



Safeguarding Statement; Policy and Procedures



SAFEGUARDING STATEMENT

October 2022

Safeguarding is an important issue and Baraza e.V. takes its responsibilities very seriously. All those we work with which we will describe here as “team” including our Executive, staff, volunteers, membership, advisors, associates, consultants and partners can be reassured by our commitment through our Safeguarding Policy and Procedures. As a responsible NGO, we believe we have a role to play in supporting good practice and legal compliance for safeguarding.

Baraza is at the present time a small organisation with what we believe, considerable impact and ambitions. Therefore, we do not have the ability at all times to operate in a similar way to a medium or large sized company. Therefore, where possible, we will utilise the provisions and support available to our personnel in other work they are involved in e.g. attending training on safeguarding hosted by another organisation they are connected to. We will maintain a record of such involvement/ developments.

Whilst Baraza is based in Germany, we are a transnational organisation working across different jurisdictions. This does not mean that our commitment to safeguarding varies. We will endeavour to work to the highest standards in this regard.

From time to time, Baraza will work with children and/ or vulnerable adults. However, we will endeavour to make any such engagement supervised so that as a rule, we will not intend to work with children or vulnerable adults in unsupervised settings.

While we may ask partners to formally verify that they have safeguarding policies in place, we are not a regulator nor can we provide advice on safeguarding procedures and policies as this is a specialist area of expertise.

Safeguarding aims for the Baraza team (Executive, staff, consultants, advisors, associates and volunteers):

- Training for personal safety while at work and when conducting visits and travelling on Baraza or Baraza related business
- Processes in place to ensure safety and well-being when travelling for work, especially when late travel or overnight stays are required
- The Baraza team cannot be left unaccompanied at any time with children, young people or vulnerable adults when running a programme/ event and will politely decline to do so if asked – we expect to be accompanied or supervised by the host at all times
- Safe recruitment, selection and vetting for individuals working with Baraza
- Our safeguarding policy to be reviewed at least every three years by the Executive and also as needed following developments such as revised legislation/ good practice amendments

Our safeguarding policy and procedures include:

- This statement outlining our commitment to safeguarding and protecting children and adults at risk
- A risk assessment template to be completed by Baraza or the host organisation e.g. school
- A reporting process – internally and externally
- A record of when the policy and procedures are reviewed to ensure it remains up to date with risks, good practice and changes in legislation.

We also believe it is important and expect that our partners with whom we work with have appropriate policies and procedures in place – values as well as actions which promote safeguarding and well-being for all. We expect our partners to have safeguarding practices in place that are in line with current legislation and

include training, policies and procedures that are proportionate and relevant to their activities, agreed by the trustees or governing body and reviewed on a regular basis.

If we receive an allegation in good faith or identify an issue ourselves through our interaction with an organisation and we believe that children, young people or vulnerable adults may be at risk, we will contact the appropriate leadership of the organisation or, if necessary, may alert relevant authorities.

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81373 Munich
Germany

www.baraza.ngo
<https://www.facebook.com/baraza.ngo/>

Registry Court Munich VR 207246.

SAFEGUARDING POLICY

Baraza's 'Safeguarding Statement' must be read alongside this policy and procedure. The statement sets out our commitment and aims in relation to safeguarding.

This policy was formally adopted at the Baraza Annual General Meeting on 8th October 2022.

The Executive will:

- ▶ Appoint a safeguarding lead to work with the Executive to implement the policy and procedures. The lead will ensure that any concerns about a child or the behaviour of an adult are appropriately recorded and reported both to the relevant authorities. The lead will provide a report to the Executive for the AGM. The safeguarding lead for Baraza is Riaz Ravat (Secretary General).
- ▶ Work to identify a suitable Independent Person to whom people may talk to about any problems in the event that this cannot be done by the lead or any member of the Executive.
- ▶ Make available in communications and/ or premises, the contact details of the safeguarding lead and Independent Person, along with relevant support telephone numbers and web addresses. A copy of this statement of policy will also be available.
- ▶ Ensure that all those authorised to work with children or vulnerable adults are appropriately vetted and recruited according to safe recruitment practices and are trained, resourced and supported.
- ▶ Ensure that only authorised people work with children/ vulnerable adults and that all work is carried out within appropriate accountability structures. As part of our work, Baraza asks some consultants to deliver programmes. This policy applies to all Baraza personnel (Executive, staff, consultants and volunteers).

In the absence of an international safeguarding vetting process, the following safeguards are in place:

- A member of staff from a host organisation will be present throughout the session(s)/ event(s)
- The consultant will be required to follow the policies and procedures of Baraza or the host (depending on venue)
- Baraza reserves the right to carry out 'open source' checks on all personnel including Police if required
- Where available, Baraza may request national documentation for vetting e.g. UK system of Disclosure & Barring Service (DBS) checks or Good Character Certificates in Germany.

Baraza will:

- ▶ Ensure that there is appropriate insurance cover for activities
- ▶ Review the safeguarding policy at least every two years
- ▶ Work to create a culture of informed vigilance which takes risks seriously
- ▶ Pay particular attention to children with special needs and those from marginalised groups to ensure their full integration and protection.
- ▶ Ensure that those who may pose a threat to children and vulnerable adults are effectively managed and monitored.
- ▶ Ensure that appropriate procedures and risk assessments in respect of premises and activities are in place.
- ▶ Act without delay on allegations or suspicions of abuse using the procedure agreed
- ▶ Respond without delay to any complaints received
- ▶ Ensure that all new personnel have access to this policy so that they are aware of their responsibilities.
- ▶ Cooperate fully with investigations by statutory agencies

At the time of writing, Baraza was seeking the appointment of an Independent Person to whom children or adults can talk to about worries and concerns. In the absence of this, people may wish to contact any of appropriate bodies via this link:

<https://stadt.muenchen.de/infos/jugendamt.html>

This policy and procedure will be reviewed at least every three years and be monitored by the safeguarding lead who is:

Riaz Ravat (Secretary General).

This policy and procedure was agreed by the Executive of Baraza e.V. on 8th October 2022.

Signed:  President

Print name: GEORG POPP

Signed:  Secretary General

Print name: RIAZ RAVAT

PROCEDURES FOR IMPLEMENTING THE SAFEGUARDING POLICY

A copy of these procedures will be made available to all Baraza team members (Executive, staff, consultants and volunteers) who have responsibility for or work with children/ vulnerable adults.

1. Contacts

Our safeguarding lead is:

Riaz Ravat

Secretary General

E-mail: secgeneral@baraza.ngo

Tel: 0044 7837 551090

At the time of writing, Baraza was seeking the appointment of an Independent Person to whom children or adults can talk to about worries and concerns. In the absence of this, people may wish to contact any of appropriate bodies via this link:

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2. Where applicable, we will work to minimum staffing levels as follows:

Age	Number of Leaders
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
3 to 8 years	1 leader to every 8 children
8 +	1 leader for the first 8 children followed by 1 to 12

Notwithstanding these minimum levels, each group is to have at least 2 adult workers present and a gender balance should be maintained wherever possible, particularly in mixed gender groups. More help may be required if children are being taken off site, are undertaking physical activities or if necessitated by other circumstances. This will be assessed by the leaders of these activities.

Each programme or activity will have an appointed leader.

3. Safer Recruitment

When appointing/recruiting personnel, Baraza will interview, seek at least 2 independent references, carry out 'open source' checks, request full and transparent declarations by the candidate and require the approval of the appointment by at least 2 Executive members.

5. Code of Behaviour

The Executive commits to the following Code of Behaviour which those who work for Baraza or act on its behalf are expected to follow:

You should:

- ▶ Treat everyone with respect and dignity
- ▶ Provide an example of good conduct that you wish others to follow
- ▶ Ensure that there are at least two adults present during activities with children and young people, or at least that you are within sight or hearing of others
- ▶ Respect personal privacy
- ▶ Ensure that another adult is informed if Baraza personnel needs to take a child to the toilet
- ▶ Be aware that physical contact with a child or young person may be misinterpreted
- ▶ Challenge unacceptable behaviour in a responsible way
- ▶ Report all allegations/suspensions of abuse

- ▶ Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people
- ▶ Operate within the organisation's principles and guidance
- ▶ Only use social media and email in accordance with paragraph listed further down this document.

You should not:

- ▶ Ever hit a child or young person
- ▶ Play rough, physical or sexually provocative games
- ▶ Touch inappropriately
- ▶ Show favouritism to any one child, young person or group
- ▶ Give lifts to children on their own or on your own. If it is unavoidable ask the child to sit in the back of the vehicle and inform another adult where possible
- ▶ Invite a child or young person to your home
- ▶ Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying
- ▶ Allow unknown adults access to children. A known person should always accompany visitors.

6. Procedure to be followed in the case of an allegation or disclosure of abuse

If there is an allegation or disclosure of abuse by a child, young person or by an adult who is disclosing or alleging historic child abuse:

- ▶ Listen. Keep listening
- ▶ Do not question or investigate – this is the job of the authorities. In particular do not speak to the subject of the allegation
- ▶ Do not promise confidentiality. Tell them that the information they disclose needs to be shared
- ▶ Assure them they are not to blame
- ▶ Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation
- ▶ As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told
- ▶ If there is immediate danger to a child or young person, contact the Police or other authority
- ▶ Report the incident to the President or safeguarding lead immediately
- ▶ Do not contact the President or safeguarding lead if the allegation concerns them or anybody related to them. Contact the Treasurer, Independent Person (if available) or an external public agency if necessary e.g. City Youth Office.
- ▶ Do not discuss the incident with anybody else
- ▶ The President or safeguarding lead must then report the allegation or disclosure to the Police or other relevant authority by the end of the next working day and if necessary, seek legal advice which may require more time.
- ▶ Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure
- ▶ Do not talk to the media under any circumstances
- ▶ If a person makes a disclosure by email or other electronic means, the same procedure should be followed. The person receiving the disclosure would make careful and confidential use of email or other electronic means to continue to 'listen' and then pass on the disclosure via the appropriate channels.

The procedure is the same for abuse which happened in the past, possibly many years ago.

7. Procedure to be followed where there are concerns that someone may be committing abuse.

If you are concerned or it comes to your notice that someone may be committing abuse:

- ▶ Make notes of your concerns and discuss them with the President or safeguarding lead
- ▶ The President or safeguarding lead must then report the concerns to the authorities within 48 hours if no further advice or information is sought.

- ▶ Do not contact the President or safeguarding lead if the allegation concerns them or anybody related to them. Contact the Treasurer, Independent Person (if available) or external public agency e.g. Police directly if necessary
- ▶ Dates and times should be recorded of any observations which have been made and of the referral to the Treasurer or Independent Person
- ▶ The Treasurer or Independent Person will act in line with this procedure and will decide whether to report the concerns to the Police or other authorities or; continue to observe closely, making notes and the process will be repeated in the event of any more concerns.

8. Allegations or concerns about personnel

- ▶ If an allegation involves any personnel, it should be reported to the President or safeguarding lead
- ▶ If an allegation involves the President or safeguarding lead, it should be reported to the Treasurer, Independent Person (if available) or external public agency.

9. Registration

A registration form will be completed for every child/ young person who attends programmes organised by Baraza. This does not include children/young people who attend Baraza programmes as part of a partnership with their educational establishment since they are already registered with them.

The registration form will include:

- ▶ Name and address
- ▶ Date of birth
- ▶ Emergency contact details
- ▶ Medical information
- ▶ Any special needs including activities that the child or young person is unable to take part in
- ▶ Consent for photographs and videos if relevant

All personal details and registration forms will be stored securely, not used for any other purpose and shredded or disposed of securely when out of date or no longer in use.

10. Activities away from Baraza premises

Arrangements will be made for programmes which take place away from Baraza's office. Since Baraza currently does not have a constituency of children/ young people/ vulnerable adults for whom it is directly responsible, the following will apply in conjunction with partner bodies:

- ▶ No child/ young person/ vulnerable adult can be taken off-site for activities without the consent of their parent/guardian/ carer.
- ▶ Details of the event must be given to them in advance and consent forms received in advance of the events taking place and venues visited. This will be the responsibility of the partner organisation Baraza is working with
- ▶ Details of the arrangements will be agreed with the partner organisation
- ▶ A risk assessment will be undertaken and confirmation obtained that the event is covered by the partner's or Baraza's insurance
- ▶ A detailed programme and list of contacts will be shared with all partners
- ▶ Baraza will agree at least one person either from Baraza or the partner organisation, will be designated to take responsibility for First Aid.

11. Support, supervision and training

All those involved in working with children/ young people/ vulnerable adults will ensure that there is always more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult will call for additional help. In emergency situations where an individual cannot avoid working with children/ young people/ vulnerable adults on their own because an unforeseen situation has arisen, they will inform another leader of the situation or make contact with an alternative person from the partner organisation. Notes will be kept of this.

From time to time Baraza may hold training events on safeguarding. Because of the size and operation of Baraza, there will also be other training events arranged by organisations our personnel are connected to. We would strongly encourage our personnel to take up these opportunities and send us records of the training undertaken.

Every person who works with children/ young people/ vulnerable adults will be given a copy of this document.

12. Health & Safety and First Aid

Health and Safety will be managed as part of all activities. Venues where activities with children/ young people/ vulnerable adults take place will be subject to a risk assessment by Baraza where the venue is not an existing educational establishment such as a school or university. In this instance, we would expect the institution to carry out their own risk assessment and make any documentation available to us.

Health and Safety issues observed by those working with children/ young people/ vulnerable adults should be reported to the President of Baraza and/ or the safeguarding lead.

A First Aid kit will be available on site or a mobile kit will be available for off-site activities. It will be checked and updated as necessary. An accident book will accompany this and be kept at the Baraza office and completed when required.

If there is an emergency involving injury to a child or young person:

- ▶ Stay calm
- ▶ Provide immediate first aid when needed
- ▶ Alert others to the need for help
- ▶ Ensure that somebody is supervising the other children or young people
- ▶ Call an ambulance if needed
- ▶ Contact the parents/guardians of the child or young person
- ▶ Provide an appropriate handover and information about the situation to the parents/guardians
- ▶ Complete the accident book
- ▶ Consider whether there are implications for any other policies e.g. Health & Safety and/or practices and report these to the safeguarding lead.

13. Use of social media, email, texting and telephone

All those involved in working with children and young people will exercise care in the use of social media and respect the principles set out below. Communication by electronic means or by texting will not be used with children under the age of 11. All communication in these forms will be via their parents/ guardians. The rest of the principles relate to communication with children and young people aged 11 and over. The key point is that communication should be in a context of transparency and accountability.

- ▶ Electronic communication and texting should only be used for reasons relating to work and not for general socialising purposes
- ▶ Other leaders should be aware of the situations in which these means of communication are being used. In most cases, communication should be via parents/ guardians including teachers.
- ▶ Leaders, workers and volunteers should not invite children or young people from Baraza activities to their personal social networking pages
- ▶ Where possible, group pages should be used on social media for communicating
- ▶ Care should be exercised in posting to Facebook, Twitter etc. as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience
- ▶ Communication by electronic means or texting with children or young people should be kept within the hours of 9am – 9pm.
- ▶ Where possible, email and messaging should take place to and within groups rather than individuals
- ▶ Personnel should give very careful consideration as to whether it is necessary to give personal mobile phone numbers to children and young people
- ▶ Webcams should not be used where internet chat is used for one to one conversations

- Records of communications will be kept just as they would be for written communication. If a Baraza personnel member's mobile phone does not allow text messages to be saved then a written record should be kept
- The principles for the use of social media will be communicated to children and young people where any of the above situations apply.

Baraza does not have a dedicated mobile phone number for children's/ youth work.

14. Personnel checks

Baraza will seek at least two independent (not related) references for any personnel recruited/ who act on its behalf. In addition, Baraza will ask if personnel have any criminal convictions to declare and will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Baraza reserves the right to carry out 'open source' checks including social media accounts.

15. Implementation of the Policy

The safeguarding lead will be responsible for monitoring the policy to see that it is being put into practice. The safeguarding lead will be supported by the Executive, who have the ultimate responsibility for safeguarding.

16. Procedure for regular reporting to the Executive

The safeguarding lead will report annually to the Executive on child protection matters or after any incident with child protection implications (taking care to preserve confidentiality as necessary). The Executive will be kept informed on at least an annual basis of all regular and one-off activities as this is necessary for them to fulfil their duties responsibly.

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The procedures and guidelines were last reviewed and agreed by the Executive on 8<sup>th</sup> October 2022.

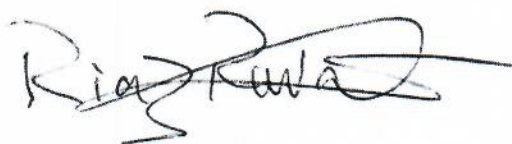
Signed by the President:



Print name: Georg Popp

Date: 8<sup>th</sup> October 2022

Signed by the safeguarding lead:



Print name: Riaz Ravat

Date: 8<sup>th</sup> October 2022.

The next review of this policy is due by the end of September 2025.

A copy of this policy will be kept for Baraza's records and given to appropriate stakeholders.