



TVS Safeguarding policy and procedures

To be reviewed annually; last reviewed July 2019

OUR RESPONSIBILITIES

TVS is responsible for ensuring those benefiting from, or working with, the charity are not harmed in any way through contact with it. Children and young people under 18 years of age are a 'vulnerable group'. We have legal duties to:

- act prudently
- take all reasonable steps in our power to prevent harm
- promote the welfare of children and young people and protect them from harm ('safeguarding').

Safeguarding includes:

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

There appears to be no formal Eastern Cape Department of Education policy on child protection/safeguarding. However, the Department's values do include:
Mutual trust, respect and moral values that promote human dignity as reflected in the concept of Ubuntu.

SAFEGUARDING POLICY - CORE PRINCIPLES

TVS is responsible for ensuring that all children and young people who are involved in TVS activities are not harmed in any way through that involvement.

- This includes health and safety; anti-bullying; prevention and protection from abuse; protection of children online; photography; and emerging issues of eSafety, domestic violence, forced marriage, female genital mutilation, children who live away from home or go missing, child sexual exploitation, race and racism and violent extremism.
- No child or group of children will be treated any less favourably than others in being able to access services provided by TVS which meet their particular needs
- All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
- The policy applies to all Trustees, staff and volunteers working with or for TVS.

All TVS employees and volunteers are expected to act in accordance with these core principles; to confirm in writing that they have read the charity's Safeguarding policy; and to confirm in writing that they have undergone appropriate training. Caroline Glendinning is responsible for obtaining and storing written confirmations.

RESPONSIBILITIES

The chair of the trustees is the Lead Officer for Safeguarding and the secretary

Is the Deputy Lead Officer. They are responsible for ensuring: TVS Safeguarding policies are kept up to date; appropriate staff/volunteer checks are conducted; and the charity's Safeguarding policy is reviewed and endorsed at each Annual General Meeting.

VETTING STAFF/VOLUNTEERS

TVS undertakes to ensure that all relevant staff and volunteers who have direct or indirect contact with children have appropriate training, vetting and checks:

- UK citizens: staff and volunteers are required to have DBS checks, if they have unsupervised contact with children.
- Trustees must also have DBS checks if they have unsupervised contact with children. TVS will organise and pay for DBS checks for Trustees/committee members who do not have relevant DBS clearance.
- Having considered the level of risk involved and principles of proportionality, TVS will accept DBS clearance obtained by a volunteer or Trustee in the course of their employment/another role.
- S African staff working directly with children are required to have police clearance checks.
- Staff and volunteers working directly with children should undertake specified on-line training and be willing to confirm in writing that they have done so.
 - Lead and Deputy Lead Officers must undertake 'Leading on Safeguarding' training.
 - Other staff and volunteers should undertake International training

IDENTIFYING AND REPORTING SAFEGUARDING BREACHES

PREVENTION

- No children should travel away from their school/village to take part in TVS-organised activities (including to Study Camps at Hobbiton and other villages for English courses) without written consent from a parent/carer.
- Schools are responsible for obtaining written consent from parents/carers for children attending Hobbiton Study Camps, in line with ECED policy. This includes school leavers aged under 18 attending school leaver study camps.
- When arranging Study Camps, TVS undertakes to remind head teachers of their responsibility to obtain written consent from parents/guardians. This includes young people aged <18 years old attending school leaver Study Camps.
- Apart from the school leavers' study camps, TVS will not accept children at Hobbiton Study Camps unless they are accompanied by an educator from the school. When arranging study camps, TVS undertakes to remind head teachers of this responsibility.
- Where children attend (non-residential) TVS English courses away from their school and out of school hours, TVS will ask head teachers to obtain written consent from parents/carers. It is TVS' responsibility to ensure these have been obtained for all children.
- TVS staff and volunteers should avoid situations where they have one-to-one contact with a child. If meeting with a child in a one-to-one situation, keep doors open so both adult and child can be observed (although care may be needed to ensure conversations are not overheard if a child discloses a confidential matter).

- Safe teaching practices are encouraged as part of the English training programme for local educators.

REPORTING

If there is an **obvious and urgent** risk to a child or young person, including a risk concerning a local teacher, parent or other supervising adult, the person witnessing or anticipating the threat **must** notify the Lead or Deputy Safeguarding Officer. She will advise who to notify (eg police, school principal, Hobbiton manager).

The following responsibilities apply to situations where an (actual, alleged or anticipated) abuse or breach of safeguarding principles arises:

- As a result of involvement in a TVS activity
- Is observed by a TVS employee or volunteer or is reported by a child, local teacher, parent or other supervising adult
- Concerns a TVS employee or volunteer
- TVS employees and volunteers have a **clear duty** to report any (suspected or actual) abuse or breach of Safeguarding principles.
- Any (actual, alleged or anticipated) abuse or breach of Safeguarding principles **must be reported as soon as possible** verbally or by email, to the Lead or Deputy Safeguarding Officer who will advise who to notify (eg police, school principal, Hobbiton manager).
- In many instances it will be appropriate for the issue to be followed up by the Lead or Deputy Safeguarding Officer on behalf of TVS, rather than by the person who has witnessed or reported the concern.
- If the (actual, alleged or anticipated) abuse/breach of Safeguarding principles concerns a TVS employee or volunteer, their role with the organisation may be terminated immediately.
- If notified of any (actual, alleged or anticipated) abuse or breach of Safeguarding principles, the Lead/Deputy Safeguarding Officer will keep confidential written records of all incidents, concerns and referrals (including date, time, decisions taken and any actions taken to mitigate the breach).
- In responding to any (suspected or actual) abuse/breach of Safeguarding principles, the Lead and Deputy Safeguarding Officer will take every step to maintain confidentiality (where appropriate). All such notifications will be treated with respect. TVS will strive to ensure that no TVS employee or volunteer is adversely affected as a result of making such notification. However, the safety and wellbeing of children is of paramount importance and this priority **could** over-ride principles of confidentiality.

