

# Accumulate Safeguarding Policy

## Purpose

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with Accumulate. This includes harm arising from:

- The conduct of staff or personnel associated with Accumulate
- The design and implementation of Accumulate's programmes and activities

The policy lays out the commitments made by Accumulate, and informs staff and associated personnel<sup>1</sup> of their responsibilities in relation to safeguarding.

This Safeguarding Policy covers:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under Accumulate's Anti Bullying and Harassment Policy
- Safeguarding concerns in the wider community not perpetrated by Accumulate or associated personnel

## What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes.

Accumulate always has a designated safeguarding officer at its workshops.

## Scope

- All staff contracted by Accumulate
- Associated personnel whilst engaged with work or visits related to Accumulate, including but not limited to the following: consultants; volunteers; freelance artists, tutors and personnel: contractors; programme visitors including journalists, celebrities and politicians.
- All participants and visitors to Accumulate

## Policy Statement

Accumulate believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Accumulate will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding [as appropriate]: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies).

Accumulate commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## Prevention

### Accumulate responsibilities

Accumulate will:

- Ensure all staff and personnel have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Accumulate. This includes the way in which information about individuals in our programmes is gathered and communicated

- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organisation
- Follow up on reports of safeguarding concerns promptly and according to due process
- All employees to have completed a DBS check

## Staff responsibilities

### Child safeguarding

Accumulate staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

### Adult safeguarding

Accumulate staff and associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an at risk adult to physical, emotional or psychological abuse, or neglect (see criteria above and further details at end of this document)

### Protection from sexual exploitation and abuse

Accumulate staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, Accumulate staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by an Accumulate staff member or associated personnel to the appropriate staff member

## Enabling reports

Accumulate will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff, associated personnel and participants reporting concerns or complaints may do so in confidence.

Accumulate will also accept complaints from external sources such as members of the public, partners and official bodies.

### How to report a safeguarding concern

Safeguarding concerns for Accumulate contracted staff at Accumulate workshops need to be logged and escalated to the safeguarding officer, Marice Cumber, in order to be dealt with and managed appropriately.

Participants and associated personnel who have a complaint or concern relating to safeguarding should log it and report it immediately to the designated Accumulate safeguarding officer, Marice Cumber.

If the staff member does not feel comfortable reporting to the director of Accumulate (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate Accumulate personnel. For example, this could be the Accumulate board member with responsibility for education, James Ward. All concerns will follow a three stage process in order to reach a conclusion.

Marice Cumber can be contacted via [marice@accumulate.org.uk](mailto:marice@accumulate.org.uk)

### Working with partners, or groups from other organisations, at external premises:

When Accumulate contracted staff are working with other organisations they will, in normal circumstances, be subject to the policies of the other organisation. However, Accumulate contracted staff should inform themselves, and where possible agree with that organisation, the protocols for reporting concerns. In all cases, staff will report any concerns without delay, coordinate with the partner institution as required, and log the concern internally within the Accumulate management structure.

## Response

Accumulate will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

Accumulate will apply appropriate disciplinary measures to staff found in breach of policy.

Accumulate will offer support to survivors of harm caused by staff, participant or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

## Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

### Associated policies

Anti Bullying and Harassment policy

## Glossary of Terms

### **Beneficiary of Assistance**

Someone who directly receives goods or services from Accumulate's programme. Note that misuse of power can also apply to the wider community that the Accumulate serves, and also can include exploitation by giving the perception of being in a position of power.

### **Child**

A person below the age of 18

### **Harm**

Psychological, physical and any other infringement of an individual's rights

### **Psychological harm**

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

## **Protection from Sexual Exploitation and Abuse (PSEA)**

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

## **Safeguarding**

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes. One donor definition is as follows:

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre of all we do.

## **Sexual abuse**

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

## **Sexual exploitation**

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

## **Survivor**

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

**At risk adult**

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

The Accumulate Safeguarding Policy is to be reviewed and updated (if necessary) annually.

A handwritten signature in black ink, appearing to read 'Tom Campbell', written in a cursive style.

Tom Campbell  
Accumulate Trustee

22.6.2022