



community albums

building better communities through music and media

Safeguarding Policy

Community Albums: Community Albums' has a vision - a world where each person's voice and creativity heals, unites, empowers, inspires, influences and creates positive change. To achieve this vision, Community Albums works to see communities all over the world using music and media to share opinions, collaborate, and explore their creative potential. We aim to build better communities through music and media.

Purpose of Policy: Community Albums recognise its responsibility in safeguarding the welfare of everyone we come into contact with, and protecting them from abuse or exploitation. This includes beneficiaries, the majority of whom are under the age of 25, other vulnerable adults, staff, partner staff, volunteers and trustees. This safeguarding policy covers how to prevent, report and respond to safeguarding concerns which include abuse, bullying, harassment and sexual exploitation.

It includes:

- Safeguarding Policy and Procedures
- Child Protection Policy and Procedures
- Bullying and Harassment Policy and Procedures

Scope: The policies and procedures relate to all staff, volunteers, trustees, beneficiaries and partners who work with us. Staff, trustees and volunteers are expected to be familiar with this policy and implement it at all times.

Definition of terms:

Safeguarding: Creating a safe environment and protecting peoples' health, wellbeing, welfare and human rights. This includes enabling them to live free from harm, abuse and neglect.

Child Protection: Protecting a child who is suffering from, or has the potential to suffer from, significant harm. Significant harm can include maltreatment, abuse and neglect, pre-meditated abuse, a single traumatic event or an accumulation of events that damage the child's physical and/or psychological development.

Child: A child is anyone under the age of 18

Bullying: Seeking to harm, intimidate or coerce someone who is perceived as vulnerable

Abuse: Abuse is the maltreatment of a child, a young person and/or vulnerable adults. Somebody may abuse or neglect a child, a young person and/or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children, young people and vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Abuse/exploitation of power or trust: A relationship of trust is one in which one party is in a position of power or influence over a younger or more vulnerable person by virtue of their work or the nature of their activity. An abuse of trust can be committed by a teacher, humanitarian or development worker, sports coach, scout leader, faith leader. Abuse of trust or power occurs when the person of influence uses that influence for personal or financial gain causing a loss to and or abuse of the more vulnerable.

Emotional Abuse: Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children and vulnerable adults that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or

hearing the ill treatment of another. It may involve serious bullying, causing children and vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of Emotional Abuse is involved in all types of ill treatment of a child and/or vulnerable adult though it may occur alone.

Harassment: Aggressive pressure or intimidation

Neglect: Neglect is the failure to meet a child's and/or vulnerable adult basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment) protect a child from physical and emotional harm or danger ensure adequate supervision(including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.
- Neglect of, or unresponsiveness to, a child's and/or vulnerable adult basic emotional needs.

Physical Abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Sexual Abuse: Sexual abuse involves forcing or enticing a child, young person and/or vulnerable adult to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children and vulnerable adults in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children and vulnerable adults to behave in sexually inappropriate ways.

Vulnerable Adult: Anyone who is deemed at risk because of, but not limited to, their need for care and support, their experience or risk of abuse and neglect, their inability to protect themselves from abuse or neglect. They may have an illness affecting their mental or physical health, have a learning disability, suffer from substance addiction, be frail or live in poverty¹. It is important to note that not all those who suffer from the aspects listed will always be vulnerable in every circumstance, but it is crucial that they are treated with respect.

Vulnerability: The state or quality of feeling or being exposed to the possibility of being harmed or abused, either physically, emotionally, sexually or psychologically.

Young Person: This refers to someone who is above compulsory school age, normally 16, but below the age of 25. This definition will change depending on social norms and cultures, and relates to the person's growing ability or potential to lead a fully independent life without significant reliance or dependence on others.

¹ <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#children-adults-at-risk> 28/11/2018

Safeguarding Statement

The role of Community Albums: Community Albums fully recognises its responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults. Community Albums believes that children, young people and vulnerable adults have a fundamental right to be protected from harm. We also believe that all those working on behalf of Community Albums have a right to be protected themselves and given support and guidance concerning how they work with children, young people and vulnerable adults.

Community Albums aims to work in a way that helps, as far as is possible, to safeguard children / young people from harm and supports them to be safe within the range of activities undertaken during our activities and workshops.

Community Albums has a zero tolerance policy towards bullying, harassment, sexual exploitation and abuse that targets anyone. This includes beneficiaries, staff and anyone connected to our work – whether directly or indirectly.

Community Albums is committed to a zero tolerance approach to all forms of violence against children, beneficiaries, staff, volunteers and trustees.

Community Albums also undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Community Albums is committed to being a fully accessible and inclusive organisation welcoming and respecting the diversity of its staff, volunteers, members, trustees, and beneficiaries. It will not discriminate based on age, disability, gender reassignment, marriage/civil partnership, pregnancy or maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex or sexual orientation.

Prevent: In all our activities we will establish and maintain an environment and positive ethos where children, young people and vulnerable adults feel secure, supported and are encouraged to talk, are listened to, can participate, develop and feel valued. We will ensure that all adults representing Community Albums, including volunteers, know that they have an individual responsibility for safeguarding as well as the right to work in an environment that safeguards them, through training and implementation of policy, from false allegation or undue damage to reputation if potential allegations are not handled properly, fairly and justly.

Individuals within the organisation need to be alert to the potential abuse of children and vulnerable adults both within their context/situation and also from other sources including abuse by members of that organisation.

Act: Should a safeguarding incident be brought to the attention of a Community Albums staff member or volunteer, they will take immediate and appropriate action, including reporting, as outlined in our standard operating procedures.

Review: Application of the policy will be monitored by the Safeguarding Officer and CEO

Safeguarding Procedures

Types of safeguarding concerns include, but are not limited to, a staff member, volunteer, trustee or representative:

1. Sexually harassing or bullying or abusing another member of staff or volunteer
2. Sexually harassing, bullying or abusing partner staff and volunteers
3. Sexually abusing or exploiting a vulnerable adult (whether or not they are connected to a Community Albums project)
4. Subjecting an at risk adult to physical, emotional or psychological abuse, or neglect
5. Exchanging money, employment, goods or services for sexual activity.
6. Engaging in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Prevent

Community Albums will ensure the following is in place to prevent the risk of abuse, power exploitation, bullying or harassment:

- All employees and volunteers involved in working with children and young people are aware of the Safeguarding Policy and implement good working practices to ensure a safe and healthy environment
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization, including child protection training will take place for all employees and volunteers
- 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 Community Albums. This includes the way in which information about individuals in our programmes is gathered and communicated. (Please see our communications policy)
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel (please see our safety and security policy)
- Follow up on reports of safeguarding concerns promptly and according to due process (please see our whistleblowing policy)

Community Albums staff, volunteers, trustees and associated personnel must:

- Sign a Code of Conduct
- Ensure child safeguarding by committing themselves not to engage in sexual activity with anyone under the legal age of consent, 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 (See Code of Conduct)
- Ensure adult safeguarding by committing themselves not to engage in sexual abuse or exploitation of vulnerable adults, including beneficiaries and partner staff/volunteers; subject a vulnerable adult to physical, emotional or psychological abuse or neglect (See Code of Conduct)
- Never exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Never engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- Always give those around them the upmost respect

Act

Community Albums staff, volunteers, trustees and associated personnel must:

- 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 a Community Albums staff member or associated personnel to the appropriate staff member
 - Community Albums will ensure that staff and the communities we work with, are made aware of how to report a safeguarding concern in a safe and accessible way.

When a report is received by Community Albums that this policy has been breached:

- Any safeguarding allegations or incidents concerning children are covered by our Child Protection Policy (see below)
- Any staff reporting concerns or complaints through formal whistleblowing channels will be protected by our Whistleblowing Policy.
- Community Albums will also accept complaints from external sources such as members of the public, partners and official bodies. (Please see our Complaints Policy)

If staff or volunteers that believe that they are being subjected to sexual, racial or any other forms of harassment including bullying from other members of staff, they should report this to the CEO. (Procedures for reporting and responding to harassment and bullying are found in the anti-bullying and harassment policy below)

Where there are concerns about sexual harassment, bullying or abuse by Community Albums staff of those outside the organisation, these should be dealt with as a safeguarding concern via the Complaints Policy.

Staff Members who have a complaint or concern relating to safeguarding should report it immediately to the Safeguarding Officer (Dave Newman, Trustee)

- A Safeguarding Incident Reporting Form should be completed at the time of receiving the complaint.

If the staff member does not feel comfortable reporting to their Safeguarding Officer (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 directly to Chair of Trustees (Dave Mann) or the Charities Commission if the Chair is not appropriate either.

Community Albums will follow up all reports according to policy and procedure, legal and statutory obligations.

- Any staff in breach of policy will face appropriate disciplinary measures, including the possibility of dismissal
- Any volunteer found in breach of policy will no longer be able to represent Community Albums

Confidentiality will be maintained at all stages of the reporting process in dealing with safeguarding concerns. Information will be shared on a 'need to know' basis only, and will be kept secure at all times. Historical information of reports and subsequent investigation will be kept on file, because of our legitimate interest to ensure ongoing safeguarding, and in case of information being needed at a future date. (See our Data protection policy)

Safeguarding allegations will be managed in the following way:

- All allegations need to be reviewed and assessed, but not all will require a formal investigation process. For those situations where the allegation concerns inappropriate behaviour, but does not breach the code of conduct or involve exploitation or abuse, the CEO is at liberty to decide the most appropriate course of action to prevent further occurrences.
- If an allegation concerns an immediate risk to a survivor or is a criminal offence, it must be reported to the relevant authorities and the Charity Commission. An investigation will be undertaken by local appropriate authorities with the co-operation of the CEO and any other staff as necessary
- Once the allegation has been reviewed and it if concerns a) sexual abuse or serious physical abuse, is b) one of a series of allegations about the individual, c) brings Community Album's name into disrepute or has an impact on donors, Community Albums will appoint an investigation team. In most cases this will be an internal investigation team, consisting of a panel from the Trustees Board and appropriate staff as selected or deemed necessary (CEO, National Director, International Director, Operations Manager). It will include the Safeguarding Officer if the allegation takes place outside the UK.
- In the event of an allegation being brought against the CEO, National Director, International Director, Operations Manager or a Trustee, this will be treated as an escalation. A panel made up of the Chair of the Board and other independent, objective advisors to the Chair's discretion will meet. The Charity Commission will also be informed and their advice will be sought.
- Community Albums reserves the right to add in any additional third party experts into the discussion, depending on the nature of the allegations and to appoint an external investigation team if deemed necessary.
- All investigations and discussions must be handled with utmost discretion and the process should be undertaken speedily.

Community Albums have in place the following disciplinary procedures for any misconduct:

- Anybody who is accused of sexual abuse or serious physical abuse should be suspended while an investigation takes place. The CEO will determine the appropriate course of action in terms of the feasibility of the staff member continuing to work for Community Albums, pending, and following, any investigation into the allegations or concerns. Due to the nature of our funding (contracted per project), this will be without pay, unless a permanent contract is in place.
- After full investigation by Community Albums of an alleged case of abuse or exploitation, if the case is proved, the perpetrator will immediately be dismissed for gross misconduct and relevant parties informed. This includes senior staff and trustees.
- If a breach of the Code of Conduct or another policy, that does not qualify as gross misconduct, the following will take place:
 - o Formal oral warning after interview with Line Manager (recorded on staff record)

- On the second occasion, formal written warning after interview with Line Manager and CEO (recorded on staff record)
- On the third occasion, final written warning after interview with Line Manager and CEO
- On the fourth occasion, dismissal

Community Albums will disclose information, in the event of a person being discharged for abuse or exploitation, if requested by prospective employers or positions of influence (i.e. new charity to volunteer for). This will be done in accordance with applicable law and/or customs in the country in question from which the request arises.

In taking responsibility and ensuring our safeguarding principles around the world:

- In the UK, Community Albums will refer someone to the UK Government Disclosure and Barring Service if an employee, trustee or volunteer is dismissed because they harmed someone; dismissed or removed from working with children because they might have harmed a child; resigns but Community Albums were planning to dismiss them for either of these reasons.
- All UK staff working overseas are subject to the UK Sexual Offences Act 2003, and may repatriated if any allegation is deemed serious by authorities in-country and will be investigated by UK authorities

Review:

- This policy will be formally reviewed annually by the Board of Trustees (the autumn meeting normally held in September/October)
- If there is need to update it, this can be done at any point – and suggestions will be taken to the next set board for formal review and approval.
- Every team and board meeting will ask the question, “Does anyone have any safeguarding concerns that need to be addressed?” in order to create an environment in which safeguarding is taken seriously and ongoing review can take place.
- All cases of safeguarding compromise will be registered on the Community Albums Risk Register (see Risk Management Policy) so that they can be reviewed and consequent action taken to change the culture or address issues as appropriate. In line with the Data Protection policy, this will be done anonymously if necessary.
- Ideas for improving work culture and environment, to strengthen our anti-harassment environment or mitigate against potential threats are welcomed at any time.

Child Protection Policy

Policy Statement:

Community Albums recognise that the safety and wellbeing of all children and young people is paramount. Acknowledging that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. We therefore recognise the importance of its responsibility to protect and safeguard the welfare of children and young people it works with. It also

Community Albums therefore recognises the need to provide a safe and caring environment for children and young people. CA has therefore adopted the procedures set out in this policy. It also recognises the need to build constructive links with statutory and voluntary child protection agencies.

Community Albums is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all children's/youth workers.
- Adopting a procedure for dealing with concerns about possible abuse.
- Maintaining good links with the statutory childcare authorities and other organisations.

Child Protection Procedures:

Prevent

Recruitment and Development of staff and volunteers

- Our safeguarding position will be made clear to all prospective employees through any adverts and at the interview process
- All employees seeking to work in a role that may involve regular contact or unsupervised contact with children / young people will be subject to a criminal record check through the DBS
- All volunteers working on Community Albums projects will be required to sign a form about good working practices. A copy will be kept by the volunteer and one by Community Albums
- All employees must complete an application form and a voluntary disclosure form, declaring any offences previously committed
- Possible volunteers will be interviewed by the lead worker responsible for CA workshops
- Supervision and Training is part of good practice when working with children/young people and employees are expected to attend appropriate child protection courses. Volunteers will be advised of their conduct when working on projects

Recruitment process

All volunteers, staff and trustees will be subject to a recruitment and selection process before working with Community Albums to ensure that they are trustworthy, respectable and have not abuse others in the past (or are likely to in the future). The recruitment process is as follows:

- Trustees: Reference checks and DBS certificates
- Staff: Application, reference checks, DBS certificates and appropriate training
- Volunteers: Reference checks and DBS certificates

When recruiting, we will clear state safeguarding requirements in adverts, job descriptions and person specifications and ask questions on safeguarding during interviews. There will always be a probation period which will, amongst other aspects, assess the individual's respect of and adherence to safeguarding.

Training and Induction

- Appropriate child protection training will take place for employees and volunteers
 - This will be conducted via 'Educare' online courses: <https://www.educare.co.uk/charities-and-businesses>
 - Where partners conduct safeguarding and child protection training courses, Community Albums staff will make every effort to take part. As a minimum, we will ensure that all project staff are aware of, and follow, the safeguarding and protection procedures in place at our partner organisations.
- All employees and volunteers are aware of child protection issues and how to report concerns
- The Code of Conduct and the Safeguarding Policy will be signed by all staff, trustees and volunteers

Act

Good Working Practice must be adhered to by everyone connected to Community Albums:

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors
- Touch should be related to the young person's needs, not the worker's
- Touch should be age-appropriate and generally initiated by the young person rather than the worker
- Avoid any physical activity that is, or maybe thought to be, sexually stimulating to the adult or young person
- Young People are entitled to privacy to ensure personal dignity
- Young People have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention
- When giving first aid encourage the young person to do what they can manage themselves. Always consider their needs and give appropriate help where necessary
- Team members should be aware of issues regarding physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued
- Concerns about abuse should always be reported

Disclosure: Responding to a young person who claims to have been abused

- If approached by a young person regarding an incident of abuse try and respond calmly, reassure them that they are not to blame and don't promise confidentiality. Together approach a named person for dealing with procedures at CA: Simon Hill (Co-ordinator) or Rob May (Deputy Co-ordinator).
- Record your role in the conversation and seek pastoral support for yourself. If appropriate, contact should be made with the Safeguarding Trustee of Community Albums – David Newman 07535 513079

Disclosure: Handling incidents and responding to allegations of abuse of children

Immediate action is required where there is an allegation or serious suspicion of abuse and a referral must be made to the Social and Health Care Assessment Team. Under no circumstances should an employee or volunteer carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to Simon Hill (hereafter the "Co-ordinator") tel:07920 005194 or Rob May (Deputy Co-ordinator): 07958 372021 who are nominated by the CA trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- The Co-ordinators may also be required by conditions of the CA Insurance Policy to immediately inform the Insurance Company.
- If the suspicions implicate either of the Co-ordinators, then contact should be made with Safe Guarding Trustee: Dave Newman 07535 513079. If this is unsatisfactory a report should be made to the Social and Health Care Assessment Team. The local Social and Health Care child protection team telephone number is 01865 816670 (out of office hours, call the emergency duty team on 0800 833408). The Police Child Protection Team telephone number is 01865 335200.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy Co-ordinator should not delay referral to the Social and Health Care Department.
- CA will support the Co-ordinator/ Deputy Co-ordinator in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies, although CA hopes that their procedure will be used. If, however, the individual with the concern feels that the Co-ordinator/ Deputy Co-ordinator has not responded appropriately, or where they have a disagreement with the Co-ordinator(s) as to the appropriateness of a referral they are free to contact the Safe Guarding Trustee or to an outside agency direct.
- The role of the Co-ordinator and deputy Co-ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social and Health Care Department. It is the task of the Social and Health Care Department to investigate the matter under Section 47 of the Children Act 1989.

Allegations of Physical Injury or Neglect

If a child has a physical injury or symptom of neglect, the Coordinator/Deputy Co-ordinator will:

- Contact the Social and Health Care Department for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home. The co-ordinator / deputy will not tell the parents or carers unless advised to do so having contacted the Social and Health Care Department.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of injury.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Social and Health Care direct for advice.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Coordinator/Deputy Co-ordinator will:

- Contact the Social and Health Care Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

Reporting to relevant charity stakeholders

- Any allegation made within the scope of the GEC Girl's Education Challenge or our work in Uganda with Viva and the Children at Risk Action Network, or directly affecting it (i.e. staff linked to that project are accused) will be reported to Dfid within 24 hours of it being made. This will be done via Mim Friday (Viva) and her contact details are: m.Friday@viva.org or +256774190092
- All serious incidents will be reported to the Charity Commission

Supporting the survivors of violence

Should a Community Albums' staff member, volunteer, contractor or trustee perpetrate abuse or violence towards others, we will ensure that support is given to seek recovery and justice. This will be done whether the survivor of violence is a staff member or beneficiary. Appropriate support will be initiated by the Chair of Trustees and/or Safeguarding Officer following procedures as per the whistleblowing policy.

Contact details for local services and authorities

Community Albums works in partnership with others. Alongside the referral points that we already know of, we will confirm with our partners that they have contact details of organisations and service providers who can support anyone affected by abuse and needing a safe place, authority or emergency medical help to deal with their situation. Should we receive a request for such services, we will immediately act in partnership with the organisation we are working with to respond.

Disciplinary Procedures

- Anyone who is found guilty of any form of abuse will have their contract (or voluntary position) within Community Albums terminated
- Community Albums will not give them a reference of a positive nature to any agencies requesting it in the future

Review:

- Application of the policy will be monitored by the Safeguarding Officer and CEO
- This policy will be formally reviewed annually by the Board of Trustees (the autumn meeting normally held in September/October)
- If there is need to update it, this can be done at any point – and suggestions will be taken to the next set board for formal review and approval.
- Every team and board meeting will ask the question, "Does anyone have any safeguarding concerns that need to be addressed?" in order to create an environment in which safeguarding is taken seriously and ongoing review can take place.
- All cases of child protection will be registered on the Community Albums Risk Register (see Risk Management Policy) so that they can be reviewed and consequent action taken to change the culture or address issues as appropriate. In line with the Data Protection policy, this will be done anonymously if necessary.
- Ideas for improving work culture and environment, to strengthen our anti-harassment environment or mitigate against potential threats are welcomed at any time.

Bullying and Harassment Policy

Harassment and bullying can range from extremes such as physical violence to less obvious forms like ignoring someone. Forms of harassment and bullying include, but are not limited to:

- Physical contact
- Jokes, offensive language, gossip, slander, sectarian songs and letters
- Posters, graffiti, obscene gestures, flags, bunting and emblems
- Isolation or non-cooperation and exclusion from social activities
- Coercion for sexual favours
- Pressure to participate in political/religious groups
- Intrusion by pestering, spying and stalking
- Failure to safeguard confidential information
- Public humiliation, derogatory or belittling remarks concerning job performance or personal attributes
- Constant unfounded criticism of the performance of work tasks
- Removing areas of responsibility without good reason
- Punishing with trivial tasks
- Persistently ignoring or patronising a person
- Setting an individual up for failure with impossible workloads and deadlines
- A prevailing culture that allows it to be acceptable, for example an environment whereby telling sexist jokes is acceptable

Policy Statement: Community Albums has a zero tolerance approach to bullying, harassment, sexual exploitation and abuse targeted at trustees, staff, volunteers, children and beneficiaries. **Anyone who feels that they are being subjected to sexual, racial or any other forms of harassment including bullying, this can reported to a member of the leadership team. Community Albums will take your complaint seriously and stop the harassment.**

Community Albums is committed to promoting equality, diversity and an inclusive and supportive environment for its staff and others closely associated with its work and affirms the rights of individuals to be treated fairly and with respect. Sexual, racial and all other forms of personal harassment and bullying can seriously harm working and social conditions. Any incidents of harassment will be regarded extremely seriously by the organisation and can be grounds for disciplinary action which may include dismissal.

Bullying and Harassment Procedures

Prevent

- Staff and volunteers will be made aware that any behaviour which shows lack of respect and which creates an atmosphere in which people feel uncomfortable and unwelcome can constitute harassment.
- Any behaviour which is unacceptable to the recipient and which creates an intimidating, hostile or offensive environment – in any context – is considered harassment. This can be particularly serious if the harasser is in a position of organisational power in relation to the person harassed. All will be done to prevent both scenarios and/or stop it as soon as initial signs are shown.
- Given that Community Albums work with children and vulnerable adults who come from different countries, cultures and social environments, it is recognised that what is perceived as harassment by one person might not seem so to another. Because of this, we will ensure every effort is made to understand and respect cultural differences at all times.

Act

- People who are being harassed often feel isolated and stressed, and this can affect their work. It is, therefore, important to seek help as soon as possible, if you feel you are being harassed.
- If you believe you are being subjected to sexual, racial or any other form of harassment, including bullying, do not feel it is your fault or that you have to tolerate it. Speak to the person and ask them to stop. If they do not stop, or the member of staff would prefer not to speak to the person, report it to your line manager or another trusted member of senior leadership/board of trustees.
- If disrespectful behaviour is experienced from someone who is not part of Community Albums (for example partner staff), staff are strongly encouraged to raise it with their line manager.
- Anyone can seek assistance, in confidence, from their line manager, CEO or member of the Board of Trustees. It is their responsibility to listen, clarify, given information and – where necessary – and with the person's approval – arrange support that is appropriate to address the situation and appropriate within the wider context of Community Albums.
- When an allegation of harassment or bullying is made, Community Albums will:
 - Take it seriously

- Explain how we intend to deal with it
- Speak to the person concerned about their behaviour in order to stop it
- Make sure that the person making the allegation does not suffer any reprisals as a result of reporting the harassment.

If the person making the allegation is not satisfied with the response, they can consider raising a formal grievance about the incident(s).

Review

- This policy will be formally reviewed annually by the Board of Trustees (the autumn meeting normally held in September/October)
- If there is need to update it, this can be done at any point – and suggestions will be taken to the next set board for formal review and approval.
- Every team and board meeting will ask the question, “Does anyone have any safeguarding concerns that need to be addressed?” in order to create an environment in which safeguarding is taken seriously and ongoing review can take place.
- All cases of bullying and harassment will be registered on the Community Albums Risk Register (see Risk Management Policy) so that they can be reviewed and consequent action taken to change the culture or address issues as appropriate. In line with the Data Protection policy, this will be done anonymously if necessary.
- Ideas for improving work culture and environment, to strengthen our anti-harassment environment or mitigate against potential threats are welcomed at any time.

This safeguarding policy was agreed by the Board of Trustees on: 4th April 2019

Signed by:



Signed by:



Name/Role:

Newman, Safeguarding Officer

Dave Mann, Chair

Name / Role: Dave

This policy will be reviewed on: October 2020

Community Albums details

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