarding policies and procedures and makes its own policy and procedure available to them.

All those who work or volunteer with CiCA UK will have a clear understanding of what is required by this policy and of what to do if they have any concerns.

1. Scope

1.1. This is a global organisational wide policy which should be adapted as required by local law. To the extent that UK law provides a higher standard this must always be adopted. The Safeguarding Manager is available to provide advice on this.

1.2. While this is an internal policy, we expect partners and others working on behalf of CiCA UK to act in accordance with the key principles contained within it, and specific compliance requirements in respect of safeguarding as set out in relevant contractual agreements and included in our due diligence process.

2. Policy Principles

The principles in this policy have been drawn from key international and regional instruments such as: International Standards for Keeping Children Safe, the UN Convention on the Rights of a Child, IASC Minimum Operating Standards for PSEA and the Core Humanitarian Standard.

CiCA UK is committed to:

- Safeguarding the wholeness and wellbeing of beneficiaries, staff, volunteers, and all those connected with the activities of CiCA UK, and ensuring they have equal rights to protection from harm.
- Ensuring concerns or allegations are taken seriously, investigated and acted on as appropriate.
- Ensuring all its staff, trustees, volunteers, consultants, contractors and partners or any representatives of CiCA UK are familiar with this policy and know their responsibilities within it.
- Ensuring our partners are aware of their responsibility as to the minimum requirements on safeguarding standards and support them in achieving this.
- All staff, volunteers and trustees receiving safeguarding training.
- Ensuring all actions on protecting people are taken in the best interests of the person at risk.
- Ensuring that survivors of abuse are supported and alleged perpetrators are held to account.
- Ensuring our recruitment practices are robust enough to ensure we never recruit anyone who poses a known risk.
- Ensuring that alleged perpetrators of abuse are treated fairly and in accordance with local law.
- Reporting criminal acts to the relevant statutory agency
- Reporting all incidents of sexual harassment and abuse to the Charity Commission in the UK.
- Reporting incidents to relevant donors.
- Designing and delivering programmes which are safe for all and are based on the 'do no harm' principles.
- Ensuring our beneficiaries and supporters are fully aware of the expected behaviour of our staff, volunteers, trustees, consultants and partners.

3. Definitions

3.1. Vulnerability

As defined by the Core Humanitarian Standard people may be vulnerable because of individual factors such as age (particularly the very young and the very old), disability or illness or because they are caring for others who are vulnerable.

Social and contextual factors also contribute to people's vulnerability. These include discrimination and marginalisation (e.g. in some contexts, the low status and power of women and girls), social isolation (including the lack of access to information), environmental degradation (e.g. soil erosion or deforestation), climate variability, poverty, lack of land tenure, poor governance, ethnicity, class, caste, and religious or political affiliations.

3.2. Child

A child is defined as anyone under 18 years old, irrespective of local definition.

3.3 Adult at risk

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.

3.4. Abuse

A person may abuse by inflicting harm or failing to prevent harm. In order to safeguard all those in our community we adhere to the principles of the UN Convention on the Rights of the Child across the board, and have as our starting point as a definition of abuse, Article 19 which states:

- Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
- Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

- No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Abuse may include, but is not exclusive to:

Physical abuse or physical injury, such as evidence of hitting, kicking or shaking, where there is definite knowledge or reasonable suspicion, that the injury was inflicted or knowingly not prevented.

Emotional abuse where harm is done by persistent or severe emotional ill treatment or rejection, such as degrading punishments, threats and not giving care and affection, resulting in adverse effects on behaviour and emotional developments of a person.

Sexual abuse where **exploitation** of a person occurs. This includes rape, incest and all forms of sexual activities including pornography. Exchanging of benefits, for example goods, food and money in exchange for sexual favours.

Neglect, where basic needs such as food, warmth and medical care are not met, or when there is a failure to protect a person from exposure to any kind of danger, resulting in serious impairment of a person's health or development.

Sexual Harassment is unwanted behaviour of a sexual nature which: violates your dignity, makes you feel intimidated, degraded or humiliated or creates a hostile or offensive environment.

You don't need to have previously objected to someone's behaviour for it to be considered unwanted. Sexual harassment can include:

- sexual comments or jokes
- physical behaviour, including unwelcome sexual advances, touching and various forms of sexual assault
- displaying pictures, photos or drawings of a sexual nature
- sending texts or emails with a sexual content

4. Reporting

4.1. What to do when you suspect alleged abuse:

Actual, potential or suspected incidents of abuse must be reported immediately. Where appropriate you should make a report to the Safeguarding Manager immediately. The Safeguarding Manager will ensure that the matter is appropriately investigated. Alternative reporting mechanisms are also noted below.

The need to report arises in the following instances:

- Abuse is observed or suspected
- An allegation of abuse is made
- Someone discloses abuse

No representative of CiCA UK will prejudice their own position or standing with CiCA UK by responsibly reporting potential or suspected abuse.

4.1.2. It is important to note that where representatives report concerns, it ***is not their responsibility*** to decide if abuse is taking place but it is their responsibility to pass these concerns on. Care must be taken regarding confidentiality and the sharing of information with appropriate people.

4.1.3. Information given should be written in a report as soon as possible after the concern was raised (within 24 hours if possible). Any written records taken must be kept securely in a locked place or in a confidential electronic folder.

Under no circumstances should any individual attempt to deal with the problem of abuse directly. An investigation team will be established supported by the Safeguarding Manager.

4.2. Safeguarding Manager

The CiCA UK Safeguarding Manager is:

Erica Lugg
9 Darfield Avenue
Owlthorpe
Sheffield
S20 6SU

office@cicauk.org

07926 054887

4.3. Safeguarding Trustee

If an individual raising a safeguarding concern believes there are outstanding/unresolved issues or that there has been unreasonable delay in handling or addressing the concern, or wishes to raise a concern about the Safeguarding Manager or other senior members of staff, they can contact CiCA UK's principle Safeguarding Trustee:

Olivia Butters – obj_oakes@hotmail.com 07423 629763

4.4. Your information will be treated in confidence. You do not have to provide personal details; however, such information will assist us in taking forward your concerns and enable us to provide you with a response on the outcome. If you ask us not to disclose your identity we will not do so without your consent, unless required by law.

4.5. If you wish to raise a concern outside of CiCA UK then you can obtain advice from thirtyone:eight; by telephone on 0303 003 1111 (option 2) or by email at info@thirtyoneeight.org

5. Our Response

5.1. CiCA UK can and will take any disciplinary action necessary against staff or others if they are found to have breached our Code of Conduct and Safeguarding Policy.

5.2. There will be times when the behaviour of individuals may constitute a breach of the Code of Conduct, but not be considered criminal conduct under UK or local legislation. In this instance CiCA UK may consider providing other support to these individuals, for example, training, counselling, increased supervision or transfer to other duties. This will be cognisant of any ongoing risk to beneficiary communities, staff and volunteers and we will always err on the side of caution.

5.3. Identifying information about safeguarding should be shared on a 'need to know' basis only. Any staff members who raise concerns of serious malpractice should be protected as far as possible from victimisation or any other detrimental treatment if they come forward with concerns, provided that concerns are raised in good faith. Deliberate false allegations will be made a serious disciplinary offence and investigated thoroughly by CiCA UK.

5.4. The Safeguarding Manager will ensure that reports are made to the Charity Commission, relevant donors and where applicable to relevant statutory authorities.

5.5 Supporting those affected by abuse

CiCA UK is committed to offering pastoral care, and to support to all those who have been affected by abuse who have contact with or are part of CiCA UK.

6. Recruitment

6.1. It is our policy that no-one shall volunteer for or work within CiCA UK who:

- Has been convicted of or has received a formal police caution concerning an offence against children; or
- Has been convicted of or has received a formal police caution concerning sexual offences against adults; or
- Is notified to us in any way as having a red flag in relation to safeguarding.

6.2. CiCA UK will ensure all volunteers and workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form including a self-declaration disclosure in relation to safeguarding
- Those short listed have been interviewed
- Safeguarding has been discussed at interview where the applicant will be working with children, adults and risk or beneficiary communities
- Two references have been obtained including one from the most recent employer
- A Disclosure and Barring Service (DBS) check or local equivalent is completed, where available and appropriate for the role
- Qualifications where relevant have been verified

- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- The successful application signs CiCA UK's Code of Conduct and performs on-line training on appointment.

6.3. Code of Conduct & Responsibilities

All staff, trustees, consultants and volunteers and representatives of CiCA UK must follow the Code of Conduct. The following are relevant to safeguarding.

As a representative of CiCA UK, **I will:**

- Ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with CiCA UK's beliefs, values and aims.
- I will treat all people fairly and with respect and dignity and recognise the professional opinion of others.
- I will seek to ensure that my personal conduct does not compromise CiCA UK's values and does not impact on or undermine my ability to undertake the role which I am fulfilling.
- I will not say or do anything that would damage the reputation of CiCA UK or which may bring the charity into disrepute.
- I will not abuse my position as a CiCA UK representative by requesting any personal service or favour from others in return for any assistance by CiCA UK. I will ensure that my relationships and behaviour are not exploitative, abusive or corrupt in any way.
- I will not have sexual relations with beneficiaries, recognising in both cases the inherent unequal power dynamics and that such behaviours can undermine the integrity and credibility of CiCA UK's work. I will ensure that my relationships and behaviour are not exploitative, abusive or corrupt in any way.
- I will respect all peoples' rights, including children's rights, and will not engage in any form of abuse or exploitation of any persons of any age.
- If I become aware of any form of illegal activity, relating to CiCA UK, its representatives or beneficiaries or where there is a safeguarding risk, I will make it known to the Safeguarding Manager or Safeguarding Trustee.
- I will abide by CiCA UK's Safeguarding Policy

Responsibilities in relation to Children & Adult's at risk

Representatives of CiCA UK **must not**:

- Hit or otherwise physically assault or physically abuse children or adults at risk
- Develop physical/sexual relationships with children or adults at risk
- Develop relationships with children or adults at risk, which could in any way be deemed exploitative or abusive
- Place themselves in a position where they could be accused of sexually abusing a child, young person or adult at risk, i.e. holding or hugging a child, young person or adult at risk, or physically touching children, young persons or adults at risk in a way that could be considered abusive in ways described in this document
- Spend time alone with children or adults at risk. Plan activities so that more than one person is present or, at least, other people are within sight and hearing. Wherever possible ensure that another adult is present to supervise the activity
- Take children/adults at risk alone in a car, even on short journeys
- Act in ways that may be abusive or may place a child or adult at risk at risk of abuse
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- Offer benefits such as food, favours, clothes, jobs, money in exchange for sexual favours
- Show favouritism to any individual for sexual favours in return.
- Act in ways intended to shame, humiliate, belittle or degrade children or adults at risk, or otherwise perpetrate any form of emotional abuse.

All representatives **must**:

- Treat everyone with respect, recognising their right to personal privacy
- Be aware of situations that may present risks and manage these
- Plan and organise the event so that risks are minimised
- Avoid being drawn into inappropriate attention seeking behaviour, such as tantrums or crushes
- If a residential event is being planned, ensure that adults and children have separate sleeping accommodation. Never sleep in the same room or bed as a child or adult at risk with whom they are working
- Remember that someone else may misinterpret your actions, no matter how well intentioned
- Adults should avoid being placed in a compromising or vulnerable position. The adult is always considered responsible even if a child behaves inappropriately.

7. Programming, Partners and Consortium Members

7.1. CiCA UK works in different countries and across a broad range of circumstances. Translating safeguarding across these different contexts and cultures can be difficult. Some legal and cultural frameworks may vary but the commitment from CiCA UK to protect people remains.

7.2. CiCA UK has a commitment to design and deliver programmes which are safe for people. This will ensure that programmes and projects will be risk assessed including in the areas of people's safety, security, dignity and rights.

7.3. A commitment to safeguarding is fundamental to CiCA UK's partnership approach to work. CiCA UK, through its representatives, will challenge and help new and existing partners and consortium members (where they are not already doing so) to address safeguarding in their organisation and in the communities in which they work. All CiCA UK partners and consortium members will be required to evidence what measures they have in place to protect people at risk from abuse.

7.4. International staff in the course of their work should support partners and consortium members in their efforts to increase their awareness, knowledge and skills in relation to safeguarding issues through the provision of appropriate capacity building and resources.

7.5. Where a partner does not have a written Safeguarding Policy, the relevant international teams should ask the partner a series of questions that address safeguarding issues prior to any grant approval for projects and programmes overseas and obtain a commitment to developing and implementing a clear safeguarding policy. In all circumstances CiCA UK's Safeguarding Policy will be provided to partners and consortium members working with CiCA UK and partners and consortium members will commit to reporting any incidents to CiCA UK.

7.6. Safeguarding concerns may be more likely in emergency situations, particularly where people are displaced and separated from their families, or where the family is under extreme stress, people then become particularly vulnerable. Representatives of CiCA UK are expected to be extra vigilant to follow the code of conduct, ensure reporting mechanisms and support partners at these times to ensure those people are protected from harm.

Policy Reference Information

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