



SAFEGUARDING POLICY

(Including Prevent Duty)

Updated 25/03/2022

Agreed by the Trustees 25/03/2022

To be reviewed March 2023

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1.0 Introduction

EYE Nepal operates in the UK as a non-profit organisation raising funds to support our partner organisation in Nepal registered as Early Years Education in Nepal. This is a registered not-for-profit company that was incorporated and certified on the 31st August 2021 by the Ministry of Industry, Commerce and Supplies in Nepal. The company (as required by Nepalese law) has 5 Nepalese directors/trustees who are responsible for the corporate governance of the organisation in Nepal and to ensure that its activities adhere to all prescribed not-for-profit criteria. The company has no activity outside the provision of services on behalf of EYE Nepal (UK).

EYE Nepal in the UK is committed to safeguarding and promoting the welfare of children and staff in Nepal who may be adults at risk. EYE Nepal in the UK will not employ any staff but volunteers will, from time to time, visit Nepal and the schools we support. Early Years Education in Nepal also has its own separate set of safeguarding policies & procedures relating to their day-to-day activities which the UK Trustees have thoroughly reviewed and which are strictly implemented.

Child safeguarding is the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the organisation has about children's safety within the communities in which they work, are reported to the appropriate authorities. This policy has been developed to ensure that all EYE Nepal stakeholders are working together to safeguard and promote the welfare of children and those at risk.

This policy has been constructed based on guidelines from the 'Working Together to Safeguard Children' Guide published by the UK HM government in 2018 and 'Safeguarding and protecting people for charities and trustees - GOV.UK' (www.gov.uk) and aims to address the following:

1. Where, when and how EYE NEPAL affects children and what risks this presents
2. The policies and procedures needed to prevent harm and how to respond to concerns appropriately
3. Who is the appropriate designated person/s to act as the focal point in an organisation to receive and manage any safeguarding concerns and subsequent inquiry/investigation
4. What safeguarding induction and training is needed to ensure staff know what the organisation expects of them and what to do if they have a concern
5. Code of conduct so that all staff understand their professional boundaries when working with children and what is and what is not acceptable behaviour
6. How to recruit safely
7. The arrangements in place to create and maintain a safe environment for all. It identifies actions that should be taken to redress any safety and welfare concerns for those at risk. This includes protection from extremist views, vocal or active, which are opposed to fundamental British values in line with Prevent Duty requirements. All opinions or behaviours which are contrary to these fundamental values and the ethos of the organisation will be vigorously challenged.

Reporting a safeguarding concern

If you have a safeguarding concern, you can report it by contacting the EYE Nepal Safeguarding Lead by email at debra@eyenepal.org

Reference: [Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk)



2.0 The purpose of the organisation

EYE NEPAL UK works with its partner in Nepal, Early Years Education NEPAL, to provide funds to support government schools who in turn work with local children and families. All our activities are underpinned by the vision of a fairer world where all children, regardless of gender, caste or economic circumstance have access to an education as a means of overcoming hardship and inequality.

3.0 The purpose and scope of this policy statement

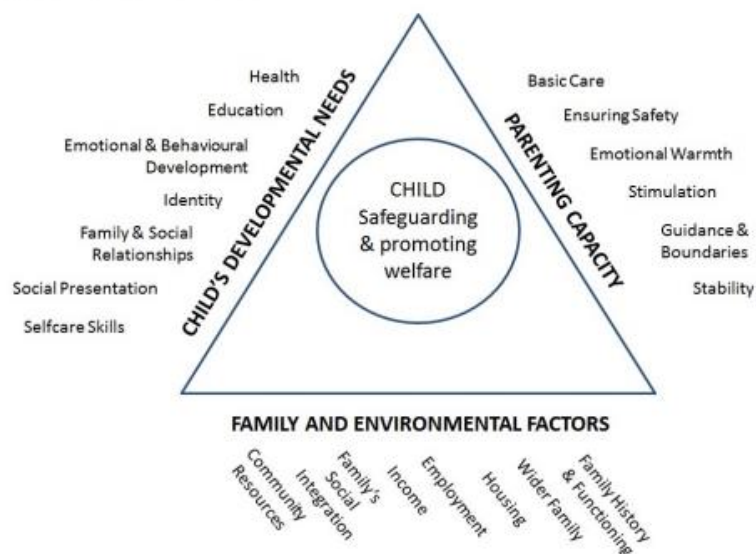
Our prime responsibility is the welfare and well-being of all the children in the schools that we support. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention. It is the duty of any team member to report any suspected abuse to our nominated child protection lead in the UK and in Nepal. The following procedures are specific to our activities.

This policy statement applies to anyone working on behalf of EYE Nepal, including the board of trustees, paid staff and volunteers. Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing impairment of children’s mental and physical health or development
- ensuring where possible that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Our policy is based on the recommendations of the ‘Working together to safeguard children’ Assessment Framework:

Assessment Framework



Source: [Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk) pg 30



4.0 Risk Assessment

The Trustees are alert to the following types of risk and harm which can take place in the UK and Nepal:

- sexual harassment, abuse and exploitation
- criminal exploitation
- a charity's culture, which may allow poor behaviour and poor accountability
- people abusing a position of trust they hold within a charity
- bullying or harassment
- health and safety
- commercial exploitation
- cyber abuse
- discrimination on any of the grounds in the Equality Act 2010
- people targeting the charity
- data breaches, including those under General Data Protection Regulations (GDPR)
- negligent treatment
- domestic abuse
- self-neglect
- physical or emotional abuse
- extremism and radicalisation
- forced marriage
- modern slavery
- human trafficking
- female genital mutilation

5.0 Implementation

This code of conduct sets out our expectations of staff and volunteers. We include clear expectations of what people should do and say, and what they must not. This will help raise awareness of illegal, unsafe, unprofessional and unwise behaviour. The behaviour code is there to help us protect children and young people from abuse. EYE Nepal is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour. This guidance is based on recommendations from the [Example behaviour code for adults working with children \(nspcc.org.uk\)](https://www.nspcc.org.uk) (February 2022).

Designated Safeguarding Lead in the UK	Deputy Designated Safeguarding Lead in the UK	Designated Safeguarding Lead in the Nepal
Debra Boer (Trustee)	Kaye Mathews (Trustee)	Raju Bishowkarma / Debra Boer

All staff and volunteers in both the UK and Nepal must read this guidance and sign to indicate their acceptance. The Safeguarding Policy is available on our website and is included in staff induction both in the UK and Nepal.



5.1 Code of behaviour

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a company safeguarding lead and a deputy safeguarding lead and having an established company process for reporting issues in Nepal
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and inducting staff and volunteers safely, ensuring all necessary checks are made
- Training all staff in our safeguarding procedures.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns

5.2 Code of Conduct for Media

This applies to the use of images for promotional purposes for distribution via social media, leaflets and fliers, video and any other medium for activities in the UK and Nepal.

Procedure to follow:

- Make sure permission has been given by children and their parents/carers to take their image and use their information
- Images of children must not show them in states of undress or in inappropriate poses
- Details attached to images and included in stories must not allow that child to be traced to his or her home or community
- Distinctive buildings, street signs or landmarks should not be included in an image if they identify where a child lives or works
- Geotagging of images should be disabled when taking photographs

5.3 Code of Conduct for allegations against members of staff or volunteers

Action will be taken if a concern is raised or allegation is made against a member of staff or volunteer where it is suggested that a child has been harmed or is vulnerable to abuse.



Procedure to follow:

- The concern should be notified to the nominated Lead Children Protection Officer in the UK or in Nepal as appropriate
- In all cases a record of the incident, which is timed, dated and includes a clear name or signature must be made
- Suspension of the individual concerned will be considered necessary if:
 - There is cause to suspect a child is at risk of significant harm, or
 - The allegation warrants investigation by the police, or
 - The allegation is so serious that it might be grounds for dismissal as a Trustee or volunteer

5.4 Code of Conduct for assessing suitability of volunteers including Trustees to work with children

In accordance with the Childcare Act 2006 all UK volunteers (including Trustees) will be subject to rigorous checks and references from the Disclosure and Barring Service (DBS). Staff in Nepal must ensure that their conduct is at all times exemplary, and it does not put children in danger or bring the charity into disrepute. Volunteers and Trustees who have not undergone these checks will never be left alone with the children.

5.5 Prevent Duty

Eye Nepal has a duty to help prevent the radicalisation of children and adults and/or children and adults being exposed to extreme views. Prevent Duty Guidance defines radicalisation as being the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind. This guidance defines extremism as the holding of extreme political or religious views.

As part of the EYE NEPAL prevent duty all staff, volunteers and Trustees are expected to uphold and promote the fundamental principles equality, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. Whilst staff, volunteers and trustees are entitled to have their own different beliefs these must not be used to influence others.

All those associated with the Charity have a duty to report any concerns relating to radicalisation or extremism of children and/or adults and these should be communicated using the line management or whistleblowing arrangements. Any attempt to radicalise children and/or adults or expose them to extremist views will be deemed to be an act of gross misconduct and will be dealt with accordingly.

There are also specific issues which we expect our staff to be aware of, these include, child sexual exploitation, forced marriage, domestic violence, female genital mutilation, radicalisation, self-harm, bullying/cyberbullying, drugs, faith abuse, gangs and youth violence, violence against women and girls, sexting, honour-based violence and trafficking.

All members of the EYE Nepal community, including staff, teaching and other staff undertaking work on behalf of EYE Nepal are responsible for safeguarding and promoting the welfare of staff at risk and students. They should immediately report any concerns.



5.6 Staff at risk

All staff working in direct contact with staff at risk must be alert to the signs of abuse. Anyone who suspects that abuse is taking place, is made aware of a possibility of abuse by the person themselves or another member of staff, inside or outside of the EYE Nepal setting, should contact the Safeguarding Lead immediately. The Safeguarding Lead would act/report on any concerns brought to his/her attention. All staff to be made aware that then they can refer as appropriate. Confidential records will be kept of any concerns and actions taken. These will be kept securely.

EYE Nepal undertakes to ensure that their staff in our partner organisation in Nepal are fit to work in a setting with staff at risk. It also reserves the right to refuse to fund staff whom it has a reasonable belief may pose a risk to its staff. It has systems in place that apply to all new staff. The following checks are recommended to be made prior to appointment:

- a minimum of two references, satisfactory to EYE Nepal, one of which should be from a previous employer
- documentary evidence checks of identify, nationality, residency and “right to work” status
- enhanced DBS (Disclosure & barring service) check if appropriate
- documentary evidence of qualifications
- satisfactory completion of a probationary period

6.0 Monitoring and Review

This guidance will be monitored on a quarterly basis by the Safeguarding Lead. It will be reviewed and agreed every year by the Trustees. The next scheduled review of this guidance is for March 2023.



APPENDICES

Appendix: Definitions

The following definitions apply throughout the Safeguarding policy:

Child or Children: The Children Act 2004 defines a child as a person under eighteen for most purposes.

Vulnerable Adult or Adults: The Office of the Public Guardian defines a vulnerable adult as a person aged 18 or over who has a condition of the following type:

- a substantial learning or physical disability
- a physical or mental illness or mental disorder, chronic or otherwise, including addiction to alcohol or drugs
- a significant reduction in physical or mental capacity.

Types of abuse and neglect:

Abuse: A form of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm.

Physical Abuse: Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

Emotional Abuse: Emotional abuse is persistent emotional ill treatment causing severe and persistent effects on the child or vulnerable adult's emotional development.

Sexual Abuse: Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening.

Neglect: Neglect involves the persistent failure to meet basic physical and/or psychological needs, likely to result in serious impairment of the child or vulnerable adult's health and development.