



## **Kohima Educational Trust (KET) Safeguarding Policy**

By law charities need to have a safeguarding policy, and act upon it, if they are involved with children, young people or adults at risk. This document is the KET safeguarding policy and it tells you what to do and who to contact if you or someone you know through your work with the KET is at risk of being abused. Although the KET is not directly involved in delivering charitable activity directly, it does have a couple of employees or contractors, it arranges events to which adults and children take part in UK, and it provides funds for charitable activity delivered by the Kohima Educational Society (KES) in Nagaland, North East India. It has a duty to safeguard adults and children with whom it is involved directly and to ensure that other organisations with whom it works are safeguarding the beneficiaries funded by KET.

To start, you are advised to read this: Further information is here:

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

### **Purpose of this policy**

The purpose of this policy is to:

- To protect children, young people and adults at risk who receive services funded by the KET. This includes the children of adults who use our services
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding

KET believes that a child or young person, and adults at risk, should never have to experience abuse of any kind. We have a responsibility to promote the welfare of all people and to keep them safe, however difficult that may be to achieve in Nagaland. We are committed to practise in a way that protects them.

### **Who is an adult at risk and how do we safeguard children?**

The Care Act 2014 defines an adult at risk as a person who has care and support needs and is, or is at risk of, being abused or neglected and unable to protect themselves against the abuse or neglect or risk of it because of those needs.

Safeguarding children means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care

- taking action to enable all children and young people to have the best outcomes.

**Background information on safeguarding.**

Further information regarding safeguarding is at Annex A.

The KET will explore how Indian law and regulations affect KET business in India. It will react to relevant findings.

**Who should you contact and what should you do if you are worried?**

If you suspect that someone you know may be the victim of abuse or if you are yourself the victim of abuse or if someone you know through your work with the KET tells you that they are being abused, you should discuss it with the CEO, Sylvia May, in the first instance, or a Trustee of the KET or KES if in Nagaland. You should not promise confidentiality to the individual as this may conflict with the need to ensure the safety and welfare of the individual concerned.

The KET person to whom the allegation or suspicion is reported to will take all such reports seriously. That person will support you and will ensure that the Safeguarding procedures are followed and, where necessary, will report it to the appropriate authorities.

You should take notes of the allegation being made and any other relevant information, and record it on the **“Record of allegation/concern about abuse”** form which is available from the CEO. This form has all the headings for the information that you should record. You should give this form to the CEO or Trustee when you are discussing the allegation/concern with him or her.

**Records**

After KET has dealt with this issue, the form, which is a record of the allegation/suspicion, will be filed for 3 years.

**Reviewing Policy**

The KET is committed to reviewing our policy and good practice annually:

This policy was last reviewed on:	
Signed:	
Chairman or CEO:	



## **Background information on Safeguarding**

Further information is here: <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

### **Mental capacity**

Mental capacity refers to the ability to make decisions for yourself about your own life. Some people have difficulties in making such decisions. This is called “lacking capacity”. Under the Mental Capacity Act there are laws governing who can make decisions on someone else’s behalf, which help to safeguard adults at risk.

### **What do we mean by abuse?**

Abuse is a violation of a person’s human rights or dignity by someone else. The Care Act 2014 statutory guidance identifies different types of abuse of an adult at risk as follows:

#### **Physical abuse**

Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

#### **Domestic violence**

Including psychological, physical, sexual, financial and emotional abuse.

#### **Sexual abuse**

Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

#### **Psychological abuse**

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

#### **Neglect and acts of omission**

Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

#### **Self-neglect**

This covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

**Financial or material abuse**

Including theft, fraud, coercion in relation to an adult's financial affairs or arrangements including in connection with their wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery**

Encompasses slavery, human trafficking, forced labour and domestic servitude.

**Discriminatory abuse**

Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse**

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Any of these forms of abuse can be either deliberate or be the result of ignorance, or lack of training, knowledge or understanding. Often if a person is being abused in one way they are also being abused in other ways.

**Who may be an abuser?**

The person who is responsible for the abuse is often well known to the person abused and could be:

- Relatives and family members
- Professional staff
- Paid care workers
- Volunteers
- Other service users
- Neighbours
- Friends and contacts
- Strangers

**What are the signs?**

Some of the signs to look for are:

- Multiple bruising or finger marks
- Injuries the person cannot give a good reason for
- Deterioration of health for no apparent reason
- Loss of weight
- Inappropriate or inadequate clothing
- Withdrawal or mood changes
- A carer who is unwilling to allow access to the person
- An individual who is unwilling to be alone with a particular carer
- Unexplained shortage of money