

## **SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS POLICY AND PROCEDURES**

This document is the Safeguarding Policy for Encephalitis International which will be followed by all members of the organisation and promoted by those in positions of leadership within the organisation.

Encephalitis International is a charity, regulated by the Charity Commission whose purpose is to provide advice, support, raise awareness about encephalitis and collaborate on research into the condition. Therefore, the organisation has the opportunity to become aware of the welfare of all children, young people and adults within the context of providing support and when undertaking organised activities (e.g: events).

The charity works across around the world.

Currently the organisation does not work in any regulated settings such as **schools or care homes**.

Encephalitis International's governing objectives are:

1. The relief of persons affected by encephalitis and their families.
2. To advance the education of the medical profession and the general public on the subject of encephalitis and its implications for the family.
3. To promote research into the management of encephalitis and the publish useful results.

### **Policy Statement**

Encephalitis International's vision is to create a world without death and disability from encephalitis and our mission is to save lives by rebuilding futures, accelerating awareness and driving research. We have a responsibility to promote the welfare of all people involved with our services and activities (face-to-face and digital) and to keep them safe. We take this responsibility seriously, and continually strive to embed good practice across our organisation.

We are committed to promoting the welfare of children and adults at risk and ensuring our work is consistent with safeguarding good practice. All children and adults at risk have the right to equal protection from all types of harm or abuse.

Our safeguarding principles:

- Our staff, volunteers and Trustees will maintain the highest standards of conduct and practice.
- We will listen to all safeguarding concerns reported to us and take action where appropriate. We have clear procedures which can be used to report a concern. When a report is made, our response will be guided by these procedures.
- In our handling of reports, we will respect confidentiality as far as possible, involving individuals and entities on a 'need to know' only basis.
- Consent should always be sought to share personal information. However, challenging situations can arise when confidentiality rights must be balanced against duties to protect and promote the health and welfare of children and adults at risk. There are situations in which disclosures can take place without the consent of the person. These are:
  - Where an individual presents a significant risk of harm to an adult at risk or a child.
  - Where there are no other practical less intrusive means of protecting the child or adult at risk, and failure to disclose would put them in danger of harm.
- We recognise that if a person is considered to be at significant risk of harm or if a crime has allegedly been committed, the police and emergency services will be alerted.

- Where an incident takes place overseas, it should usually be reported to local law enforcement authorities and/or safeguarding organisations overseas, in the location where the incident/suspected incident has taken place. We recognise that there will be some occasions, where reporting to the police and law enforcement authorities overseas may not be possible. There may be issues with victim consent which may be a legal requirement to reporting in some countries and/or the need to consider that in doing so it may endanger the life or safety of the victim/alleged offender. In these cases, we will assess the risks, including the risk of harm to others if the matter is not reported, to decide what action to take in these cases.

This policy is approved by the Board of Trustees and will be reviewed and updated annually. We will publish and promote this policy to all staff, paid or unpaid, volunteers, Trustees, leadership team, administrators, etc through induction, training and supervision. We endeavour to disseminate, as appropriate, this policy to all who come into contact with the organisation e.g., children, young people, adults at risk, their parents, carers, families and others, such as organisational partners and fundraisers.

### **Policy Aim**

As members of SAFEcic, we aim at all times to attain best safeguarding practice throughout all our activities with children, young people, adults at risk, their parents, carers and/or families. We endeavour to provide a safe and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance and risk assessments. Our organisation holds current Public Liability Insurance which covers all our activities.

### **Safeguarding Personnel**

#### **Lead and Deputy for Safeguarding**

Our Lead for Safeguarding is:

Name: Phillippa Chapman

Job role: Deputy Chief Executive

Contact details: t: +44(0)1653 692583 / e: [phillippa@encephalitis.info](mailto:phillippa@encephalitis.info)

Our Deputy for Safeguarding is:

Name: Alina Ellerington

Job role: Director of Services

Contact details: t: +44(0)1653692583 / e: [alina@encephalitis.info](mailto:alina@encephalitis.info)

Their role is to oversee and ensure that our safeguarding policy, which includes eSafety, is fully implemented and that the organisation attains SAFEcic standards.

Their responsibilities are:

- monitoring and recording concerns
- making referrals to social care, or police, as relevant, without delay
- liaison with other agencies
- arranging training for all staff

The Deputy for Safeguarding should be available to support or cover for the Lead. They will also handle any complaints or allegations against the Lead for Safeguarding if appropriate and following our complaints policy and procedure.

#### **Line of accountability for safeguarding**

The responsibility for safeguarding at board level is shared between members. Safeguarding is on the organisation's risk register and has to comply with the PREVENT Duty. A Trustee has been appointed to take strategic responsibility for the organisation's safeguarding arrangements. This person has up to date and relevant training with the ability to develop knowledge, skills and expertise in safeguarding. Any complaints regarding the Lead or Deputy would follow our complaints policy and procedure.

Our Safeguarding Trustee is:

Name: Adele MacKinlay

Job role: Trustee

### **Why do we need a Safeguarding Policy?**

All organisations that work or come into contact with children, young people and/or adults at risk need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children, young people, adults at risk, parents, carers and/or families have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities, we:

- have leaders/heads, board members and Trustees committed to safeguarding.
- are clear about peoples' responsibilities and accountability.
- have a culture of listening to children, young people and adults at risk.
- undertake safer recruitment practices for all staff and volunteers working with children & young people and adults at risk.
- have procedures for safeguarding children and young people and adults at risk.
- have procedures for dealing with allegations against, and concerns about, any staff.
- make sure staff, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews and support.
- have agreements about working with other organisations and agencies.

The Chief Executive must be informed of all safeguarding incidents. **All media enquiries** will be handled by Dr Ava Easton, Chief Executive.

## **Definitions**

### **Definition of a child/young person**

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier" (Article 1, Convention on the Rights of the Child, 1989).

### **Definition of an adult at risk**

There is no global definition of an adult at risk however we choose to follow the below definition.

Adults at risk are defined as any person aged 18 years or over:

- who identifies themselves as unable to take care of themselves or protect themselves against significant harm, exploitation or neglect; and/or
- is understood to be at risk, which may be due to frailty, homelessness, mental or physical health problems, learning or physical impairments, and/or is impacted by disasters or conflicts.

### **Induction and Training**

The organisation has a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All new staff, paid and unpaid, will receive induction training as soon as possible and sign to record they have:

- received and understood this policy.
- been given any relevant resources.
- understood the commitment to safeguarding training.
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When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible. We also agree a probationary period of six months with clear goals and then provide supervision at regular monthly reviews with their line manager.

Updated safeguarding training is normally required annually for staff and every two years for volunteers including Board members.

Staff working directly with at risk groups will also undertake the free online government training for [PREVENT Channel](#) and [FGM](#).

## **Working Practices**

### **Consent**

Our work rarely involved one to one care or intervention, however if consent is required for any care, activity or intervention we will, unless it is an emergency, obtain consent from the individual if of sufficient age and or understanding.

Where relevant, we will ensure we fulfil our obligations under Child Care Law in terms of parental responsibility and Mental Capacity Legislation on supporting, where possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

### **Staff Ratios to Children, Young People and Adults at Risk**

There must always be a minimum of two responsible adults present for any activities.

Where there is a requirement for suitable volunteers to help supervise others, the organisation will be clear about their responsibilities and remember that they may need support and guidance to do this.

### **Lone and One to One Working**

We will avoid lone working, one to one working with children and adults at risk whenever possible to protect both individuals. A risk assessment will always be undertaken to ensure:

- the care or activity provided is suitable for one to one working,
- the lone worker has been recruited, trained and supervise to undertake this particular role,
- that health and safety issues have been identified and recommendations followed,
- safeguards are in place to protect individual's rights to safe working practice,
- safeguards are in place in relation to strategies for emergency situations,
- relevant business insurance is in place for use of personal vehicles
- accurate and relevant written recording is maintained following any care and activity, signed and dated.

Further detail can be found in the Lone Working Policy.

### **Home Visits**

Home visits will only be made when necessary and booked by Encephalitis International. We occasionally visit people's homes to film their story. We will never home visit with a person at risk or a child without a family member and/or guardian present.

Each home visit will be carefully planned and recorded and include:

- who is being visited,
- the purpose of the visit,
- who will carry out the visit,
- the time expected to carry out the visit,

- who will also be present during the visit,
- members of staff paid or unpaid, and others,
- any physical contact which may be required, and will be undertaken in line with the code of conduct within this policy.

All home visits will be made in a polite and friendly manner. Personal relationships or showing favouritism must not happen.

Any safeguarding concerns raised and any untoward incidences, such as no access or a child being at home alone, should be followed up, recorded and managed in line with this safeguarding policy.

### **Young People who work for Encephalitis International**

All young people who are undertaking volunteer work, apprenticeships or work experience within our organisation are to be included within this policy and their safeguarding as individuals given the same importance as all young people we come into contact with. Any disclosures, observations of possible harm or disturbing behaviour must be reported to the Lead or Deputy immediately.

They will also require an induction program that includes their commitment to safeguarding within the remit of the safeguarding policy and in line with all staff induction.

In addition, information on the young person's contacts recorded as relevant e.g. parents, carers, school representatives and any supervisors, with emergency contact numbers.

We will check with the relevant local authority's education welfare team to see if an employment permit is required for any young people working with us and, in the cases of live performances, if a child performance licence is required.

### **Codes of Conduct**

Encephalitis International aims to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. We undertake to:

- treat all children and young people and adults at risk with respect and dignity,
- ensure that their welfare and safety is paramount at all times,
- maintain professional boundaries both face to face and when using technology,
- always listen to individuals and take account of their wishes and feeling,
- always act in a professional way and not accept bullying, swearing or other disruptive behaviour,
- liaise openly with parents and carers,
- only use physical contact if absolutely necessary,
- avoid being alone with children, young people and adults at risk whenever possible,
- listen to, and act upon, any disclosures, allegations, or concerns of abuse,
- participate in approved safeguarding training at appropriate levels,
- follow our safeguarding policy at all times,

### **Recognising Abuse in Children Young People and Adults at Risk**

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g. is what you are observing and being told about an injury consistent with the injury?

- Alcohol and Substance misuse.
- Breast Ironing.
- Carrying offensive weapons.
- Child criminal and sexual exploitation including County Lines.

- Concealed pregnancy.
- Criminal exploitation.
- Discriminatory.
- Domestic violence, including "honour" based abuse.
- Emotional.
- Exploitive use of technology.
- Female Genital Mutilation (FGM).
- Financial or material abuse.
- Forced marriage.
- Gangs.
- Gambling.
- Hate and "mate" crime.
- Hazing and initiation rites.
- Hoarding.
- Modern slavery.
- Neglect and acts of omission.
- Online safety.
- Organisational or institutional.
- Peer on peer abuse, including sexual violence and upskirting.
- Psychological.
- Physical.
- Radicalisation.
- Self-neglect.
- Sexual.
- Spiritual abuse.
- Trafficking.
- Upskirting.

### **Handling Disclosures**

When a disclosure is made by a child, young person or adult at risk it is important to remember to:

- take what you are being told seriously.
- stay calm and reassure.
- do not investigate.
- do not delay.

and always:

- seek advice from the Lead or Deputy for Safeguarding.
- make a careful recording of anything you are told or observe, date and sign.

A disclosure may come from someone telling you:

- they have or are being abused.
- they have concerns about someone else.
- they are themselves abusing or likely to abuse someone else.



## Responding to Concerns - Procedure

### Safeguarding Referral Flowchart

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the Lead or Deputy for Safeguarding. Everyone, including both the Lead and Deputy for Safeguarding will deal with concerns using the following:

#### Step One:

**If you are worried a child, young person or adult at risk has been abused because:**

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult say they are abusing someone else.

#### Step Two:

Check this safeguarding policy for guidance. Talk to the Lead or Deputy for Safeguarding without delay. If they are implicated, then talk to your Trustee for Safeguarding.

#### Step Three:

The Lead, Deputy or Trustee for Safeguarding should refer the concern to the relevant and available adult's or children's social care service and/or the Police and follow up the referral in writing within 24 hours. The CEO should be alerted to all incidents of safeguarding.

Under "whistle blowing", anyone can refer directly to the Police, social care services, LADO, the Charity Commission, Protect or the NSPCC

(child concerns only) when they are concerned the organisation is not managing safeguarding concerns appropriately.

**CONSULT,  
MONITOR  
AND RECORD**  
*Sign/Date/Time*  
*Include name and  
job role*

**When the concern is about the welfare of a child or adult at risk from schools, colleges, health providers, GP practices, prisons or social care settings, you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the Lead or Deputy of your organisation that you have referred a concern.**

**Any consultations should not delay a referral.**  
**In an emergency do not delay: dial local emergency numbers**

## Record Keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding incident form
- of sufficient details of child, young person or adult at risk to identify individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
  - what has been monitored/observed
  - what has been said and by whom
  - what has given cause for concern
  - what action has and/or will be taken including the reason for those actions
  - the reason stated for no action being taken and by whom
- non judgmental
- timely within 24 hours
- signed and dated by the writer and co- signed by the Lead or Deputy
- shared as appropriate by the Lead or Deputy for Safeguarding
- stored safely and securely by the Lead or Deputy for Safeguarding

## Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

Our policies and procedures are in line with the statutory guidance from the Charity Commission guidelines, our disciplinary, complaints and grievance procedures. These will be made available to everyone.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Lead or Deputy will, in all cases, discuss the situation with social care services (the LADO with regards to children England and Wales only) and / or the police before making an open decision about the best way forward.

In the case where the Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Chief Executive and Safeguarding Trustee. If there is a belief that the concern has not been taken seriously or acted upon then any one can “Whistleblow”.

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services and / or the police, (the LADO, with regards to children England and Wales only).

Any investigation will override the need to implement any such procedures. Our leadership team are responsible for making referrals to the relevant:

- criminal records service.
- Regulatory Authority.
- professional body.

## Bullying and Harassment

Bullying and harassment can take many forms and include:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact,
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites,
- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability.



Whether directed at children, young people, adults at risk, staff, volunteers, parent and carers, bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at children, young people and or adults at risk. If children, young people and/or adults at risk are engaging in bullying or harassment it is also a safeguarding concern and should be reported to the Lead or Deputy for safeguarding.

We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment,
- report all incidents of bullying or harassment observed or disclosed, to the Lead or Deputy who will take the appropriate action,
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment,
- record all incidents with observations and witness statements, and action taken, signed, timed and dated.

## eSafety

### Why do we need to include eSafety?

Modern digital technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children, young people adults at risk, families, parents and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy.

### eSafety Code of Conduct:

We expect everyone in the organisation to agree and sign up to the Acceptable Use Policy to:

1. use the internet and other forms of communication in a sensible and polite way.
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. seek permission if they want to use personal information or take photographs of other people.
4. report any concerns to the Lead or Deputy.
5. not maintain confidentiality if there is a concern about the welfare of a child, young person or adult at risk.

### What are the Risks?

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- sharing nudes or semi nudes.
- viewing or sending unacceptable material such as inciting hatred or violence.
- sending bullying messages or posting malicious details about others.
- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.

### What else might be of concern?

A child, young person or adult at risk who:

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing online.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile for long periods and at all hours

- clears the computer history every time they use it.
- receives unexpected money or gifts from people they don't know.
- does not appear to have the money they should have.

A person who:

- befriends a child, young person or adult at risk on the internet or by text messaging.
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.

### **What do I do if I am concerned?**

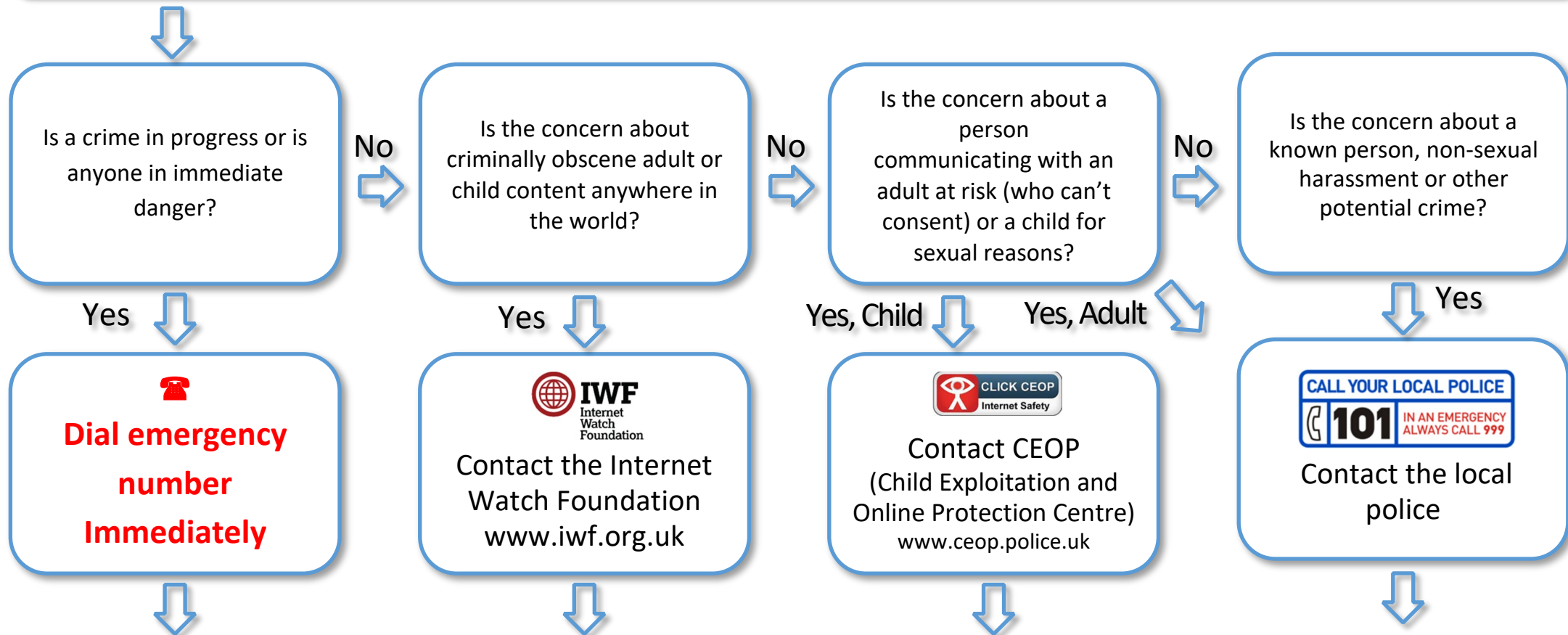
If you have any concerns, speak to the Lead or Deputy for Safeguarding.

Remember:

- do not delay.
- do not investigate.
- seek advice from the Lead or Deputy.
- make careful recording of anything you observe or are told.

## eSafety Referral Flowchart – Child and Adult

When illegal content or activity is found or suspected, if an emergency dial 999 (or relevant policy number), always inform your Lead or Deputy for safeguarding and they will follow these steps:



Inform the Lead for Safeguarding (or Deputy if unavailable) who will liaise, await response, and review eSafety arrangements as necessary.

### **Minimising the Risks**

When the organisation is providing guidance / support etc, we will:

- talk to children, young people and adults at risk about what they are accessing online.
- ensure everyone uses PCs, iPads and other technology in a general space where we can monitor what is going on.
- explain the risks of giving out personal details online.
- talk about how people can be anyone they want to be online, e.g. by using misleading emails, photographs of other people, telling lies about their age, hobbies, school.
- encourage children, young people and adults at risk to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- advise children, young people and adults at risk to only text, chat or webcam to people they know in real life.
- talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- discuss how people hide their identities online and the importance of never meeting new online “friends” in real life.
- make sure children, young people and adults at risk understand they can always talk to us, or their parents and/or carers, about anything that makes them feel uncomfortable.
- look on the internet together for information about how to deal with or report problems. e.g. Thinkuknow
- talk about how/when information or images get on to the internet, they can never be erased.

## **Safeguarding Practical Guidance**

### **Photography & Filming Guidance**

The use of photography is really important to record the successes and achievements of children, young people and adults at risk in their lives and activities. However, it is vital to remember that photography can be used and distributed inappropriately including on the Internet.

It is therefore important to be clear about:

- explaining to parents and carers why caution is necessary.
- the purpose of photos e.g. parent's and carer's own record, media and publicity etc.
- the content required when using a professional photographer.
- informing parents and seeking their consent for any publication or media use.
- publishing only limited details alongside individual's photos in newspapers etc.
- taking photographs openly and away from changing areas.
- the suitability of clothing e.g. swimsuits.
- any group photos being taken only during the activity or on the premises.
- all those taking photos signing a registration form, which includes the reason, use and storage of all photographs and films.

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras, which and who's equipment is used should also be recorded on the registration form.

### **Transport**

We ensure that we:

- gain written permission from parents or carers to carry children, young people and adults at risk.
- keep a register of who is being transported and who is driving, when to where and return, with collection and return times being specified.
- provide all transporting and being transported with an emergency contact numbers.
- plan journeys regarding time, distance and stopping points.
- consider if another driver might be required or the possible need for extra supervision
- have emergency procedures in place.

and we ensure that drivers:

- are recruited under safeguarding recruitment procedures.
- are suitably qualified to drive the required vehicle.
- provide proof of insurance regarding business use and comprehensive insurance.
- can evidence the vehicle is roadworthy and suitable for transporting each individual.
- provide suitable and age appropriate seat belts, booster seats and wheelchair anchor points.
- avoid transporting children, young people or adults at risk on their own.

### **Activities, Events and Visiting Speakers/Activity Leaders**

We will always ensure visitors and activities undertaken are risk assessed and we are committed to:

- ensuring that those who run activities have the expertise, knowledge and skills to do so properly
- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events
- risk assessing any changes being made to activities or events involving children, young people and adults at risk
- having a written plan in place if the event or activity has to be cancelled
- having a written plan in place in case of emergency including contact numbers
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis

### **Child, Young Person or Adult goes Missing**

If a child, young person or adult at risk goes missing from the group or organisation it should be reported to the police. Use 999 or appropriate police number in that country where there is a concern that they cannot be found or are vulnerable.

A missing person may be assessed as 'at risk' if they fit one or more of the following categories;

- is under 18
- has expressed feelings of suicide
- has dementia
- has been acting totally out of character
- has mental health issues
- is under increased stress
- has an illness or a physical disability
- has a learning disability
- is in need of regular medication/care

The Lead or Deputy for Safeguarding should be informed as soon as possible, and all details and actions recorded dated timed and signed.

### **First Aid**

Our First Aiders have completed specific training (EFAW) as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- to give immediate first aid to children, young people, adults at risk, staff or visitors when needed.
- to ensure that an ambulance or other professional medical help is called when necessary.

Our organisation undertakes to ensure there is always a trained First Aider on site at our venues or, if other venues used such as schools, that they have appropriate first aid cover.

We also provide training and guidance on dealing with hazardous materials such as blood, other bodily fluids and chemicals. We ensure sufficient equipment is available to deal with accidents or spillage.

All incidents will be reported and recorded in the First Aid and Incident Accident Books.

### **Buildings and Venues**

Safeguarding risk assessments will be carried out on all building and venues used by our organisation or by the host's venue management, such as schools.

The safeguarding risk assessment should cover:

- access, especially how people enter and leave the building.
- signing in protocol.
- use of keys.
- toilets and changing rooms.
- any outside space.
- car parks.
- any other relevant issues.



## Ethical fundraising

We are committed to our fundraising being:

- **Legal:** All fundraising must meet the requirements of the law.
- **Open:** Fundraisers must be open with the public about their processes and must be willing to explain (where appropriate) if they are asked for more information.
- **Honest:** Fundraisers must act with integrity and must not mislead the public about the cause they are fundraising for or the way a donation will be used.
- **Respectful:** Fundraisers must demonstrate respect whenever they have contact with any member of the public.

Further detail can be found in our Ethical Fundraising Policy.

## SAFEcic Recommendations

In order to attain the highest standards of safeguarding practice, everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the Lead and/or Deputy. However, it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting SAFEcic policies and practices that we can all be confident we have done everything we can to safeguard the children, young people and adults at risk in our care.

## Approval

This document was approved by the Board of Trustees on 17<sup>th</sup> July 2024.

Before approving ensure version number is V10 or above.

## Document Change Control

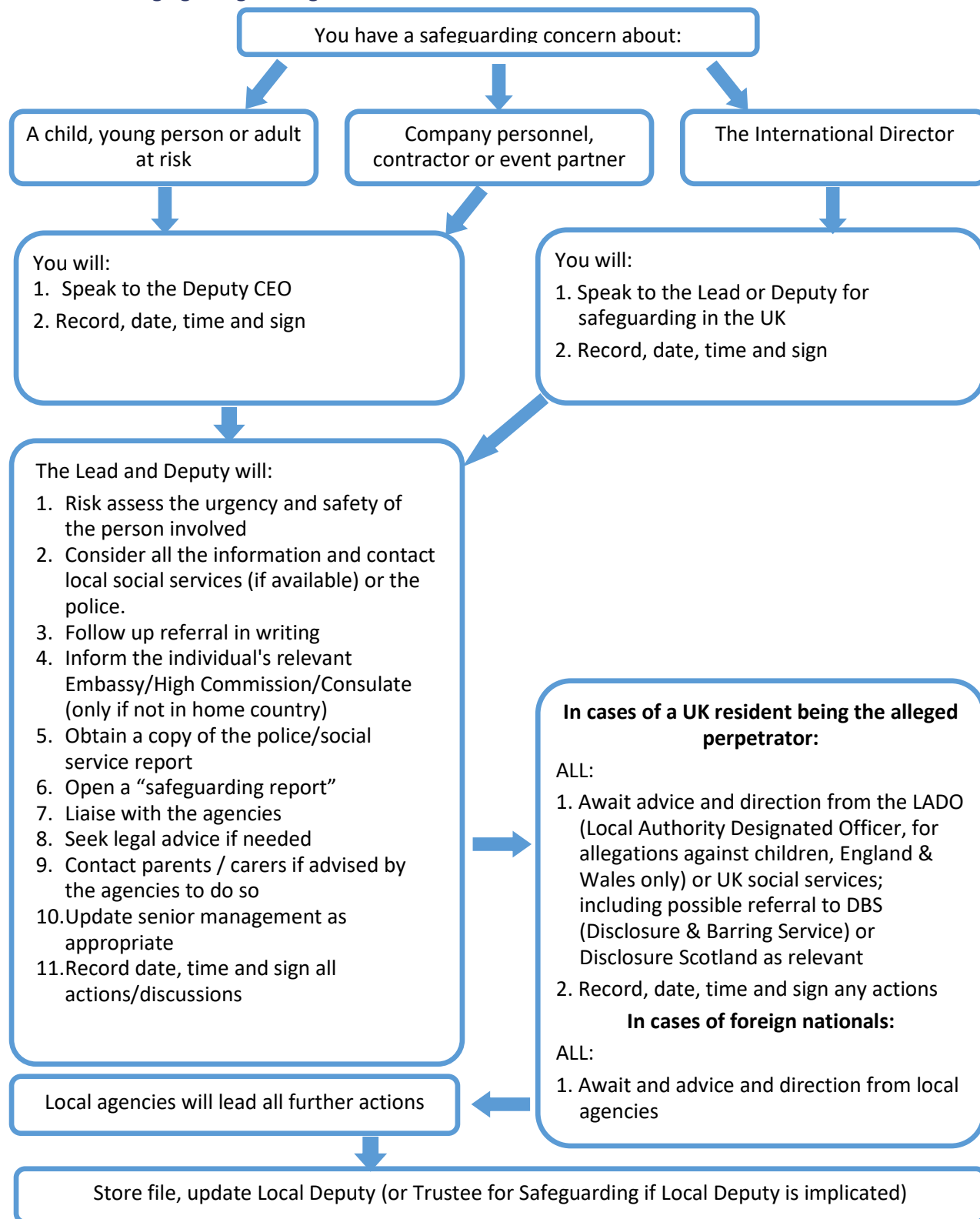
Version	Date	Review Date	Changes by	Summary of changes
V1	Jan 2003		A.Easton	New Document
V2	March 2017		Dr Carol Sampson	Reviewed and refreshed.
V3	September 2018		P.Chapman	Edited branding and added approval
V4	March 2020		P.Chapman	Reviewed and updated.
V5	April 2020		P.Chapman	Reviewed by CEO and Board of the Trustees.
V6	March 2021		A Ellerington	Changes the Trustee Lead
V7	April 2021	April 2022	A Ellerington	Reviewed, updated and formatted
V8	June 2022	June 2023	A.Easton	Reviewed, updated and cross-referenced with Guidelines on Suicide.
V9	August 2022	August 2023	N.Herbert	Combined V8 of both Children and Adults policies, reviewed with Rosie Carter SafeCiC and updated
V10	June 2024	August 2025	P.Chapman	Reviewed wording, included global definitions and branding.

## Appendix One

## International Safeguarding

Encephalitis International always follows [Charity Commission](#), [NCA](#) and [OSCR](#) guidance when working overseas.

### Flowchart for Managing Safeguarding Concerns that Occur Overseas



## Appendix two

## Safeguarding Concern Record

This form contains the necessary information that you must record if a safeguarding concern comes to your attention. Ensure that you complete this form to the best of your ability, as it will help everyone involved in the case to get a full picture of the situation.

**NB** This form should only be filled in with information **already** known by the concerned person and the Lead, Deputy or Trustee for Safeguarding who has managed the referral. Be careful not to ask leading questions and be clear about what is fact and what is opinion in your recording.

N.B. "Whistleblowing". If your concern is about any UK member of staff or the management team and / or you feel your concern may not be dealt with appropriately, you may contact your local social services (or other relevant local agency) or the police, if a crime may have been committed, without delay.

<b>Name of child or adult at risk (including any names known)</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Name of parent or carer and contact details</b>	
<b>Any special needs known; including medical, disability, language etc</b>	
<b>Nature of concern:</b>	
<b>Name and details of any other children or adults at risk in the family</b>	
<b>Name and details of any other significant adults in family</b>	
<b>Action taken</b>	<b>Detail here agency contacted, who was spoken to and any timescales/actions given</b>

<p><b>Lead, Deputy or Trustee for Safeguarding only</b> Record the action taken and the reason for taking it OR Why no action has been taken at this time</p>	<p style="text-align: right;"><b>Time &amp; Date</b></p>
<p><b>Name, job role &amp; signature of the concerned person</b></p>	<p style="text-align: right;"><b>Time &amp; Date</b></p>
<p><b>Name &amp; signature of Lead, Deputy or Trustee for Safeguarding</b></p>	
<p><b>Name of organisation, address and phone numbers/e-mails for the contacts above:</b></p>	