

# **Copts in Need policy of safeguarding vulnerable people**

## **Persons covered by this policy**

The policy covers those below the age of 18, as well as vulnerable adults.

## **Copts In Need (CIN) charity Background**

CIN is a humanitarian non-profit UK based Charity dedicated to reducing extreme poverty in Egypt and Sudan.

Since the establishment of the Charity in 2010 to date, CIN main work concentrated in the provision of safe houses to replace mud-houses in villages in Upper Egypt. We are working mainly in collaboration with local charities.

To date our involvement in Sudan has been restricted to building three schools in 2014/2015. These schools are under the control of the Sudanese Ministry of Education and follow the local school protocols and guidelines.

CIN activities in the UK are limited to organising fundraising events and the management of the charity through the board of Trustees, non-executive members, treasurer and volunteers. The attendees, participants and organisers to our events are not in any way could be regarded as vulnerable

## **Introduction**

This policy will enable Copts in need charity to demonstrate its commitment to keeping safe the vulnerable adults/children with whom it works alongside.

Copts in need acknowledges its duty to act appropriately to any allegations, reports or suspicious abuse.

It is important to have the policy and procedures in place so that trustees, staff, volunteers, service users, carers, management and other committees can work to prevent abuse and know what to do in the event of abuse.

Copts In Need is committed to the safeguarding of children and adults at risk and in need of community

care for their learning, mental or physical disability or illness.

These vulnerable adults also include those who are unable to take care of themselves and would be unable to protect themselves from any harm. We endeavour to ensure their well-being by protecting them from harm and proactively acting upon and reporting any suspected or confirmed abuse.

This policy will outline the Copts In Need child and vulnerable adult safeguarding procedures so that all, trustees, members, volunteers, management, staff, students are aware of what to do when they suspect or find out abuse.

This policy will apply to all affiliated with Copts In Need in anyway including local charities working with Copts in Need and are based in Egypt and Sudan

This policy has been drawn up to promote good practice and work in a way that prevents harm, abuse or coercion from occurring.

To ensure any allegations of abuse are dealt with appropriately.

Safeguarding goes beyond preventing physical abuse and involves protecting these groups from significant harm, including neglect, emotional abuse, exploitation, radicalisation and the consequences of misuse of personal data.

## **Aims**

- Copts In Need will work to promote the freedom and dignity of these vulnerable groups.
- To promote the rights of all people to live free from abuse and coercion.
- To ensure the safety and well-being of these vulnerable groups by working closely with the local authorities of the relevant countries.
- To manage all Copts In Need Services in a way that promotes safety and prevents abuse.
- To recruit all staff and volunteers safely ensuring all necessary checks are made.
- To provide effective management for staff and volunteers through supervision, support and training.
- We will ensure all members as stated above are familiar with the safeguarding procedures of our charity, Copts In Need.

- If a concern is raised about one of our member, we will pass information to Adult and Culture Services when a person is at risk.
- We will endeavour to keep up to date with all national and relevant international guidance for safeguarding children and vulnerable adults.
  - The designated safeguarding lead and CEO, Dr Awad, understands his responsibility to refer all incidents of abuse to the statutory bodies (without obtaining consent if there is significant danger) in the relevant countries in which Copts In Need work for both children and adults, as well as any relevant safeguarding issue that needs to be reported in the UK. This applies if a concern was raised that would be a concern in the UK as well as overseas.
  - We recognise that we all have a responsibility to help prevent the physical, sexual, emotional, psychological and discriminatory abuse and neglect of children and young people (those under 18 years of age) and vulnerable adult to report any such abuse that we discover or suspect to the relevant authorities in Egypt and Sudan where most of our work takes place.

- When we are ministering to children and vulnerable adults we endeavour to ensure their safety by ensuring a chaperoning team is present at all times to monitor any discussions and healthcare administered.
- All Copts In Need volunteers who are in contact with any young people or vulnerable adults must have the relevant safeguarding training and criminal checks. We will ensure that local charities which are working with Copts in need, have safeguarding policies in place and their staffs have adequate training.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We want to ensure that children we have contact with are empowered to tell us if they are suffering of abuse including physical, sexual, emotional, psychological and discriminatory abuse.

Copts in need will ensure that all charity volunteers are trained to spot and report neglect of children, young people and vulnerable adults

- All Copts In Need volunteers are aware of the internal processes for safeguarding for children

and vulnerable adults in Egypt and Sudan. This involves working closely with local social services and the country's authorities in order to safeguard children and vulnerable adults.

- We undertake to exercise proper care in the selection of all those who will work with children and adults at risk ensuring they have relevant qualifications in communicating and caring for children and vulnerable adults.

**We are committed to:**

- Following the requirements for UK and relevant international legislation in relation to safeguarding children and adults at risk and good practice recommendations.
- Ensuring that all workers (members, volunteers) are aware of the agreed procedures of our safeguarding policy. They understand their roles and responsibilities in respect to safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding

concerns relating to children, young people and vulnerable adults;

- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose concern;
  - Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
  - To manage services in a way which promotes safety and prevent abuse;
  - Following any organisational guidelines in relation to safeguarding children and adults in need of protection
  - Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/ adults at risk
  - Ensuring that all workers are exposed to these recommendations and the guidelines established by this organisation
  - Supporting parents and families through any safeguarding process.
- 
- Nurturing, protecting and safeguarding of children and young people to the best of our capabilities and by working with local charities.

## **We recognise:**

Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child at risk.

Adult Social Services (or equivalent) have lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult risk

We will endeavour to liaise with these relevant authorities in Egypt and Sudan in all cases of suspected abuse.

- Where an allegation suggests that a criminal offence may have been committed then the police in that country should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility. If you have a safeguarding concern, please report it immediately to the Safeguarding lead Dr Awad and deputy safeguarding lead Dr Raouf El Gawly.

If you are in Egypt or Sudan at the time of your safeguarding concern, please also follow procedure

and report your concern to the relevant statutory authorities.

## **Responding to people who have experienced or experiencing abuse**

Copts in Need organisation recognises that it has a duty to act on reports or suspicions of an abuse or neglect. It also acknowledges that taking action in case of abuse is never easy

### **How to respond if you receive allegation:**

- Reassure the person concerned;
- Listen to what they are saying;
- Record what you have been told / witnessed as soon as possible
- Remain calm and don't show shock or disbelief;
- Tell them that the information will be treated seriously;
- Don't start to investigate or ask detailed or probing questions;
- Don't promise to keep it a secret;

## **If you witnessed abuse:**

- Call an ambulance if appropriate;
- To call the police if a crime has been committed; to preserve evidence; to keep yourself, staff, volunteers and service users safe; to inform the designated named person in Copts in need organisation.

## **Disseminating / reviewing policy and procedures**

This policy and procedures contained within it will be clearly communicated to staff, trustees, volunteers and service users. The designated named person will be responsible for ensuring that this is done.

## **The roles and responsibilities of the designated named persons are:**

- To ensure all the staff including volunteers and trustees are aware of what they should do and who they should go to if they have concerns that a person may be experiencing , or has experienced abuse or neglect;

- To ensure that concerns are acted upon, clearly reported and referred to social care direct (or an appropriate alternative) team

Or to police authorities in Egypt and Sudan

- To follow up any referral and to ensure the issue has been addressed
- Consider any recommendation from the safeguarding or the appropriate alternative
- To reinforce the utmost need for confidentiality and security and staff are adhering to good practice.
- To ensure that staff and volunteers working directly with service users who have experienced abuse or who are experiencing abuse are well supported and receive appropriate supervision.

**This policy needs to be read in conjunction with the following policies:**

- a) Equal rights and diversity
- b) Complaints
- c) Disciplinary and grievances

d) Other policies in place (e.g. whistle blowing, confidentiality, volunteers, data protection, recruitment and selection)

### **Monitoring**

The policy will be reviewed every three years or in the following circumstances;

Changes in the legislation and /or government guidance.

DATE OF POLICY: 9th March 2018

DATE OF REVIEW: 8th March 2021

Designated Named Person:

Dr A I AWAD

Mobile: +447818400352

Address: 5 Glenfall close, Billingham, TS22 5RL

Deputy Name:

Dr Raouf Elgawly

Mobile: +447553089413

Address 71 The common, Parbold, Wigan, WN8 7EA