

# Safeguarding Children Policy

## Safeguarding is everyone's responsibility:

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| Status   | Approved by Board on 04.07.2023  |
| Document Title                                       | Safeguarding Children Policy   |
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| Review by  | Safeguarding Team (ST) / Executives  |
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| Approved by  | Wendy Elizabeth Wilson   |
| Does the policy require training for implementation? | <ul style="list-style-type: none"> <li>- To be included in induction process - acknowledged and signed</li> <li>- Yearly training</li> </ul>   |
| Cascade mechanism for communicating this policy      | <ul style="list-style-type: none"> <li>- Line management training</li> <li>- Ongoing individual Safeguarding training.</li> </ul>  |
| How will implementation be monitored                 | <ul style="list-style-type: none"> <li>- Leadership group</li> <li>- Line managers talking points / development</li> <li>- Staff meetings</li> <li>- All staff acknowledge and confirm they have read and understood the policy</li> <li>- All staff are clear on the terms of the policy; safeguarding issues dealt with agility and professionalism.</li> </ul>  |
| Are there linked policies / procedures               | <ul style="list-style-type: none"> <li>- Code of Conduct</li> <li>- Human Resources policy</li> <li>- Mental Health and Wellbeing policy</li> </ul>  |
| Legislation and guidance related to this policy      | <p>Related UK legislation and statutory guidance:</p> <ul style="list-style-type: none"> <li>- Children Act 1989</li> <li>- Children Act 2004</li> <li>- UN Convention on the Rights of the Child (ratified 1991)</li> <li>- Children and Families Act 2014</li> <li>- Children and Social Work Act 2017</li> <li>- Criminal Justice Act 1988</li> <li>- The Human Rights Act 1998</li> <li>- Sexual Offences Act 2003</li> <li>- Mental Capacity Act 2005</li> <li>- Safeguarding Vulnerable Groups Act 2006</li> <li>- Equality Act 2010</li> <li>- Serious Crime Act 2015</li> <li>- Counter Terrorism and Security Act 2015</li> <li>- Protection of Freedoms Act 2015</li> <li>- Modern Slavery Act 2017</li> <li>- Domestic Abuse Act 2021</li> <li>- Data Protection Act 2018</li> <li>- General Data Protection Regulations 2018</li> <li>- Working Together to Safeguard Children 2018</li> <li>- Keeping Children Safe in Education 2020</li> <li>- What to do if you're worried a child is being abused 2015</li> </ul> |

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# Terminology Used in this Policy

Abuse and neglect are forms of maltreatment of a child.

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

They may be abused by an adult or adults or another child or children.

## Safeguarding

Safeguarding and promoting the welfare of children and young people refers to the process of proactively taking measures in place to promote a positive and safe environment which protects children and young people from maltreatment, prevents the impairment of health or development, ensures that children and young people grow up in circumstances consistent with the provision of safe and effective care. It includes taking action to enable all children and young people to have the best outcomes.

## Child protection

Child protection refers to the processes undertaken to protect children and young people who have been identified as suffering, or being at risk of suffering, significant harm.

## Significant Harm

Significant Harm: where the child is suffering, or likely to suffer significant harm. The term derives from the Children Act 1989 which introduced the concept as the threshold that justifies compulsory intervention by the appropriate authorities in family life in the best interest of children.

## Physical Abuse

Physical abuse 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.

## Emotional Abuse

Emotional abuse is 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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 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.

## Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg: rape, buggery or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## Neglect

Neglect is 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 as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Staff

Staff refers to all those working for or on behalf of Concrete Jungle Foundation, full time or part time, temporary or permanent.

## Child

Child includes everyone up to the day of their 18th birthday. The term 'child or young people' is used throughout this policy as it is a term that we feel is more representative of those aged under 18 who we seek to support.

## Parent

Parent refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers and legal guardians.

# I. Safeguarding Policy

## 1. Introduction

Safeguarding is core component of our work. We acknowledge our duty of care to safeguard and promote the welfare of children and young people and are committed to ensuring that safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice across the youth and sport sectors. Safeguarding adds value to all elements of our work and supports our ability to contribute to improved outcomes for young people and to promoting their ability to respond positively in the face of adversity.

All staff and volunteers at CJF will be made aware that the policy exists, what it aims to achieve and the steps that will be taken to achieve those aims. This policy will also be promoted to alliance and implementing partners (IP) and to all key stakeholders (including young people and members who are engaged in CJF's activities and programmes) through appropriate mechanisms and formats and via CJF's website.

Our safeguarding policy is supported by our Code of Conduct to ensure that all stakeholders understand the behaviours and attitudes expected of our workforce, members and participants which are aligned to CJF's values and mission. All staff will be introduced to CJF's safeguarding policies as part of their induction process and are required to formally sign up to complying with the policy and committing to adhering to the safeguarding procedures set out in it. It will be used, along with the Code of Conduct, in supervisions and appraisals as a tool to hold us all accountable to the high standards which are critical to providing the best support to young people.

## 2. Policy Statement

CJF takes its extended moral and legal duty of care in relation to young people and adults at risk very seriously.

CJF is committed to providing a safe and positive environment for everyone involved in its services and activities.. The welfare and support of children and young people to achieve their full potential is critical to building a more positive future both locally and Nationally.

We are committed to ensuring that our safeguarding framework is fit for purpose within the context of our young people's often challenging and complex lives. This policy and procedures seek to support consistent, positive, confident, informed, responsive and defensible practice that keeps the needs and voice of each young person central to all our Decision-making.

Inline with Convention on the Rights of the Child, we will work toward promoting the rights of support and protection for young people to improve social outcomes,

CJF also believes that people with lived experience of social disadvantage and challenges have some of the best solutions and skills to improve outcomes for themselves and others.

CJF is committed to working in partnership with young people who are engaged with our activities and programmes to ensure that their voices are central to safeguarding decision-making and to recognise the range of risks, behaviours, and developmental needs unique to adolescents. This means enabling them to experiment and take proportionate risks but acknowledging that they may still lack the maturity of an adult and supporting those risks appropriately.

We endeavour to promote an environment and services within which young people are respected and valued. We will ensure that our workforce is alert to concerns and indicators of harm and/or abuse and implement this policy and procedures to ensure that children and young people receive effective support, protection and social justice.

CJF is committed to working with local statutory agencies, services (for young people and adults at risk) and safeguarding partners to support the provision of safeguarding information and resources relevant to the local communities and service users and in appropriate and accessible formats for young people and those with communication support needs.

### 3. Scope of Application

This policy applies to all CJF Employees and Related-Personnel:

- CJF Employees include all employees of any CJF International entity.
- Related Personnel includes board members, volunteers, interns, visitors and international and local consultants, in addition to individual and corporate contractors of these entities and related personnel.
- This includes non-CJF entities and their employees and individuals who have entered into partnership, sub-grant or subrecipient agreements with CJF, as well as community volunteers and incentive workers.

The policy applies both during, and outside, normal work hours. Actions taken by CJF Employees and Related Personnel outside of working hours that are seen to contradict this policy will be seen as a violation of this policy.

### 4. Policy Principles

- The welfare and interests of children and young people are paramount.
- All children and young people have equal rights to protection, regardless of age, ability or disability, culture, race, language, religion or beliefs, sexual orientation, gender or gender identity.
- Safeguarding is everybody's responsibility. All staff and volunteers have a responsibility to respond positively in response to any concerns, suspicion or disclosure that may suggest a young person is at risk of harm.
- Young people, volunteers and staff involved in child protection issues will receive appropriate support.
- Staff and volunteers will be subject to robust and appropriate safe recruitment checks
- CJF staff and volunteers will receive appropriate learning and training opportunities to ensure that they can make informed and confident responses to concerns and safeguarding issues.
- CJF is committed to providing a safe and positive environment for all young people to engage with our offer of Sport and non Sport activities to the best of their abilities.
- We will work in partnership with young people and their families. We believe that effective safeguarding of young people can only be achieved by putting and keeping their welfare central to all decision-making and by every individual and agency playing their full part, working together to meet the needs of the most vulnerable young people.
- CJF is committed to working with local statutory agencies, services (for young people and adults at risk) and safeguarding partners to support the provision of safeguarding information and resources relevant to the local communities and service users and in appropriate and accessible formats for young people and those with communication support needs.

## 5. CJF's Code of Conduct (Annex 1)

CJF's capacity to achieve its vision and mission depends upon the individual and collaborative efforts of all CJF Employees and Related Personnel. To this end, all CJF Employees and Related Personnel must uphold and promote the highest standards of ethical and professional conduct and abide by CJF's policies.

The Code of Conduct is intended to provide an illustrative guide for CJF Employees and Related Personnel to make decisions that exemplify CJF's core values in their professional and personal lives. Any violation of the Code of Conduct is a serious concern and may result in disciplinary action, up to and including dismissal, in accordance with disciplinary procedures of each CJF International Member or Affiliate and applicable laws. All CJF Employees and Related Personnel must read and sign the Code of Conduct.

## 6. Reviewing the Policy and Procedure

This policy and procedure will be reviewed every year, this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy.

# II. Procedures

## 1. Responding to concerns, allegations and disclosures

### Responding to Suspicions and Allegations:

It is not your responsibility to decide whether or not a child or young person has been abused. If you have any concerns about a young person's welfare or safety, you must act upon these concerns. Contact details for internal designated staff and for external support can be found on page 2 of this policy.

All staff at CJF including support staff, volunteers and members have a responsibility to ensure the safety and welfare of children and young people and to take appropriate steps to ensure that all concerns are taken seriously and responded to confidently and appropriately.

### Receiving Evidence of Possible Abuse:

Concerns may arise as a result of issues arising in CJF activities or within families and communities where our staff are working. The young person's behaviour may have changed, they may show signs of confusion or distress, or physical indicators may have been noticed. It is important that staff understand that early and helpful interventions, including open and supportive exploration of any potential risks with the young person, are supported by practice which enables all relevant contextual information relating to an individual's strengths and potential vulnerabilities/risk to be gathered in a sensitive and confidential way. More commonly, concerns will be indicated through changes in behaviour and non-verbal indicators. Good safeguarding practice requires an aware workforce, supported by appropriate training and supervision who can respond sensitively and with confidence, creating safe spaces where young people feel heard and valued.

### Remember:

- Small details can be important, better to share information with your supervisor and you can decide together if it feels significant.
- If you are concerned that a young person is at immediate risk of significant harm, take action to protect them by ringing emergency services
- Share concerns fully as soon as possible with a member of the Safeguarding Team.
- Only share sensitive and confidential information on a 'need to know' basis with other staff or professionals.
- Clarify concerns where possible but do not investigate.
- Always record everything clearly and accurately.
- Don't work in isolation, work collaboratively with other staff and professionals.
- Always seek the views of the young person directly wherever this is possible.
- Look for the patterns in small concerns – you may build up a full picture over time.
- Consider each young person as an individual.

## What to do if you have concerns about a child

You may have concerns about a child because of something you have seen or heard, or a child may choose to disclose something to you. If a child discloses information to you, you should:

### Do:

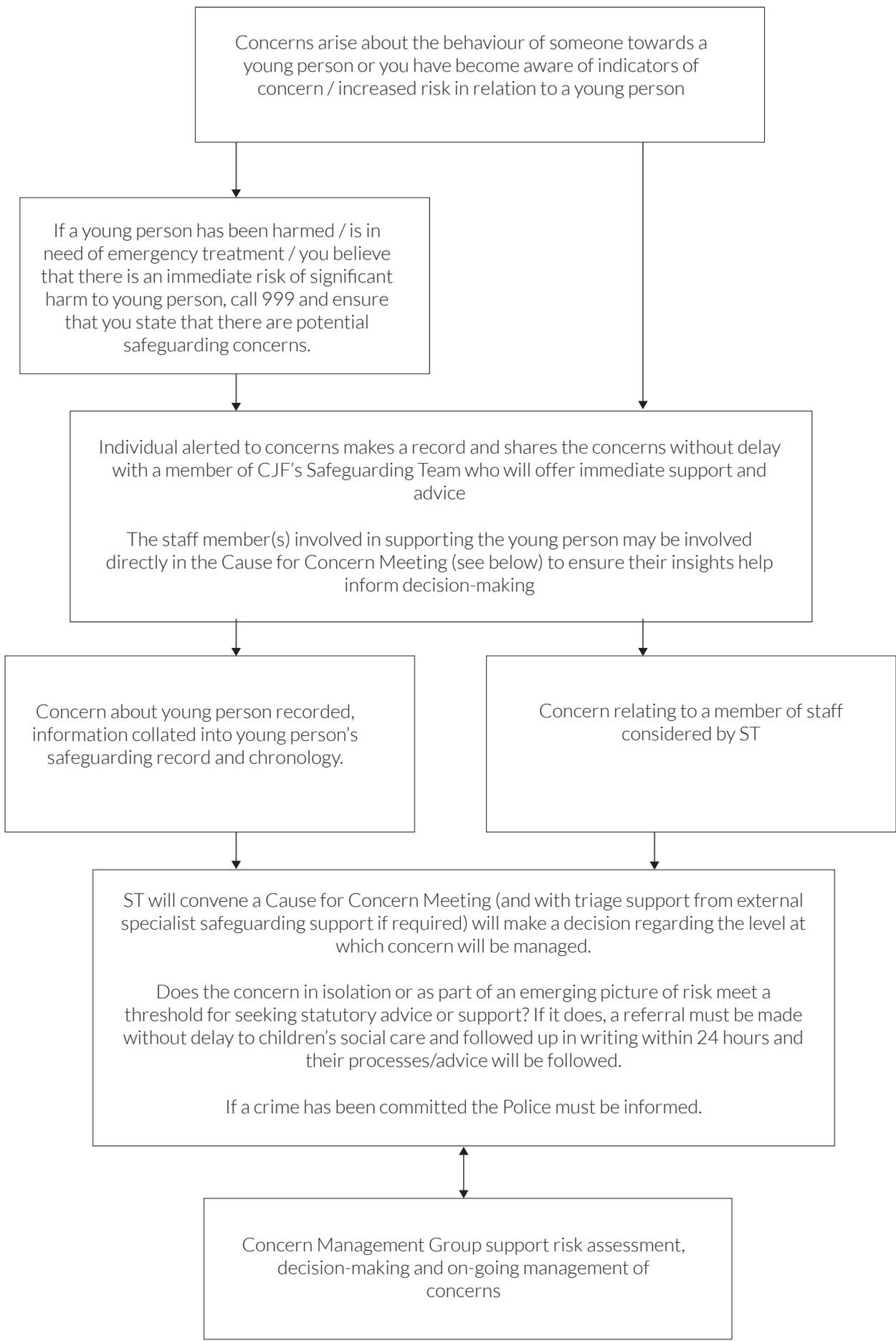
- Thank them for trusting you.
- Tell the young person they've done the right thing by telling you.
- Remain calm and not overreact.
- Give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me'. Not be afraid of silences.
- Listen and accept.
- Try not to interrupt.
- Inform the young person of what you are going to do next.

### Don't:

- Promise confidentiality – you may need to share information with others to access support, ensure that appropriate action is taken, and the concern managed appropriately.
- Automatically offer any physical touch as comfort. If the child or young person is upset and initiates the contact themselves, this should be recorded and reported.
- Work in isolation as this increases risks for young people and for staff. Seek support and advice from the ST as soon as possible. Safeguarding issues can have a significant impact and it is important that staff are supported appropriately.
- Ask leading questions.
- Ask the young person to repeat the disclosure several times.

If a young person discloses – or you suspect – that they are in possession of an illegal item or possibly engaged in criminal activity, you must in first instance ensure the safety of that child and of yourself. The same Do's and Don'ts apply when dealing with such a disclosure or concern in the short-term, but where a crime has been or may have been committed you must report this to Police.

Whatever the nature of your concerns, discuss them with your manager or designated member of staff. See the diagram on the next page for the process to follow.



## 2. Record Keeping

It is essential that critical information is not held in the heads of members of the workforce and that a team approach is taken to building a picture of risks, vulnerabilities and strengths that can enable an informed assessment of CJF interventions which can support and promote the welfare of that young person or mitigate against any risks of significant harm.

### Remember:

- Recording should be timely – undertaken as soon as practicable.
- Date, time and sign record.
- Store securely – database that supports effective safeguarding practice (chronologies, analysis multi-agency working, record transfer).
- Limit access (need to know basis, secure transfer, storage and retention).
- Record verbatim notes of what the person says.
- Distinguish between fact, opinion and hearsay.
- Do not omit anything - describe the young person / individual / context / those around the young person.
- Don't be over concerned with the record not being 'complete'.
- Make it as full as possible to trigger your own recollections.
- Addendums can be added but the original record should not be altered.

### CAC - Concerns About A Child (Annex 2):

Use the "CAC - Concerns About A Child" form to report any suspected child protection issues within 24 hours of the incident happening or being reported - To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- the child's name, age and date of birth
- the child's home address and telephone number
- whether or not the person making the report is expressing their concern or someone else's
- the nature of the allegation, including dates, times and any other relevant information a description of any
- visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes details of witnesses to the incidents
- the child's account, if it can be given, of what has happened and how any bruising/injuries occurred
- have the parents been contacted? If so what has been said?
- has anyone else been consulted? If so record details
- has anyone been alleged to be the abuser? Record details

### Collective Responsibility:

Failure to record information can lead to uninformed action and unintended adverse outcomes, irrespective of good intent. We have a collective responsibility to work together effectively and to include young people wherever possible in our decision-making to ensure that are supported effectively through informed and proportionate actions and interventions. It is not the responsibility of anyone within CJF to decide whether or not child abuse has taken place, nor should staff wait until either they are certain, or a threshold of 'abuse' has been met. It is never an option to do nothing if you become aware of concerns. These should be shared with a member of the Safeguarding Team or statutory agencies without delay so that advice can be sought, and appropriate action taken.

It is however recognised that an individual may need to respond to a situation immediately and prior to such contact if the nature of the concern indicates that a young person may be at immediate risk of significant harm or immediate danger. Once the emergency has subsided Safeguarding must be informed and records must be updated.

### 3. Notifying parents

CJF will normally seek to discuss any concerns about a child or young person with their parent unless this is likely to increase risk or distress. This must be handled sensitively, and the Safeguarding team, will make contact with the parent in the event of a concern, suspicion or disclosure.

Our focus is the safety and wellbeing of the young person. Their wishes and feelings will be listened to and recorded. If CJF believes that notifying parents could increase the risk to the child/young person or exacerbate the problem, advice will first be sought from children's social care and/or the police before parents are contacted.

### 4. Raising concerns about a member of staff or a colleague

#### **Recruiting the right people to volunteer or work with children**

CJF is committed to having effective recruitment and human resources procedures, including checking all staff and volunteers to make sure they are safe to work with children and young people.

#### **Managing concerns about or allegations made against staff or volunteers**

However, there may still be occasions when there is an allegation against a member of staff or volunteer. Allegations against those who work with children, whether in a paid or unpaid capacity, cover a wide range of circumstances

Staff who are concerned about the behaviour of a colleague towards a young person or member are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career.

All staff must remember that the welfare of children and young people (and all potentially vulnerable service users) must always be the paramount consideration. CJF's protected disclosure policy enables staff to raise concerns or allegations, initially in confidence and for a sensitive enquiry to take place.

All concerns about the behaviour or attitudes of colleagues should be reported to the Safeguarding Team.

### 5. Working with other organisations and implementing partners (IP)

The need to support a shared understanding of safeguarding policy (statutory obligations, policy and procedural frameworks) and practice expectations across the CJF's Network and other IP is recognised.

CJF takes its responsibility to ensure that safeguarding is a core consideration in any partnership arrangements very seriously and seeks to positively influence those organisations it works in partnership with. Current arrangements ensure that all partner organisations have appropriate and proportionate safeguarding policies and procedures in place. It is not within CJF's resources or capacity to ensure or monitor implementation.

CJF makes expectations around minimum operating standards in relation to safeguarding clear and explicit to ensure that safeguarding arrangements address key areas of statutory and sector responsibilities. This is addressed through the communications and agreements in place to support a consistent understanding of safeguarding as a core issue and which support clarity around expectations in relation to the accountability of each organisation.

## 6. Confidentiality and sharing information

All staff will understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the person and staff involved but also to ensure that information being shared does not potentially compromise evidence or any subsequent investigation.

Staff should only discuss concerns with a member of the Safeguarding Team who will undertake an initial assessment of risk (Cause for Concern Meeting) and seek independent safeguarding expertise as required (triage). The Safeguarding Team will then decide who else needs to be informed on a 'need-to-know' basis. Any member of staff can contact children's social care or the police where appropriate if they are concerned about a child or young person. Safeguarding information will be stored and handled in line with the Data Protection Act 1998.

Information sharing is guided by the following rules and principles:

- Neither data protection legislation and guidance (including GDPR) or human rights law are barriers to sharing information in the interests of safeguarding
- Be open and honest
- Seek advice (from a member of the safeguarding team or statutory agencies)
- Share information with consent where possible
- Always consider safety and wellbeing
- The information shared is necessary, proportionate, relevant, adequate, accurate, timely and secure
- A record must be kept of your actions, decision & reasons for it

Information sharing decisions must be recorded, whether or not the decision is taken to share.

Records of concern and other written information will be stored in a locked facility with restricted access and any electronic information will be stored in a protected file, transferred securely and only made available to appropriate individuals.

Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and young people and parents do not have an automatic right to see them. If any member of staff receives a request to see safeguarding records, they will refer the request to the Safeguarding Team.

# IV. Annex 1: Code of Conduct (CoC)

## 1. Introduction

CJF is a global non-profit who work with children and at-risk youth in some of the most vulnerable circumstances and whose goal is to serve the communities we work in. There are standards we need to uphold as an organization to make sure we are helping and protecting our service users/beneficiaries to the best of our ability, as well as conducting ourselves in a manner that we are proud of as individuals associated with a global non-profit.

The CJF Code of Conduct (CoC) is intended to serve as a guide for staff, volunteers and other people working for, or otherwise associated with, CJF to make ethical decisions.

Abiding by this CoC is important in upholding CJF standards and breaking this CoC can result in disciplinary action, dismissal, suspension and/or termination of any paid or unpaid role or involvement you have with CJF, so please read this carefully and only sign if you agree to abide by this CoC during your time with CJF.

## 2. Scope of Application

This code applies to any individual working with CJF including:

- Those involved in work during 'project implementation' which is working within a predefined project timeline within particularly vulnerable environments alongside project service users (formerly beneficiaries) on the ground at location within a predefined project capacity.
- All local and international staff.
- All volunteers.
- All members of the board.

Any persons associated with CJF are personally and collectively responsible for maintaining standards in how we serve, and interact with, those who benefit from our work. While all those involved with CJF are expected to uphold these standards, Senior Board Members have a particular responsibility to abide by these standards, to advise on an environment that supports and empowers staff to abide by these standards and, in cases where these standards are not upheld and the CoC is broken, to decide on disciplinary action.

This CoC may extend beyond to conduct outside the immediate work with CJF.

CJF work with vulnerable individuals: exploitation and abuse of power are not tolerated.

CJF are required to ensure the protection of and/or assistance to persons, including children, classed as service users (formerly called beneficiaries). These individuals live on location and are to be found in environments where projects are initiated. Staff, volunteers, board members and other people associated with CJF who interact with these individuals are expected to uphold high standards of professional conduct.

The individuals CJF work with include but are not limited to:

- Beneficiaries and/or service-users
- Disadvantaged youth
- NEET (not in education or employment) youth
- Those living in low or middle income countries
- Those living in under-resourced communities

Children are defined as those under the age of 18, however service users (formerly called beneficiaries), who may be defined as vulnerable to all those conditions identified above, may be ANY age.

It is recognized that CJF's work often puts its staff in positions of authority in relation to service users of any age. Staff, volunteers and anyone associated with CJF have an obligation not to abuse this power.

Guidance on appropriate interpretation can be found in the CJF Humans Resources Policy.

### 3. The CoC vs local laws and customs

While acknowledging that local laws and customs may differ from one country to another, the CoC is based on international legal standards. For example, the CoC applies to all CJF members and associated persons, who will be requested to sign it. Persons working within a voluntary capacity and/or associated with CJF within a specific project time period will also receive the CoC and be requested to confirm that they uphold its standards as far as applicable to their status. Other charities and non-governmental organizations and/or companies which, through their staff, work for and/or with CJF.

All CJF staff are responsible for encouraging, advocating and promoting the dissemination of this CoC to all those they employ, hire or accept to work with CJF on a voluntary basis whether on an international or local basis. They also have a role in implementing, monitoring and enforcing its standards. Staff are also urged to encourage any volunteers, interns, partners and/or supporters involved in any CJF activities to maintain the standards of the code.

### 4. Core Values and Guiding Principles

All staff and associated persons are committed to the following fundamental values and principles:

#### **The dignity of the human being:**

CJF, in all its endeavours, will strive to protect and promote the dignity of the individuals in its own workplaces, in dealing with partners and the society at large. CJF in all its efforts will promote respect for human lives irrespective of Religion, Caste, Culture, Gender, Language, Territory or any other distinction.

#### **Equal opportunities**

CJF believes in a society where equal opportunities are provided to every person to avail, access and control resources in proportion to each one's needs and capacities. CJF is aware of the need to be gender sensitive, gauging the limitations of the present day society. Our efforts are to ensure indiscriminate participation of women and men. However, we believe in rewarding those who have shown a willingness and commitment to further CJF's mission on location and in the community and it is on this basis that opportunities will be offered, regardless of gender. It is also our conviction that we need to reduce vulnerabilities and marginalization through our interventions within the society so that each one has the opportunity to be included and be an enriched human being.

#### **Justice:**

We will promote justice and peace in society. We believe that every human being has the right to express and be heard and treated justly in all situations. We are aligned with the United Nations Goal 16: to promote peaceful and inclusive societies, provide access to justice for all and build effective, accountable and inclusive institutions at all levels. People everywhere should be free of fear from all forms of violence and feel safe as they go about their lives whatever their ethnicity, faith or sexual orientation.

#### **Solidarity:**

CJF will strive to enhance solidarity among all. Through solidarity we express a firm determination and commitment to the common good.

### 5. Commitment to the Code of Conduct

#### **1. Treat all beneficiaries and/or service users and other persons of concern fairly, and with respect and dignity.**

I will always seek to understand the difficult experiences that our beneficiaries and other persons of concern to CJF have faced and survived, as well as the disadvantaged position in which they – particularly on the basis of gender, age or disability – may find themselves in relation to those who hold power or influence over aspects of their lives.

I will always seek to care for and protect the rights of children associated with CJF, and act in a manner that ensures that their best interests shall be the paramount consideration.

If my work with CJF involves direct work with beneficiaries or other persons of concern, I will do what is necessary to fully understand their experiences and needs while following the Child Protection Policy set for the project first, to fully understand the wider social environment in which my work with CJF takes place, and to explain the role of CJF and the scope of its work to the beneficiaries or other persons of concern I am working with where necessary.

## **2. Uphold the integrity of CJF by ensuring that my personal and professional conduct is, and is seen to be, of the highest standard.**

I will demonstrate integrity, truthfulness, dedication and honesty in my actions. I will be patient, respectful and courteous to all persons with whom I deal in an official capacity, including beneficiaries and other persons of concern, representatives of operational and implementing partners, governments and donors.

I will observe local laws, will meet all legal and financial obligations, and will not seek to take personal advantage of any privileges or immunities that have been conferred on me in the interest of CJF. I will do my utmost to ensure that the conduct of myself and any persons associated with myself does not reflect unfavourably on the integrity of CJF in the field or outside of project time.

## **3. Perform my official duties and conduct my private affairs in a manner that avoids conflicts of interest, thereby preserving and enhancing public confidence in CJF and their work.**

My actions will be free of any consideration of personal gain, and I will resist any undue political or private pressure in decision-making. I will neither seek nor accept instructions regarding the performance of my duties from any government, non-government organisation and/or individual for their own gain, including any authority external to CJF.

I will not accept any decoration, favour, gift, remuneration, from any individual, organisation or authority external to CJF that may be at odds to the Core Values and Principles. I will not accept supplementary payments or subsidies from any other source, or participate in political or private activities that jeopardize the Core Values and Principles of CJF.

I will avoid assisting private persons or companies in their undertakings with CJF where this might lead to actual or perceived preferential treatment. I will never participate in activities related to procurement of goods or services, or in human resource activities, where a conflict of interests may arise.

## **4. Contribute to building a harmonious workplace based on team spirit, mutual respect and understanding.**

I will show respect to all colleagues and beneficiaries, regardless of status or position, and will allow all persons the opportunity to have their views heard, and to contribute from their knowledge and experience to team efforts. I will communicate openly and share relevant information (subject to confidentiality requirements) with other colleagues and beneficiaries and will endeavour to put the collective interest ahead of any personal motives of gains.

I will respect my colleagues' and beneficiaries' privacy and avoid misinformation. I will seek to resolve differences and solve problems when they arise. I will contribute to building constructive dialogue, guided by mutual respect and an open, positive approach, between Board Members, staff representatives and beneficiaries.

As a Board Member and/or Senior Project Staff, I will be open to the views of all team members. I will provide timely and honest feedback on the queries and relevant performance of other team members through guidance, motivation and full recognition of their merits.

## **5. Promote the safety, health and welfare of all CJF staff and project beneficiaries as a necessary condition for effective and consistent performance of project delivery.**

I will remain aware of and comply with all instructions designed to protect my health, welfare and safety during project implementation. I will always consider the safety of staff and project beneficiaries in operational decisions. If I have doubts regarding the occurrence of situations that I consider threatening to my safety or the safety of other persons, or situations that break the CJF Code of Conducts or Core Values and Principles, I will bring this immediately to the attention of CJF Board Members.

As a Board Member and/or Senior Project Staff, I will endeavour to ensure that the health and well-being of CJF staff, volunteers, affiliates and project beneficiaries are not subjected to undue risk. I will promote a healthy work-life balance for and will respect staff and beneficiary entitlements.

## 6. Safeguard and make responsible use of the information and resources to which I have access by reason of my involvement with CJF

I will exercise due care in all matters of CJF business during and outside of project implementation, and not divulge any confidential information about beneficiaries, colleagues and other project-related matters.

I will protect, manage and utilise CJF human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at CJF's disposal under the guidelines of donors for the benefit of project beneficiaries and other communities of concern.

## 7. Prevent, oppose and combat all exploitation and abuse of beneficiaries, CJF staff and other persons of concern.

### 7A. Definition of terms

- **7A.01 Service user (formally referred to as beneficiary)**

A service user is anyone who uses or benefits from a CJF service (programmes) or facilities (skateparks and youth centers), whether provided by the charity on a voluntary basis, as a contractual service, or on behalf of a body like a local authority.

Service users under the age of 18 are considered children. Service users over 18 remain considered as service users 2 years after being involved in any of CJF's activities.

- **7A.02 Disadvantaged youth**

Children and youth who grow up in areas with a lack of socio-economic opportunities, without equal access to education and the workforce.

- **7A.03 NEET (not in education or employment)**

Those who are not in education, employment, apprenticeships or training.

- **7A.04 Staff**

A person employed for wages, salary or as an intern at CJF.

- **7A.05 Volunteer**

We define volunteering as any activity that involves spending time, unpaid, doing something that aims to benefit the mission of CJF.

- **7A.06 Intimate relationship**

An intimate relationship is an interpersonal relationship that involves physical or emotional intimacy. Physical intimacy is characterized by romantic or passionate attachment (kisses, hugs)

- **7A.07 Sexual relationship**

Sexual relations refer to physical sexual activity that does not necessarily end up in an intercourse. It involves touching another person in his/her private parts. However, the person who touches and the person who is touched engage in sexual relations. It is also termed as sexual activity.

- **7A.08 Exploitation**

To use inequality between two people or to treat someone unfairly to gain personal benefit

- **7A.08 Abuse of power**

Improper use of a position of influence, power or authority against another person. Using influence, power or authority to improperly influence the career or employment conditions of another, including but not limited to, appointment, assignment, contract renewal, performance evaluation or promotion. Abuse of power may also include a conduct that creates a hostile or offensive work environment, which includes but is not limited to the use of intimidation, threats, blackmail or coercion. Discrimination, harassment and sexual harassment are particularly serious when accompanied by abuse of power.

- **7A.10 Any relationships that compromise the ability of CJF staff, board members or volunteers to perform their duties**

Any improper relationships, manipulation, abuse of power, exploitation, intimate or sexual relationships which create an unequal workplace dynamic and/or give some an unfair advantage, putting CJF staff and board members in a position where they are not able to carry out their duties in a fair way.

**The importance of boundaries when conducting CJF relationships**

- **7A.11** When people work closely together with shared aims and objectives, often on a one-to-one basis, it is important to maintain professional boundaries. It is the responsibility of the staff member to ensure that the relationship remains on a professional footing at all times.
- **7A.12** It is necessary to maintain a degree of objectivity in order to make appropriate care assessments and judgements, and to offer appropriate advice. If this objectivity is compromised you must discuss this in supervision and arrange to transfer the work to a colleague if necessary.
- **7A.13** The expectation for staff members is similar to that for teachers; it is presumed that designated tasks will be carried out in a professional manner, with a degree of objectivity which facilitates fair assessments and appropriate decisions.
- **7A.14** It is prohibited to have an intimate relationship between a staff member and a service user. Regardless of how the staff member may see the relationship, it leaves them open to allegations of exploitation, abuse of authority, unfairness, harassment or even sexual assault. This is especially the case in 2022 and 2023 onwards, where #metoo has shown that the way individuals see a relationship can change over time, and we have seen many instances of victimization, exploitation and sexual harassment brought to court even though offences and events have occurred in the past.
- **7A.15** Sexual relationships between a staff member and a beneficiary and/or service user, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of the Concrete Jungle Foundation and are prohibited.
- **7A.16** In the event where a CJF staff, volunteer or board member is dating someone with no CJF association who then wants to become a CJF service user, or wishes to join CJF, this needs to be declared and agreed before they become a service user.
- **7A.17** Risk reduction strategy must be a matter of constant concern.
- **Table 7A.18** Below outlines these guidelines clearly

|  | <b>Intimate relationship</b> | <b>Sexual relationship</b> |
|--|------------------------------|----------------------------|
| <b>Staff vs service-user (formerly called beneficiary)</b>     | Prohibited                   | Prohibited                 |
| <b>Volunteer vs service-user (formerly called beneficiary)</b> | Prohibited                   | Prohibited                 |
| <b>Staff vs Staff</b>  | OK with conditions*          | OK with conditions*        |

**\*Conditions: Need to notify the Trustees**

Notifying means letting the Board know of the nature of the relationship involved.

The Board may comment on the decision but will not interfere with the nature of the relationship unless absolute necessity.

## **8. Refrain from any involvement in criminal or unethical activities, activities that contravene human rights, or activities that compromise the image and interests of CJF.**

I will neither support nor take part in any form of illegal, exploitative or abusive activities, including, for example, child labour, and trafficking of commodities (legal or illegal).

As CJF is committed to the highest standards of protection and care for children, I am fully aware that I am expected not to engage in any activities with any person under the age of 18 that constitute criminal and/or unethical activities, activities that contravene human rights, and/or activities that compromise the image and interests of CJF.

## **9. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or favouritism during project implementation period.**

I will not engage in or tolerate any form of harassment in the workplace, including sexual harassment and abuse of power.

As a Board Member or Senior Staff I will not solicit favours, loans or gifts, nor will I accept unsolicited ones that are of more than token value.

I recognise that there is an inherent conflict of interest and potential abuse of power in having sexual relations with staff and project beneficiaries. Should I find myself in such a relationship, I will resolve this conflict of interest without delay

## **6. Breaching the Code**

I understand that anyone has the right to report me for breaching the code and should the board judge me to have breached the code, this could result in my suspension and/or termination of my involvement with CJF.

## **7. Whistleblowing and reporting a violation of the CoC**

This section draws from the Human Resources Policy and sets out the ways in which individuals may raise any concerns that they have and how those concerns will be dealt with by CJF.

Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of CJF should be watchful for illegal or unethical conduct at odds with the Code of Conduct and CJF's Core Values and Guiding Principles. It is the responsibility of all staff and associated persons to report anything of that nature that they become aware of.

Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue, throughout which anonymity will be protected by CJF unless this is at odds to the nature of the violation.

No employee or other person working on behalf of CJF will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.

Victimisation of an individual for raising a qualified disclosure is a disciplinary offence.

If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.

Maliciously making a false allegation is a disciplinary offence.

An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person working in a senior role, you should not agree to remain silent. You should report the matter to the Chief Executive or the Chair of the Board of Trustees.

It is important that any breach of the CoC by staff or others working on behalf of CJF is reported and properly dealt with. CJF adheres to the responsibility of providing the appropriate channels in which staff and other persons working on behalf of CJF can report any violations to the Code of Conduct in a safe and secure manner.

I recognise my responsibility in reporting any violations of the CoC, and my failure to do so constitutes a breach of the CoC itself.

## 8. Your understanding of these terms and guidelines

I understand what is meant by the terms 'beneficiary', 'service-user', 'disadvantaged youth', 'NEET', 'low or middle income countries' and 'under-resourced' communities as described in this document.

I also understand what is meant by 'abuse of power' and 'exploitation' concerning these individuals and my role with CJF. If I do not understand any of these terms, I agree it is my responsibility to ask the relevant CJF UK Board Chairpersons what is meant by this and to ensure I understand these terms BEFORE signing this document and agreeing to these terms. By signing this document, it is assumed I understand these terms and any breach of the CoC after signing can result in disciplinary action under the assumption I understood said terms prior to signing.

I agree not to abuse the power and influence that I have by virtue of my position over the lives and well-being of project beneficiaries, service-users and other persons of concern.

I will never request any service or favour from project beneficiaries or other persons of concern in return for protection or assistance. I will never engage in any exploitative relationships, be they sexual, intimate, emotional, financial or employment-related, with project beneficiaries or other persons of concern.

I confirm I understand what is meant by sexual, intimate, emotional, financial or employment-related and exploitative in this context.

I will act responsibly when engaging with project beneficiaries or other persons of concern for private matters that may transcend the immediate project scope. I will discuss the nature and conditions of this relationship with a CJF Board Member.

When I am informed of CJF updates, I will read and sign in a timely manner and/or address any questions to a Board Member in a timely manner. about CJF policies, objectives and activities and about changing concerns amongst beneficiaries and the wider community in which I am working, and I will do my utmost to support CJF's protection and assistance work as outlined within this Code of Conduct, the Human Resource Policy, Safeguarding Children Policy and the predefined core values and guiding principles of CJF.

## 9. Agreement to these terms

I have read the CJF CoC in full and have understood the terms, definitions and conditions outlined.

I understand that I am expected to live up to the standards of behaviour described therein. I have also read, and accept to be bound by, the standards of conduct contained within the Human Resources Policy. I fully understand that conducting myself in a way that breaks these standards as described within either document can result in being asked to leave the project, disassociation with CJF, and/or further repercussions.

Name:

Project Title:

Functional Duty:

Date:

Signature: \_\_\_\_\_

# V. Annex 2: CAC - Concerns About a Child

## DETAILS OF CHILD AND PARENTS/CARERS

Name of child:  Age:  Date of birth:

Gender:  Ethnicity:  Language:

Name(s) of parent(s)/carer(s):

Child's home address and address(es) of parents (if different from child's):

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## YOUR DETAILS

Your name:  Your position:

Date and time of incident (if applicable):

Are you reporting your own concerns or responding to concerns raised by someone else?

Reporting own concerns

Responding to concerns raised by someone else

If you are responding to concerns raised by someone else, please provide their name and position within the organisation:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information in first hand or the account of others, including any other relevant details:

The child's account/ perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who witnessed the incident or who shares the concerns:

*Please note: concerns should be discussed with the family unless:*

- The view is that a family member might be responsible for abusing the child
- Someone may be put in danger by the parents being informed
- Informing the family might interfere with a criminal investigation.

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/ support plan? If so, please give details:

*If any of these circumstances apply, consult with the local authority children's social care department to decide whether or not discussions with the family should take place.*

Summary of discussion with supervisor/ manager:

Have you informed the statutory child protection authorities?

Police:  YES  NO

Name and phone number of the person you spoke to:

Date and time:

Local authority children's social care:  YES  NO

Name and phone number of the person you spoke to:

Date and time:

Action agreed with child protection authorities:

What has happened since referring to statutory agency(ies)? Include the date and nature of feedback from referral, outcome and relevant dates:

If the concerns are not about child protection, details of any further steps taken to provide support to child and family and any other agencies involved: