



CPA Staff Safeguarding Policy

Introduction

Safeguarding is the responsibility that the organisation must ensure that their employees (and volunteers) are protected from harassment, exploitation, discrimination, abuse, unwanted behaviours, and actions whilst carrying out its work. Further, should such behaviours occur, that the organisation acts quickly to stop or minimise to avoid further damage or harm to the employee.

The CPA recognises it has an obligation to put in place all reasonable safeguarding measures to ensure, as far as possible, the safety and protection of its staff when undertaking CPA activities, especially when travelling abroad on deployment, when the risk of safeguarding concerns is higher.

Purpose

The purpose of this Policy is to provide clarity to **ALL** staff, and to help the CPA make sure that employees, volunteers, and other representatives are protected.

Any breach of this Policy will be treated as a disciplinary matter, which may result in such action as termination of employment for staff, or contract withdrawal of volunteer status, and reporting to the police/relevant regulatory authority or other body.

Scope

This Policy is mandatory for all CPA employees. For the purposes of this Policy, 'employee' is defined as anyone who works for or on behalf of the CPA, either in a paid or unpaid capacity. This, therefore, includes directly employed staff, trustees, contractors, employees and volunteers of sub-contractors, agency workers, consultants, volunteers, interns and all visitors to CPA's programmes and conferences.

It also covers our partners, who we expect to work with, as a condition of their involvement with CPA.

This Policy demonstrates how the CPA will meet its legal obligations and reassure, employees, partners, and members of the public:

- a) On what they can expect the CPA to do to protect and safeguard them;
- b) That they can safely voice any concerns through an established procedure;
- c) That all reports of abuse or potential abuse are dealt with in a serious and effective manner;
- d) That there is an efficient recording and monitoring system in place.

Safeguarding Officer

The CPA's designated Safeguarding Officer is the Head of Human Resources (HR) who is responsible for the development and ongoing review of the organisation's Safeguarding Policy to ensure that it is up to standard and reflects current legislation and organisation policy. The Safeguarding Officer is the organisation's first port of call to report safeguarding incidents. This report can be made in confidence, verbally or in writing. Safeguarding concerns should be reported in a timely basis, as soon as possible

after the incident. In circumstances where the Safeguarding Officer may not be accessible, for whatever reason, then such report of a safeguarding concern should be made, where practicable, to a member of the CPA's Senior Management Team (SMT).

Policy Statement

The CPA has zero tolerance against abuse and exploitation of its employees. The CPA also recognises that safeguarding is everyone's responsibility and that it has an obligation to put in place reasonable measures to ensure, as far as possible, the safety and wellbeing of all its employees.

The CPA works to the following key principles to protect its employees:

- Everyone has an equal right to protection from harassment, exploitation, abuse and unwanted behaviour regardless of age, race, sex, sexual orientation, marriage and civil partnership, pregnancy or having a child, gender reassignment, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- The best interests of its employees are paramount and shall be the primary consideration in our decision making.
- The CPA will take responsibility to meet our obligations regarding our duty of care towards all employees and volunteers.
- The CPA will ensure that employees and volunteers are informed of our safeguarding standards.
- The CPA will ensure that all partners are informed and committed to work in compliance with our safeguarding standards.
- When working with or through partners or sub contracted agencies, the CPA will ensure that their safeguarding procedures are consistent and in line with the principles and approaches set out in this Policy.
- The CPA recognises that an element of risk exists, and while we may never be able to totally remove this, we need to do all we can to reduce it or limit its impact.
- The CPA respects confidentiality and has a responsibility to protect sensitive personal data in line with Data Protection principles. Information should only be shared and handled on a need to know basis, that is, access to the information must be necessary for the conduct of one's official duties. Only individuals who have legitimate reasons to access the information are allowed to receive it.
- The CPA commits to monitoring the implementation of the Safeguarding Policy. This Policy will be reviewed annually.

Cultural Sensitivity

The CPA seeks always to work in ways which are culturally sensitive and respect and celebrate the diverse nature of the people we work with. However, whilst we recognise that there may be a range of views which exist in respect of the best way to take care of our employees and making sure they are protected, the principles and responsibilities outlined in this Policy must always be abided by.

Responsibilities

All employees, volunteers, consultants, agency staff, sub-contractors, partner organisations and visitors are obliged to follow this Policy and maintain an environment that prevents harassment, unwanted behaviour, and abuse, and which encourages reporting of breaches of this Policy using the appropriate procedures.

All people working with CPA will:

- Read, understand, and adhere to the CPA Staff Safeguarding Policy, CPA Code of Conduct, and the organisation's Respect Policy.
- Strive to promote a zero-tolerance approach to discrimination, sexual harassment, and abuse in all working environments.
- Strive to develop relationships with all stakeholders which are based on equality, trust, respect, transparency, and honesty.
- Report any concerns they may have about inappropriate behaviour to a member of the Head of HR, the CPA Senior Management Team (SMT), their line manager or whoever they feel most comfortable reporting to.
- Be always alert and check that colleagues are not put in a vulnerable situation which may expose them to unwanted behaviour or harassment
- On hearing something in an informal discussion or chat that they think is a safeguarding concern, they should report this to the Head of HR or an appropriate staff member in the organisation.

All people working with the CPA will *not*:

- Sexually harass, assault, or abuse another person
- Physically harass, assault or abuse another person
- Emotionally abuse another person, such as engaging in behaviour intended to shame, humiliate, belittle or degrade
- Condone, or participate in behaviour, which is abusive, discriminatory, illegal, or unsafe
- Act in ways that may be violent, inappropriate, or sexually provocative

Managers

Managers at all levels have specific responsibilities for ensuring employees, volunteers, consultants, visitors, and partner organisations are aware of the Policy and are supported to implement and work in accordance with it, as well as creating a management culture that encourages a focus on safeguarding.

On being made aware of a safeguarding concern, they must ensure that they are responsive, acting immediately as soon as they become aware of any safeguarding concerns, and supportive towards employees or volunteers who complain about breaches in this Policy. If a safeguarding concern is disclosed:

Managers will:

- Listen and empathise with the person.
- Inform the Head of HR of the incident.
- Make a full report of the incident and gather all the facts.
- Provide appropriate support to the receiver of safeguarding incident.
- Exercise our duty of care towards the receiver by providing protection or security assistance (for example being moved to a safe location away from the alleged perpetrator).
- Due to the sensitive nature of safeguarding concerns, maintain confidentiality at all times and only reveal information on a 'need to know' basis.
- In liaison with the Head of HR, ensure that a full investigation is carried out and decision made on next steps including referral to relevant authorities.

Visitors to CPA's Programmes and Conferences

Attendees to all CPA's programmes and conferences will be provided with a link to the CPA's Respect Policy which explains the behavioural expectations from attendees. This link will further provide information on how to report inappropriate behaviour which individuals can then use to submit a report, which leads directly to the email address of the Safeguarding Officer.

CPA Executive Committee

The CPA Executive Committee is responsible for ensuring the effective implementation of this Policy and ensuring that everyone linked with the CPA is equipped and supported to meet their responsibilities.

-ENDS-

Linked Policies: **CPA Staff Code of Conduct**
 CPA Respect Policy

Appendix 1

Definitions

Abuse - a violation of an individual's human and civil rights by any other person or persons. It can take the form of physical, psychological, or sexual abuse. Abuse can be a single act or repeated acts and can be unintentional or deliberate. Abuse often involves criminal acts.

Sexual abuse - involves forcing, enticing, or coercing someone to take part in sexual activities, whether the vulnerable person is aware of what is happening. The activities may involve physical contact, or non-contact activities, such as involving a person in looking at, or in the production of, sexual images, watching sexual activities.

Discriminatory abuse – abuse motivated by a person's age, race, nationality, sex, sexual orientation, disability, or other personal characteristic.

Harassment - is unwanted conduct, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Bullying - (including cyber bullying) - unwanted behaviour or misuse of power that undermines, causes humiliation, or causes physical or emotional to the recipient.