



Safeguarding Policy

Adults and Children – Vulnerable people

December 2021

Document profile

Type (i.e. Policy, Strategy, Procedure, Guideline, protocol)	Policy
Title	Safeguarding Policy (Adults and Children)
Category (i.e. organisation, financial)	Organisational
Version	1. First version which supersedes the following previous policy: JOA Safeguarding policy 2018
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Approval Route	Jersey Overseas Aid Commission
Approved by	Simon Boas
Date approved	
Review date	September 2023
Linked polices	Whistleblowing Policy Complaints procedure

Version No.	Sources
1	In developing its Safeguarding Policy, JOA consulted an array of existing resources, including (i) the safeguarding policies of Comic Relief, Excellent Development, VSO, UNICEF and the British Red Cross (ii) local and international legislature including HM Government Working together to Safeguard Children 2018, the Human Rights (Jersey) Law 2018, Care Act (2014) followed as best practice in Jersey, the United Nations Convention on the Rights of the Child (UNRC 1990) (iii) BOND safeguarding resources and CHS Alliance safeguarding guidance and toolkit, Jersey Safeguarding partnership Board (iv) guidance in terms of safeguarding by international standards, the global safeguarding standards, <i>Keeping Children Safe</i> , (KCS) international coalition of development agencies, ISAC (Inter-Agency Standing Committee) Minimum Operating Standards for Protection from Sexual Exploitation and Abuse, the Core Humanitarian Standard on Quality & Accountability (CHS)

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KEY MESSAGES

<p>Why do we have this policy?</p>	<p>JOA's Safeguarding commitment is set out within this policy, to keep vulnerable people safe from exploitation and abuse. It specifically recognises the power imbalances that can exist.</p> <p>This policy therefore sets out how we put this commitment into practice and includes our principles and standards.</p> <p>Equally, this policy reflects our understanding of our commitment to uphold the UN Convention on the Rights of the Child and IASC (Interagency Standing Committee) Minimum Operating Standards for Protection from Sexual Exploitation and Abuse, and the Core Humanitarian Standard on Quality and Accountability (CHS).</p>
<p>Who does this policy apply to?</p>	<p>JOA employees which include paid staff, volunteers, interns and Commissioners. This policy also applies to JOA visitors.</p>
<p>What are the key things I need to know?</p>	<ul style="list-style-type: none"> • Expected behaviours of JOA employee's • Definitions of abuse and exploitation • Recognising risks and situations that would make vulnerable people exposed to abuse and exploitation and ensuring mitigation strategies are in place • Specific considerations for children including age of child as anyone under 18 years • Mandatory duty to report and how to report
<p>What are the key things I need to do?</p>	<ul style="list-style-type: none"> • Model and promote respectful behaviour • Identify risks within our work that may give rise to abuse or exploitation • Promote an environment that is open to hearing concerns • Report any concerns immediately to the Designated Safeguarding Lead
<p>Where can I find more information?</p>	<p>Further information on this policy can be found by contacting the Safeguarding Partnership Board, Jersey and JOA's Safeguarding Officer.</p>

1. INTRODUCTION

1.1 Rationale

This policy sets out the requirements for Jersey Overseas Aid (JOA) to discharge its appropriate accountability for safeguarding children, young people and vulnerable adults (referred to as a collective 'vulnerable people') at risk of harm or abuse, (Appendix 1, 1.1 and 1.2); that they do not expose them to the risk of discrimination, neglect, harm or abuse; and that any concerns JOA has about the safety of vulnerable people within the communities in which they work, are dealt with and reported to the appropriate authorities.

Safeguarding is an overarching term that incorporates all activities that protect children, young people and adults from harm, abuse, neglect, and exploitation. It is the responsibility that organisations must have, to ensure that their staff, volunteers, partners, operations, projects and programmes, do no harm. Appendix 2 shows JOA's Safeguarding standards.

Child protection is a central part of, but not separate to safeguarding. Child protection is a process, which includes measures and structures, designed to prevent, and respond to abuse. These processes are there to protect individual children at risk of significant harm or suffering harm, as a result of abuse or programme of work.

Over recent years, within the field of International Aid and Development, it has been recognised that vulnerable people can be at risk of exploitation, abuse and discrimination by those who are in positions of trust and power over them.

JOA recognises its obligation, in keeping with the philosophy of the values it upholds, to place all reasonable safeguarding measures, as far as possible, to protect those with whom we work and those in the communities where JOA work is undertaken.

1.2 Purpose

This policy supports our efforts to safeguard and protect people who come into contact with us with whom we work locally and internationally; to ensure the high standards of behaviour we expect of our employees and volunteers are clear; and that we meet internal and external standards.

The purpose of this policy is to provide clear information and standards, to **ALL** about how they should engage with vulnerable people when working for, on behalf of JOA. It also helps us to make sure that employees, volunteers, and other representatives are protected. It is intended to

help us have a common understanding of safeguarding issues, develop good practice across the diverse and complex areas in which we operate and therefore increase accountability in this vital aspect of our work.

Whilst it is recognised that local legislation may vary from country to country, this policy sets out and identifies our minimum standards and may exceed the requirements of local legislation. Any breach of this policy will be treated as a disciplinary matter, which may result in immediate termination of employment or contract, withdrawal of volunteer status, reporting to the police, and relevant regulatory authority or other body.

1.3 Scope

This policy applies to all JOA employees. For the purposes of this policy employee is defined as anyone who works for, or on behalf of JOA either in a paid or unpaid capacity. Therefore, this includes directly employed staff, commissioners and interns and also includes our volunteers, and all visitors to JOA office.

This policy does not apply directly to JOA's partners. We do however expect that others will share our commitment to keeping vulnerable people safe. It is also a minimum requirement of funding that our partners share a commitment to implement national and international best practice in safeguarding vulnerable people and develop their own policies and procedures to prevent and respond to risks of exploitation and abuse in all their activities, including projects in receipt of funding from JOA. Our partner safeguarding policies and procedures, or their plans to develop these, are a condition of funding or continued funding. JOA will reserve the right to request a copy of such policies and procedures from any partner.

1.4 Principles

JOA will ensure that employees and volunteers are inducted in our Safeguarding Standards and procedures, as a key part of the recruitment process. Appendix 2 documents the framework of these standards.

- Safeguarding vulnerable people is the responsibility of all JOA employees.
- Everyone has an equal right to protection from abuse and exploitation regardless of age, race, sex, sexual orientation, marriage and civil partnership, pregnancy or having a child, gender reassignment, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

- JOA will take responsibly to meet our obligations regarding our duty of care and take action where we believe that a vulnerable person is at risk or is actually harmed. We will respond effectively when our people have safeguarding concerns about a child, young person
- The voice of a vulnerable child, young person or adult at risk of harm or abuse will be listened to, heard, and responded to.
- The best interest of the vulnerable person is paramount and shall be the primary consideration in our decision making.
- We will support and monitor all reported safeguarding concerns, and actively look to learn from how we have handled reported concerns and incidents as part of our commitment to continuous improvement.
- We are committed to working with our partners to improve safeguarding outcomes with, and for the people we support.
- In line with safer recruitment guidance, we seek to recruit, support and manage staff and volunteers who safeguard vulnerable people and uphold the rights, dignity and wellbeing of everyone we engage with.
- Identify signs of abuse/possible abuse protecting children, young people and adults at risk from harm by following safeguarding policy and procedures.

2. DEFINITIONS OF HARM OR SIGNIFICANT RISK OF HARM

Appendix 1, 1.1, 1.2 gives guidance and information about definitions of harm, abuse terms and significant risk of harm for children, young people and adults.

Appendix 3 defines legislation and regulatory information.

Appendix 1 Definition and terms of Abuse for vulnerable people

Appendix 1.1 Definition of abuse – children and young people

Appendix 1.2 Definition of Abuse – Adults

Appendix 3 Legislation and information

3. ROLES AND RESPONSIBILITIES

Jersey Overseas Aid (JOA) is committed to providing a safe and secure environment for our people and everyone who engages with us. The Executive Director is responsible for ensuring that the organisation has appropriate policies and arrangements in place. This includes ensuring JOA uphold the fundamental principles, standards and our organisational values, and that the people we help are at the heart of what we do. While safeguarding is a shared responsibility, with all parts of the organisation and all levels of staff involved, in ensuring a welcoming, inclusive, dignified and safe environment for those who come into contact with us, there are specific responsibilities within key roles:

All

All employees, volunteers, interns, commissioners and visitors are obliged to follow this policy and maintain an environment that prevents exploitation and abuse, and which encourages reporting of breaches of this policy using the appropriate procedures.

3.1 The Safeguarding Partnership Board (SPB) is responsible for:

A range of roles and statutory functions including developing local safeguarding policy and procedures scrutinising local arrangements.

3.2 The Executive Director is responsible for:

- ensuring that safeguarding is an organisational priority
- allocating sufficient resources for leadership, training and capacity building including ensuring JOA is able to access sufficient expertise in safeguarding
- leading on an appropriate response to issues that may attract media interest.
- Ensuring that processes to support good safeguarding are in place including safe recruitment, code of conduct and training, including accessing any available databases of blacklisted individuals.

3.3 JOA Designated Safeguarding Officer:

- Promotes excellence in practice through working in partnership with the Safeguarding Partnership Board.
- Understands the safeguarding policy and the commitment of JOA to ensure all staff are supported to maintain training and awareness.
- Ensures that all staff have access to this policy, including any changes or updates.
- Reviews and implements training requirements of each role and assesses if changes to the duties of the role have taken place which warrant a new and different level of safeguarding responsibility.
- Enables staff to follow the safeguarding policy.

- Organises the appropriate training required for JOA employees to meet the recommendations of the Safeguarding partnership board.

3.4 JOA employees are responsible for:

- alerting an appropriate manager or the safeguarding officer, without delay, to any concerns, suspicions or evidence of abuse/neglect/exploitation that they observe and hear about
- ensuring that they have the required competencies to recognise child/adult maltreatment as appropriate to their role
- attend the appropriate training which meets the recommendations of the Safeguarding Partnership Board
- ensuring that they never prevent nor persuade any person from raising concerns, suspicions or presenting evidence
- recording all factual information accurately.
- following this policy in line with the multi-agency procedures found online via the Safeguarding Partnership Board (SPB)

Table of Role & Responsibility for JOA employees and Volunteers

Role	Responsible person
Lead for Safeguarding	Executive Director
Safeguarding Officer	Operations Officer
Lead for Safeguarding (when in country)	Project Team Leader

4. PRINCIPLES AND LEGISLATIVE FRAMEWORK

Responsibilities for safeguarding are enshrined in legislation. Some duties apply only to children, some apply only to adults, and some apply to both. JOA provides funding to partners who work across a range of legal and regulatory jurisdictions. A list of Jersey laws, international regulations and best practice can be within Appendix 3. This policy supports the compliance with best practice.

JOA complies with all relevant safeguarding legislation in Jersey. Each international country has its own specific legislative requirements relating to safeguarding, such as criminal law, recruitment vetting processes, data protection and reporting protocols. If circumstances arise where this policy contravenes or contradicts local legislation, local legislation must be followed

with guidance from the Executive Director, Safeguarding Officer and (where desired) Safeguarding Partnership Board.

JOA is guided in terms of safeguarding by international standards such as the UN Convention on the Rights of the Child and other relevant Human Rights Conventions including, the UN Secretary General's Bulletin for special measures for protection from sexual exploitation and sexual abuse; IASC (Interagency Standing Committee) Minimum Operating Standards for Protection from Sexual Exploitation and Abuse, and the Core Humanitarian Standard on Quality and Accountability (CHS).

We take seriously our duty to make referrals to appropriate statutory agencies in the best interests of children and to safeguard adults. In cases involving children we inform law enforcement authorities where we believe a crime has been committed; and consider doing so for adult safeguarding concerns where the safety, welfare and wishes of the adult at risk requires it. We fulfil our duty to report serious safeguarding incidents following the best practice guidance. Appendix 6 – Safeguarding incident report form.

As an international aid agency, JOA always seeks to work in ways which are culturally sensitive and that respect the diverse nature of the people we work with. We endorse the United Nations Convention on the Rights of the Child general principle, that all the rights guaranteed by it must be available to all children without discrimination; and article 19 which accords equal right to protections for children from abuse. Every child matters everywhere in the world. Culture must not be used as an excuse to abuse children young people or vulnerable adults.

We acknowledge there are many different ways of thinking and taking care of vulnerable people and making sure they are protected. We recognise that protecting these groups of individuals and being culturally sensitive can be a balancing act, especially given the situation in many of the countries where we work.

5. RISK STATEMENT

JOA recognises that an element of risk exists, and while we may never be able to totally remove this, we need to do all we can to reduce it or limit its impact. Due to the nature of our work, and collaboration with partners for our volunteer projects, we are aware that these may present a safeguarding risk to the communities in which they operate, particularly to children and vulnerable people. This policy aims to prevent/lower this risk and ensure we respond to any safeguarding incidents without risk of further harm.

6. CODE OF CONDUCT

We expect all our employees and volunteers to act with integrity as professional representatives of JOA. We also expect our employees to understand how their personal behaviour affects others; particularly in the context of working with children and adults at risk. Their own safety and security must be taken into account, as well as that of their colleagues, staff, volunteers and partners.

All employees and volunteers are expected to act in line with the JOA Code of Conduct. Appendix 4.

6.1 Employees and Volunteers of JOA must:

- Always ensure their personal and professional conduct is of the highest standards and in keeping with JOA's values and does not bring JOA into disrepute.
- Take reasonable action to protect others from harm and to challenge breaches into the rights of others.
- Act in accordance with health, safety guidelines and strive to safeguard others.
- Ensure contact with children, young people and vulnerable adults (whether by phone, online or direct contact) is supervised, accompanied, or at least in sight of other adults. JOA recognises that situations may arise where this cannot be the case for urgent or for other practical reasons. If circumstances arise that where staff are alone with a vulnerable adult or one or more children, they will inform their line manager ahead of time or as soon as possible.
- Act in good faith and treat other people with dignity and respect, without discrimination, harassment, abuse or neglect.

6.2 Employees and Volunteers of JOA must NOT:

- Use the position of power conferred by their role to exert pressure, gain economically, professionally, or sexually, or accept favours, bribes, gifts or other forms of personal advancement.
- Work while under the influence of drugs or alcohol.

- Enter into a sexual relationship with any member of a community or partner with whom we are in a position of power or authority, or any sexual relationships which could potentially be identified as an abuse of power or authority.
- Exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes the exchange of sexual favours for assistance that is due to communities we assist or partners we work with.
- Abuse their position of power as an employee of JOA to enter into a sexual relationship with a colleague.
- Use their position of power as an employee of JOA to withhold assistance or services without due cause.

6.3 Additional commitments for contact with children

Employees of JOA must:

- Always take concerns proactively and respond rapidly
- Challenge bullying abuse in all its forms, especially when dealing with children
- Always endeavour to raise any concerns about grooming or grooming type behaviour
- Disclose all charges or convictions if they relate to child abuse or exploitation

Employees of JOA must not:

- Engage in any type of sexual relationship with any person under the age of 18 or under the local age of sexual consent. Any disclosure that confirms contravention of this position will result in a job/placement offer being withdrawn or if information becomes available at a later date, this may result in termination of contract.
- Do things of a personal nature for a child with whom they come into contact with as part of their work for JOA, that a child can do for themselves, e.g. bathing, dressing and toileting.
- Physically abuse children. Employees of JOA must use non-violent methods to manage children's behaviour.
- Seek to make contact or spend time with any child with whom they come into contact as part of their work for JOA, except as part of the specified activities set out in their JOA role. This includes by any form of social media.

- Touch a child in a manner in which it is considered culturally insensitive or inappropriate
- Show favour to particular children or adults to the exclusion of others.
- Share a bedroom or sleep close to unsupervised children or child, where that child/children are ones with whom they come into contact as part of their work for JOA.
- Visit a child's home alone or invite lone children into their own accommodation, where that child/children are ones with who they come into contact as part of their work for JOA.

6.4 Obligation to report

Anyone can raise a complaint to JOA (see complaints & Whistleblowing) or make a complaint to JOA about something you have experienced or witnessed. With regards to safeguarding concerns and complaints:

- JOA employees have a mandatory duty to report all safeguarding concerns or allegations immediately. This is regardless of whether this is internal to JOA or not. The need to report safeguarding concerns may arise when:
 - You witness or suspect abuse or exploitation or grooming type behaviour
 - You receive a concern, allegation or complaint that indicates abuse or exploitation
 - A survivor discloses abuse or exploitation – see appendix 5.
- Employees who fail to report a concern may be subject to disciplinary action in accordance with JOA's disciplinary policy.
- Deliberate false allegations, although rare, are a serious disciplinary offence and will be investigated in accordance to JOA's disciplinary policy.
- JOA manages safeguarding reports, and other complaints, in a manner that prioritises the safety of the complainant and those affected at all stages.

7. SAFE RECRUITMENT

Creating a safe environment for vulnerable people, starts with the appointment of suitably qualified, skilled and vetted staff members who have the competencies and skills to carry out their role within the organisation. JOA's recruitment and on-boarding processes reflect our commitment to protect all vulnerable people and prevent abuse. This will include comprehensive, legally compliant background checks for new or existing staff who will come into direct contact with vulnerable people as part of their employment or engagement with JOA. JOA will not employ any member of staff or volunteer, where upon recruitment, concerns arise in relation to JOA's duty of protection to vulnerable people. This is without prejudice because such concerns would necessitate an intensive resource investigation to determine whether there is a risk.

7.1 Recruitment of JOA employees and volunteers

Safeguarding considerations incorporated with safe recruitment include:

- Qualifications and identity check
- Safeguarding as part of induction
- Job advertisements
- Job descriptions
- Interview
- Reference checks
- Self-declaration
- Contract
- Police clearance/vetting

8. SHARING DATA & INFORMATION – SAFEGUARDING

JOA employees and volunteers must protect the personal data of vulnerable people by processing and storing it in accordance with the General Data Protection Regulation (GDPR) 2018 Jersey law. This law does not prevent or limit the sharing of information for the purpose of keeping vulnerable people safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect those at risk of harm.

In the course of our work JOA pledges to:

- Protect confidentiality by ensuring personal information is accessible only to authorised individuals.

- JOA respects confidentiality and has a responsibility to protect sensitive personal data. Information should only be shared on a *need to know basis*. Access to information must only be necessary for the conduct of one's professional duties. Only individuals who have legitimate reasons to access the information are allowed to receive it.
- If photographic or video content is going to be captured during a JOA event or visit, all people attending will be informed beforehand that their consent to being featured in such content is required and be given the opportunity to opt out of participating.
- Work with our partners to ensure systems are in place to safeguard personal information collected for JOA.
- Stories and images of children should be based on the child's best interest and that they are decent and respectful. Images of anyone that in any way has a negative impact on their dignity or privacy are not acceptable.
- Ensure our employees and volunteers are aware how to give feedback and/or raise a complaint with JOA or a partner of JOA.
- Information will be shared in an appropriate manner and timely referrals will be made to the appropriate agencies. Information will be shared that is necessary, proportionate, relevant, accurate, timely and secure.
- Consider the safety and well-being of the person and the others who may be affected by their actions.
- JOA will seek advice if in doubt, without disclosing the identity of the person where possible.

9. REPORTING, RESPONDING & MANAGING CONCERNS OR ALLEGATIONS

JOA places a mandatory obligation on all employees, volunteers and partners to report concerns, suspicions, allegations and incidents which indicate actual or potential abuse or exploitation of vulnerable people or which suggests this policy may have in any other way been breached. It is not the responsibility of the employees to decide whether or not abuse has taken place.

Employees who raise a concern or allegation about potential or serious malpractice carried out by JOA, which include safeguarding concerns, will be legally protected from detrimental treatment in agreement with JOA's whistleblowing policy, provided concerns and allegations are raised in good faith. Although legal protection for whistleblower cannot extend beyond staff, JOA

will make every effort to ensure partner staff who raise concerns or allegations about JOA, or a partner organisation, are protected from any negative treatment that might arise from a report. Guidance on responding to direct disclosure can be found in Appendix 5.

9.1 How to report

Concerns or allegations can be reported in the following ways:

- Directly to their line manager or leader in the field.
- Directly to the safeguarding Officer
- Directly to the Executive Director

Where the risk of harm to the vulnerable person/people is high or if there is a medical emergency, the designated Safeguarding Officer should immediately report to the emergency services and/or to local law enforcement if a crime has been committed or suspected. Appendix 7

9.2 JOA Procedure – how issues are managed

JOA manages safeguarding concerns and allegations in accordance with this policy, prioritising the safety of the person raising the concern/allegation and those affected at all stages. Appendix 6. Upon receipt of a safeguarding concern or allegation JOA will:

- Avoid unnecessary delays by acting to prioritise the safety of the vulnerable person.
- Hold a safeguarding meeting within 24 hours to assess the concern and consider if further investigation is required either internally or externally.
- Decide the next steps, including if there is a requirement to inform others, (need-to-know basis).
- Where the risk of harm to the vulnerable person/people is high or if there is a medical emergency, the designated Safeguarding Lead in partnership with the Executive Director should immediately report to the emergency services and/or to local law enforcement if a crime has been committed or suspected.
- Where a JOA employee is the subject of an allegation, liaise with external HR professionals to discuss whether suspension is required until an investigation is completed. Suspension does not imply guilt but protects all parties. In the case of a volunteer on a work project, assess the risk v benefit of the removal of the volunteer from the project they are assigned to.

- A safeguarding incident report form (Appendix 6) should be completed by the JOA lead- or the person to whom a disclosure was made, who received the initial concern or allegation. It is important to fully document the information to hand and the decisions made.
- When appropriate keep the person raising the concern/allegation updated of progress and resolution unless:
 - The situation means we must respect the privacy of individuals who may be affected
 - The survivor has expressly indicated a preference not to receive contact
 - The initial disclosure has been made anonymously and this is not possible
- Action on all safeguarding incidents must be taken, by the Executive Director and Safeguarding Officer within 3 days of the report being received, or a shorter period as may be required and recorded alongside the original complaint.
- Investigations will be guided by external professional expertise and support when required. JOA will strive to maintain confidentiality throughout an investigation. JOA may, however, be required to disclose the investigations or result of the investigation to third parties including but not limited to, relevant authorities.

9.3 Notifying authorities or other organisations

JOA will refer any reports involving criminal activity to the relevant authorities responsible for investigation, when safe to do so. Any employees or volunteers who believe a vulnerable person in Jersey is at imminent risk of significant harm, should contact the police by phoning 999.

Notifying other international development agencies: If the concern relates to our partners, it will be directed through their own complaint mechanism or the partners most appropriate manager. If it is necessary to disclose information to third parties this is decided on a case-by-case basis and, as far as possible, with the agreement of the individuals involved, except in cases of criminal activity.

10. POLICY DISSEMINATION & TRAINING

It is essential that everyone associated with JOA has a clear understanding our commitments to safeguarding, the expectations JOA has of them and what that means in practice. Creating a culture of awareness in which all employees and volunteers are able to contribute to the protection of all vulnerable people and the prevention of abuse is crucial. In order to achieve this:

All employees are required to:

- Upon joining JOA, be aware of the safeguarding policy and sign the code of conduct associated with this policy.
- Participate in mandatory Safeguarding induction.
- Participate in training and refresher training at regular intervals.

All volunteers must:

- Be aware of and sign the code of behaviour and safeguarding policy upon joining JOA.
- Attend a safeguarding induction course and code of behaviour.
- Participate in refresher training when required.

JOA will ensure specialised training for relevant roles is provided and additional learning and development opportunities will be made available for individual employees if needed.

11. COMPLIANCE WITH POLICY

Our practices are reviewed, adapted or revised in the light of analysis of safeguarding reports (and other complaints) received and ongoing conversations with our partner organisations.

Corporate risk in relation to safeguarding is monitored within the corporate risk register.

The policy will be reviewed annually or whenever there are legislative changes or guidance issued that may impact the policy, appropriate changes will be recommended to the JOA Commission.

Appendix 1. Definitions of Abuse for vulnerable people

DEFINITIONS The following is list of terms and definitions used in this policy:

Safeguarding is the responsibility that JOA has to have to make sure our the projects, activities and partners we fund, promote the welfare of people (especially children and vulnerable adults) in the communities where we work and do not expose them to the risk of harm and abuse, including sexual exploitation and abuse.

Safeguarding measures seek to prevent situations where individuals can use their position of power, to abuse or exploit another person. A child is anyone under the age of 18. This is irrespective of local country definitions, including legal definitions, of when a child reaches adulthood. Vulnerable adult: this policy recognises that every adult (person aged 18 years or over), including JOA employees and volunteers, could be subject to harm or exploitation based on their age, gender, sexual orientation, health, social or economic status as well as relationships of dependency and/ or hierarchy they are in.

Specific vulnerability is attributed to persons who are, or may be, in need of community care services by reason of mental or other disability, age or illness; and who are or may be unable to take care of themselves, or unable to protect themselves from the risk or experience of abuse or neglect.

Grooming: when someone builds an emotional connection with a child or

vulnerable adult to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Many children and vulnerable adults may not understand that they have been groomed or that what has happened to them is abuse.

Abuse: any action or inaction that causes harm to another person (see section below on obligation to report). It can include physical abuse, emotional abuse, sexual abuse and neglect. It also includes abuse online and/or through mobile technology.

Physical abuse: includes, but is not limited to, hitting, slapping, pushing, kicking, unlawful or inappropriate restraint and inappropriate physical sanctions.

Sexual abuse: unwanted sexual activity or behaviour that happens without consent or understanding. The activities may involve physical contact, including assault by penetration (e.g., rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. Sexual abuse includes non-contact activities, such as involving the individual in looking at, including online and with mobile phones, or in the production of, pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

Neglect and negligent treatment: allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child's or vulnerable adult's basic physical and /or psychological needs, which is likely to result in serious impairment of a child's or vulnerable adult's healthy physical, spiritual, moral and 5 mental development. It includes the failure to properly supervise and protect children or vulnerable adults from harm and provide for nutrition, shelter and safe living/working conditions.

Emotional abuse: harm done by persistent or severe emotional ill-treatment or rejection, such as degrading punishments, threats, bullying, and not giving care and affection. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

Discriminatory abuse: includes abuse based on an individual's race, gender, disability, faith, sexual orientation, or age; and other forms of harassment, slurs or similar treatment or hate crime/incident. Domestic abuse: any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality (UK definition).

Exploitation: any actual or attempted abuse of a position of vulnerability, differential power or trust to profit monetarily, socially or politically. It includes sexual exploitation.

Sexual exploitation: a form of sexual abuse that involves children or vulnerable adults being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. The abusive relationship between survivors and perpetrator involves an imbalance of power where the survivor's options are limited. It is a form of abuse that can be misunderstood by children and vulnerable adults as consensual.

Sexual harassment: a term covering verbal, non-verbal, written or physical conduct, which is sexual in nature, is unwelcomed, is unsolicited, is unreciprocated and offends, humiliates/intimidates the person at whom it is aimed. It occurs in circumstances whereby a reasonable person would have anticipated that the person harassed would be offended.

Commercial exploitation: Exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or socialemotional development. It includes, but is not limited to, child labour.

Trafficking: Trafficking is the recruitment, transportation, transfer, harbouring or receipt of persons, by means of threat or use of force or other forms of coercion, abduction, fraud, deception, the abuse of power or a position of vulnerability or the giving or receiving of payments or benefits to achieve the consent of a person having

control over another person, for the purpose of exploitation.

Survivor/victim: the term survivor refers to the person who it is alleged has been the subject of abuse or exploitation. The term 'survivor' implies strength and resilience. 'Victim' is used to mean the victim of an alleged perpetrator's actions. However, this is not intended to negate the dignity and agency of an individual.

Safeguarding concern or allegation: a suspicion or allegation that a breach of this safeguarding policy has occurred or may be at risk of occurring. This includes disclosures by children and vulnerable adults.

Whistleblowing: a disclosure by a person about serious malpractice carried out by JOA or our partner agencies, for example concerns or complaints about criminal acts, abuse or exploitation

Appendix 1.1. Definition of Abuse Children & young people

Type of Abuse	Definition	
Physical	<p>A form of abuse, which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.</p>	
Emotional	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>	
Sexual	<p>Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also</p>	

	<p>include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children</p>
<p>Neglect</p>	<p>The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs social and educational needs</p>

Appendix 1.2. Definition of abuse for adults

Type of Abuse	Definition	
Physical	A form of abuse which may involve assault, rough handling, being hit, or injured on purpose, pushing, pinching, misusing medication, poisoning, burning or scalding, inappropriate sanctions, and exposure to excessive heat or cold. Use of restraint or physical interventions and/or deprivation of liberty and restraining someone inappropriately.	
Emotional	This is behaviour that has a harmful effect on the person's emotional health and development or any form of mental cruelty that results in, mental distress, the denial of basic human and civil rights such as self-expression, privacy and dignity; negating the right of the adult at risk to make choices and undermining their self-esteem; isolation and overdependence that has a harmful effect on the person's emotional health, development or wellbeing; bullying, verbal attacks; intimidation, threats, humiliation, extortion, racial, verbal or psychological abuse	
Sexual	Direct or indirect involvement in adult at risk in sexual activity or relationships which include that they do not want or consent to, they cannot understand and lack the mental capacity to be able to give consent; they have been coerced into because the other person is in a position of trust, power or authority or they are required to watch sexual activity which is not a choice or consented, involvement in a sexual activity which is unwanted or not understood, unwanted sexual attention	
Neglect	A person's well-being is impaired, and care needs not met. Behaviour that can lead to neglect includes ignoring medical or physical needs, failing to allow access to appropriate health, social care and educational services, and withholding the necessities of life such as medication,	

	<p>adequate nutrition, hydration and heating, not providing food, clothing, attention or care. Withholding of aids or equipment (continence, walking, hearing, glasses), putting someone at risk of infection. Neglect can be intentional or unintentional</p> <p>Intentional neglect: wilfully failing to provide care, wilfully preventing an adult at risk from getting the care they need; or being reckless about the consequences of the person not getting the care they need.</p> <p>Unintentional neglect: a carer failing to meet the needs of the adult at risk because they do not understand the needs of the individual, they may not know about services that are available or because their own needs prevent them from being able to give the care, the person needs. It may also occur if the individuals are unaware or do not understand the possible effects of the lack of action on the adult at risk.</p>
<p>Self- Neglect</p>	<p>Self-neglect' is the inability (intentional or non-intentional) to maintain a socially and culturally accepted standard of self-care. With the potential for serious consequences to the health and well-being of the individual and potentially to their neighbours and the community. It includes a lack of self-care, neglect of personal hygiene, nutrition, hydration and/or health, thereby endangering safety and wellbeing, and/or lack of care of one's environment – squalor and hoarding, and/or refusal of services that would mitigate risk of harm. The dilemma of managing self-neglect is the balance between, the protections of adults at risk from self-neglect; our duty of care and an individual's right to self-determination is a recognised challenge for all services. The aim of intervention being to prevent death and serious injury/harm to people who self neglect by ensuring: People who self-neglect are empowered as far as possible, to understand the implications of their actions. A shared, multi-agency understanding and recognition of the issues involved in working with people who self-neglect is achieved.</p>

<p>Financial abuse</p>	<p>This is the use of a person’s property, assets, income, funds or any resources without their informed consent or authorisation. It includes:-</p> <ul style="list-style-type: none"> • Theft or misuse of money, • Fraud • Exploitation • Undue pressure in connection with property or personal possessions and includes any pressure in connection with wills, property or inheritance; • The misuse of misappropriation of property, possessions or benefits; • Or the misuse of an enduring power of attorney or lasting power of attorney.
<p>Institutional Abuse</p>	<p>An observed lack of dignity and respect in the care setting, rigid routine, processes/tasks organised to meet staff needs, disrespectful language and attitudes, domestic violence and self-harm need to be considered as possible indicators of abuse and/or contributory factors.</p>
<p>Discriminatory Abuse</p>	<p>Discriminatory abuse exists when values, beliefs or culture result in misuse of power that denies opportunity to some Discriminatory Abuse groups or individuals and this results in harm, treating people differently or worse than you would want to be treated because they are older, more frail, confused or otherwise vulnerable. Self-inflicted injury may be a sign that abuse is taking place e.g. because someone feels disturbed. Psychological abuse that is racist, sexist or linked to a person’s sexuality, disability, religion, ethnic origin, gender, culture or age</p>

Appendix 2.

The standard framework is from keeping children safe 'Child Safeguarding standards' and adapted for use for JOA.

	Standard	Potential evidence of standard being met
1 Policy	1.1 JOA has a clear safeguarding policy that seeks to prevent harm to children, young people and vulnerable adults (collectively known as vulnerable people).	A copy of the policy, approved by the JOA Executive Director & Commission For Programme partners & recruitment
	1.2 Policies are made available to staff, local Jersey Charities and Partners	Policy or summary guidance available on the website Examples of the ways the policy has been promoted
2 People	2.1 The organisation places clear responsibilities on its staff, volunteers and partners and supports them to understand and act in line with these	Clear responsibilities for a designated Safeguarding Officer at appropriate level
	2.2 Key staff are designated at different levels with clearly defined roles and responsibilities.	Job descriptions with clear expectations on those with contact with vulnerable people Volunteer work code of conduct document
	2.3 There are written guidelines for appropriate and inappropriate behaviour	Safeguarding code of conduct, evidence of this being shared to employees and volunteers
	2.4 There are appropriate learning opportunities to develop and maintain the necessary attitudes, skills and	A copy of training plans, course attendance records and course evaluations.

	knowledge to keep vulnerable people safe	Evidence of induction for JOA volunteers
3 Procedures	3.1 Partner's implement and apply their own safeguarding policies to projects which JOA fund to provide information on the legal, welfare, and vulnerable people protection arrangements	Legal requirements are included in policies and grant agreements
	3.2 Safeguarding risks and mitigation strategies are incorporated into existing risk assessment processes at all levels	Risk Assessment include appropriate and relevant risks Evidence of mitigation strategies implemented Risk assessments shared with JOA
	3.3 Safeguarding issues are integrated into programme design, delivery and evaluation	Evidence of safeguarding issues in project proposals, plans and needs
	3.4 There are procedures for responding to safeguarding concerns when they arise	A copy of a concern/ allegation and the management of this
4 Accountability	4.1 Implementation of safeguarding policies and procedures is monitored	Copies of reports to the Commissioners and Safeguarding Partnership Board Copies of minutes of meetings to review practice
	4.2 Learning from issues captured and informed future policy and procedure reviews	Incident reports produced
	4.3 Policies and procedures reviewed every year	Evidence of review

Appendix 3. Legislative information and guidance

Responsibilities for safeguarding are enshrined in legislation. Some duties apply only to children, some apply only to adults, and some apply to both. The fundamental differences between the legislative framework for safeguarding for children and for adults stem from who can make decisions. (Jersey lacks some legislation where this occurs it will follow best practice guidance and take into account:

- Care Act (2014) (followed as best practice in Jersey)
- Care and Support Statutory Guidance (Chapter 14) – Safeguarding
- The Capacity and Self Determination (Jersey) Law 2016 • The Mental Health (Jersey) Law 2016
- Regulation of Care (Jersey) Law 2014
- Personalisation, (Think Local Act Personal) (2016) • The Sexual Offences (Jersey) Law 2018
- HM Government Working Together to Safeguard Children, 2018 • Children’s (Jersey) Law 2002
- The Children’s Act 2014 (followed as best practice in Jersey)
- The United Nations Convention on the Rights of the Child (UNRC - 1990).
- The Human Rights (Jersey) Law 2018 - under the European Convention on Human Rights (ECHR), everyone has a number of rights, which the Human Rights (Jersey) Law 2018 makes directly enforceable in the Courts in Jersey.
- The Government of Jersey has developed The Children and Young People’s Plan, 2019-23, to achieve better outcomes for children and young people so that they have the brightest futures possible. For the next four years, everyone who works with children and young people across the Government of Jersey will use the Children and Young People’s Plan to help them decide what they need to do to ensure that all children and young people, Grow Up Safely, Live Healthy Lives, Learn and Achieve, Are Valued and Involved. This is inherent in all the work that we in safeguarding children and young people.

Internationally, the fundamental rights and responsibilities relating to children are set out in the United Nations Convention on the Rights of the Child. The Inter-agency Standing Committee (IASC) Task Team on Accountability to Affected Populations and Protection from Sexual Exploitation and Abuse aims to foster a culture of accountability and protection from sexual exploitation and abuse at all levels of the humanitarian system. Its work includes the protection of children. The 2018 Working Together to Safeguard Children Guidance recognises that many

voluntary agencies are active in taking steps to safeguard the children they engage with. The guidance states that organisations in the voluntary sector that work with children need to have arrangements in place to safeguard children in the same way as organisations in the public sector. The Sphere Standards and the Do No Harm Standards set standards of protection for affected populations, including child protection and protection from sexual abuse and exploitation, for organisations delivering international humanitarian assistance. The Modern Slavery Act 2015 addresses human trafficking and forced labour and includes support and protection measures for victims.



Community Work Project Indemnity Form

Please read this very carefully, and sign and return it to JOA to indicate your acceptance of a place on a 2020 work project.

I declare that I have read and agree with the following conditions of my participation in a JOA Community Work Project:

- 1) RISKS:** You acknowledge that there are inherent risks involved in participating in a Community Work Project, including the dangers of accidental injury and of contracting an illness. You should note that activities involve exposure to accepted elements of risk greater than those normally encountered in everyday life. You understand that while JOA will make every effort to assist you, the availability of emergency assistance or medical facilities is likely to be much lower than in Jersey. By applying, you agree that you are prepared to accept such circumstances.
- 2) HARSHIP:** You accept that the living conditions throughout the programme may be significantly different from your own local environment, including food, accommodation and washing facilities. In addition, you understand that the nature of activities will mean you are subjected to various physical and emotional challenges. You accept that the nature of the project and accommodation means that there will be very little personal privacy during the trip.
- 3) BEHAVIOUR:** You will be acting as an ambassador for the Island. You agree at all times to behave soberly and responsibly, to respect the customs and traditions of the local people, and to comply with the instructions of the Team Leader or any other staff representing JOA. Any illegal act or inappropriate behaviour by an individual, that in the opinion of the programme staff is detrimental to the safety and welfare of the programme or the reputation of Jersey or JOA, may result in the individual being asked to withdraw from the programme, without the right to a refund.

- 4) MEDIA, COMMUNICATIONS AND OUTREACH:** This project is owned and organised by Jersey Overseas Aid. You agree not to give interviews about the project, or to share pictures or information about it, to any media outlet without the express permission of Jersey Overseas Aid. You also agree not to speak to any group, school, company, institution or club about the project without the prior permission of Jersey Overseas Aid. We reserve the right to use any photographic material or video that you send to any staff member during or after the course of the CWP on our website or other marketing materials. It is your responsibility to ensure that you have the permission of any person featuring in a photograph or video sent to us.
- 5) MEDICAL:** You must give details of any pre-existing physical or mental health considerations. You must notify JOA of any change to your physical or mental health after returning the application form, and we will review the continuation of the offer of a place in light of the information provided.
- 6) ATTENDANCE:** It is crucial to the safety of the entire team that you do not absent yourself from the group without the Team Leader's express permission. If you do so, you will normally be asked to leave the trip.
- 7) CULTURE:** You are fortunate to be able to visit another country and perhaps help a great deal in a small community. You are going to experience their culture, and NOT to impose your own. Please be prepared to abide by any rules set by the host community, including dress code.
- 8) ALCOHOL:** You may be in areas where restrictions apply on alcohol. In any case, you may only consume alcohol with the permission of the Team Leader, and then only in moderation.
- 9) DRUGS:** We retain the right to remove any individual from a programme if we deem that there is 'sufficient suspicion' that an individual has been involved with drugs. JOA does not have to prove such an act has occurred.
- 10) CANCELLATION OF PROGRAMME:** We reserve the right to cancel the programme without prior notice in the event of force majeure, natural disaster, political instability or other unforeseen circumstances.
- 11) AMENDMENT OF PROGRAMME:** Programme schedules and project information provided should be regarded as a fair indication of what we hope to achieve; but they are in no sense a contractual obligation on JOA's part. A fundamental condition of application is that you appreciate the need for flexibility and understand that JOA cannot accept responsibility for the results of delays or modifications.
- 12) LEAVING A CWP EARLY:** If you leave a CWP before its conclusion – for whatever reason other than medical as covered by the insurance policy, including being asked to

withdraw from the programme by JOA – you are responsible for the costs and arrangements of your earlier return to UK, including any supplement payable on flights and travel to the departure airport.

- 13) COMMITMENT:** The ‘team building’ and preparations prior to departure are critical to the success of the project and the safety of team members. JOA reserves the right to withdraw a team member who does not attend the majority of meetings or who fails to prove themselves a team player right up to and including the day before travel.
- 14) INSURANCE:** Our insurance covers the time you are on a CWP including your travel to and from Jersey. Cover is not provided for onward travel, personal equipment (like mobile telephones) or money. Insurance is provided on the understanding that you have declared fully to JOA on the application and medical forms any information, medical or otherwise, which may affect the insurance cover in any way; and have complied with the medical advice.
- 15) VALUABLES:** Please do not take any valuable jewellery, cameras or electronics with you on the trip.
- 16) RIGHTS AND LIABILITIES:** You will not hold JOA, its employees, partners or agents liable for any loss, damage, personal injury, delay or expense suffered or incurred by you for any reason other than negligence. You agree to indemnify without limitation, JOA, its employees, partners or agents, against any loss or damage suffered by any of them or any claims made against any of them as a result of any breach or negligence by you during your participation on the programme.
- 17) DATA PROTECTION:** You agree that JOA may hold and use personal data about you, including sensitive personal data relating to your physical and mental health, and that JOA may when appropriate share this information with medical advisers, insurers and persons involved in the operation of programmes. We will use such information in accordance with data protection law.
- 18) SAFEGUARDING CHILDREN -** There are frequently children in the local community with whom participants have regular contact. We therefore have a detailed and proactive Safeguarding Policy and have appointed Safeguarding officers to protect vulnerable people from harm, injury or abuse and to ensure swift, decisive action to counteract any danger to a child. All participants on a CWP are expected to abide by this policy.
- 19) GENERAL:** On signing up to a programme you agree to accept these terms and conditions. Any false statement or material omission in the information that you provide to JOA in any of the forms will entitle JOA to cancel your application or end your participation.

I confirm that I accept the risks set out above and all other risks inherent in the project. I agree to

abide with these terms and conditions. I expressly surrender all rights of legal action which I might have against the organisers and the States of Jersey regarding any injury, disease or expense that I may suffer as a result of the project.

I agree at all times to behave soberly and responsibly, to respect the customs and traditions of the local people, and to comply with the instructions of the Team Leader.

I accept that the Jersey Overseas Aid Commission has a right at its absolute discretion to withdraw the offer of a place on the project at any time between selection and the time of departure.

SIGNED AND DECLARED:

Print Name:

Date:

Appendix 5. Guidance on responding to direct disclosure

JOA works in together with the Safeguarding partnership board and can provide expertise and guidance in responding to concerns and allegations of abuse and exploitation, including investigations into sexual exploitation and abuse. If an individual discloses abuse or exploitation directly to you:

The first priority is the immediate safety and welfare of the vulnerable person. Contact your Safeguarding Officer if you require immediate guidance.

- Remain calm, listen and accept what is said and take it seriously. Reassure them they have done the right thing.
- Let them speak freely but do not press for information. If they report abuse directly to you, only ask questions to understand the complaint, e.g. who, what, where, when, not 'why' questions. Do not put words in their mouth.
- Do not inform, question or confront parents, teachers or carers or other staff about your concerns.
- Do not promise confidentiality as you have a duty to report concerns about individuals at risk to JOA.
- Tell the individual what you are going to do next.
- Write notes of what you have heard as soon as possible. Use JOA's safeguarding incident form where possible.
- Report the allegation, in line with JOA's procedures, immediately.
- Remember that JOA staff and volunteers cannot guarantee confidentiality to a person disclosing concerns if the survivor/victim is a child or vulnerable adult. Any information offered in confidence to JOA staff and/or volunteers relating to risks or concerns about a child or vulnerable adult should be received on the basis that it will have to be shared with relevant person/people in authority. In the first instance this will be a JOA Manager and/or JOA's Safeguarding Officer

Appendix 6. Safeguarding Incident Reporting Form

This form can be used to guide your conversation/quickly capture information about any actual or suspected safeguarding incidents in any form to vulnerable people. If there is more than one victim, please complete a separate report for each victim. The reporter's identity will not be disclosed except on a 'need-to-know' basis

Details of Person Completing the form	
Name:	
Job Title	
Relationship to JOA (e.g. employee, volunteer, partner staff)	
Contact Details (telephone number & email)	

Location & Dates	
Current location of the person making/who made the report to you	
Location alleged incident occurred (as much detail as possible, country, town, village address)	
Today's date	
Date alleged incident was disclosed to you if different from today's date.	

The victim/survivor details

Does the victim/survivor reporting wish to remain anonymous? *If there are concerns about confidentiality please leave the name, job title and contact details blank and refer this individual as AV (alleged victim) If not please capture as much information as you can below.*

Name	
Gender	
Date of birth (if unknown please specify if you think/know the individual(s) are under the age of 18, including actual/approximate age and sex (if known))	
Relationship of victim/survivor to JOA (e.g., employee, volunteer, partner staff)	
Job title (if applicable)	
Current location	
Contact details	
If the victim/survivor disclosed to you directly, how did you receive the information? (E.g. by telephone, letter in person)	
Other relevant details about the alleged victim: e.g. family circumstances, physical and mental health, any communication/language difficulties	

Details of the person who reported this matter to you (if different from the alleged victim)

Does the person who made the report wish to remain anonymous? *If there are concerns about confidentiality please leave the name, job title and contact details blank and refer this individual as AV (alleged victim) If not please capture as much information as you can below.*

Name	
Gender	
Date of birth (if unknown please specify if you think/know the individual(s) are under the age of 18, including actual/approximate age and sex (if known))	
Relationship of victim/survivor to JOA (e.g., employee, volunteer, partner staff)	
Job title (if applicable)	
Current location	
Contact details	
If the disclosure was made to them, how did they receive the information? (E.g. by telephone, letter in person)	
<p>How was information disclosed to the person reporting? Please select from the following:</p> <p><input type="radio"/> A disclosure made directly to them by the victim/survivor?</p> <p><input type="radio"/> A disclosure or suspicions passed on to them from a third party?</p> <p><input type="radio"/> Is it their own suspicions or concerns?</p>	

Details of the implicated person

(Sometimes known as 'subject of concern' or 'alleged perpetrator')

If there are concerns about confidentiality please leave the name, job title and contact details blank and refer this individual as IP (Implicated person) If not please capture as much information as you can below.

Name	
Gender	
Date of birth (if unknown please specify if you think/know the individual(s) are under the age of 18, including actual/approximate age and sex (if known))	
Position	

Other relevant details about the implicated person: *(e.g. do they line manage the alleged victim?)*

Further information

Details of the allegation/suspicion(s). State exactly what you were told or observed, include the details of any witnesses to the incident and any other information that could be helpful addressing this matter. Use the persons own words as much as possible. Please use as much space as necessary and attach supporting evidence.

Time & Date alleged incident (s) occurred <i>(as specific as possible)</i>
How long as the issue being going on? <i>(e.g. it happened once, multiple occasions, months, years)</i>
Has the incident been reported to external authorities? <i>(e.g. police). If criminal activity is suspected seek expert advice and ensure that the decision to report includes a risk assessment of all potential protection risks to all concerned, including the survivor and the implicated person.</i>
Has any immediate action been taken to provide the alleged victim with support <i>(e.g. medical support, counselling). If so, please describe.</i>
Has any immediate action been taken in respect to the implicated person? <i>(suspension, police or local authority report). If so, please describe.</i>
What would the victim/survivor like to happen?