

# Safeguarding Policy and Procedures

**Policy Approved By:** Board of Trustees

**Date Approved:** Jan 2026

**Next Review Date:** Jan 2027

**Responsible Officer:** Designated Senior Manager

## 1. Introduction

UMCUK is a registered Charitable Incorporated Organisation (CIO) (Charity Number: 1115442) that makes a positive contribution to the community by promoting the welfare, culture, religion, education, and health of the Ugandan Muslim community in the UK. As a volunteer-led charity, we come into contact with children and/or vulnerable adults through activities such as sports events, community learning and development events, outreach and charity work, and conventions and retreats. This contact is controlled to ensure safety.

This policy seeks to ensure that UMCUK undertakes its responsibilities with regard to the protection of children and/or vulnerable adults and will respond to concerns appropriately. It establishes a framework to support trustees and volunteers in their practices and clarifies the organisation's expectations. The policy complies with relevant legislation, including the Working Together to Safeguard Children Act 2018, Children Act 2004, Adoption and Children Act 2002, Safeguarding Vulnerable Groups Act 2006, Care Standards Act 2000, Public Interest Disclosure Act 1998, Police Act – CRB 1997, Mental Health Act 1983, NHS and Community Care Act 1990, and Rehabilitation of Offenders Act 1974. It aligns with our Constitution (Articles 4.2(f) on health and welfare promotion, and 10 on sub-committees overseeing activities involving vulnerable groups) and Charity Commission guidance on safeguarding.

## 2. Purpose

The purpose of this policy is to:

- Embed practices throughout the organisation to ensure the protection of children and/or vulnerable adults wherever possible, distinguishing between safeguarding (proactive prevention) and child/adult protection (responding to harm).
- Define abuse and provide clear responsibilities for all staff and volunteers to promote good practice, report concerns, and contribute to safe environments.
- Ensure safe recruitment, training, and support mechanisms to mitigate risks and respond swiftly to issues.
- Promote transparency and accountability, with mechanisms for monitoring and reviewing safeguarding practices.

- Fulfill our legal and ethical duties to protect beneficiaries, aligning with our charitable objects and demonstrating good governance to members, donors, and regulators.

### 3. Scope and Definitions

This policy applies to all trustees, volunteers, staff, and anyone involved in UMCUK activities that may involve contact with children and/or vulnerable adults. It covers all charity operations, including events and outreach.

- **Safeguarding:** Embedding practices to protect children and/or vulnerable adults proactively.
- **Child/Adult Protection:** Responding to circumstances where harm has occurred or is at risk.
- **Abuse:** A selfish act of oppression, injustice, exploitation, or manipulation of power, including physical, sexual, emotional, bullying, neglect, or financial/material abuse. It can be inflicted by those in authority or result from failure to prevent harm, and is not restricted to any socio-economic group, gender, or culture.
- **Child:** A person under the age of 18 (as defined in the United Nations Convention on the Rights of a Child).
- **Vulnerable Adult:** A person aged 18 or over who may be unable to take care of themselves or protect themselves from harm or exploitation, including those who are elderly and frail, have a mental illness (including dementia), physical or sensory disability, learning disability, severe physical illness, are substance misusers, or are homeless.

### 4. Procedures

UMCUK implements safeguarding through a range of procedures, including:

#### Safe Recruitment

- Job/role descriptions for positions involving contact with children and/or vulnerable adults will reference safeguarding responsibilities.
- Person specifications include core competencies on child/vulnerable adult protection.
- Appointments follow a formal application process, including endorsement by trustworthy staff.
- DBS/CRB checks are conducted for relevant roles; portable checks from other employers are not accepted. It is a criminal offence for barred individuals to work with children or vulnerable adults. No appointments are made until checks and two references are completed.

#### Criminal Records Gap Management

- DBS/CRB checks are re-conducted every 3 years for holders of identified posts to avoid gaps.

## Training and Support

- **Induction:** Includes discussion of this policy (with confirmation of understanding), other relevant policies, familiarity with reporting processes and the Designated Senior Manager's role, and initial training on safe working practices, safe recruitment, and understanding child/vulnerable adult protection.
- **Ongoing Training:** All staff/volunteers in contact with children/vulnerable adults receive training at an appropriate level.
- **Communications:** Safeguarding issues are discussed via Senior Management Team meetings, one-to-one/group meetings, clear reporting procedures, and open discussions to identify barriers.
- **Support:** Debriefing for staff/volunteers involved in concerns, with further support (e.g., counselling) as needed. Staff initiating concerns are contacted by the Designated Senior Manager within 1 week.

## Professional Boundaries

- Define limits in relationships to ensure safe, positive interactions. Staff/volunteers must uphold standards, including no abusive language or inappropriate behavior. Personal contact details are managed per privacy policy. Physical contact must be safe and healthy. Breaches may result in disciplinary or allegation procedures.

## Reporting Concerns

- Communicate concerns to a senior staff member or Designated Senior Manager; record in writing.
- Seek medical attention if needed.
- Discuss with parents/child or vulnerable person; obtain permission for referral if safe.
- Escalate to local authority or police if immediate risk.

## Allegations Management

- Report concerns against staff/volunteers to a senior member (written record).
- Escalate to Designated Senior Manager/Senior Management Team for recommendations.
- Follow advice; report unsafe practice to the Independent Safeguarding Authority (ISA) per guidance.

## Managing Information

- Gather, record, and store information per UMCUK privacy policy.
- Share on a need-to-know basis; public interest in safeguarding may override confidentiality. Staff cannot promise secrecy.

## 5. Responsibilities

- **All Staff/Volunteers:** Follow guidance, pass on concerns using procedures, promote good practice (e.g., role modeling), and contribute to safe recruitment/training discussions.
- **Trustees/Senior Management Team (SMT):** Ensure policy is in place, accessible, monitored, and resourced; liaise with and monitor the Designated Senior Manager.
- **Designated Senior Manager:** Promote welfare, provide training/information access, receive/respond to concerns, maintain links with agencies, and take forward issues. In their absence, an able Deputy assumes the role.

## 6. Monitoring and Review

- **Monitor:** DBS checks, supervision records, training registers, reported concerns/actions, policy relevance, and Designated Senior Manager presence.
- **Annual Review:** By the Board, including the complaints register for trends (integrated with other policies).
- **Continuous Improvement:** Update based on lessons from incidents, legislation, or Charity Commission guidance.

## 7. Related Policies

- This policy links to: Health and Safety Policy (risk mitigation), Privacy Policy (data handling), Complaints Policy (escalation of unresolved issues), Financial Reserves Policy (resourcing safeguarding), and Constitution (Articles 4.2(f) on welfare, 10 on sub-committees, and 20(2)(b) on conduct). Standalone procedures (e.g., whistleblowing, grievance) support implementation.

This policy will be reviewed annually or sooner if needed. Amendments require Board approval and Charity Commission notification if material (Article 13). It is available on the UMCUK website and upon request. For questions, contact the Designated Senior Manager.