Positive Futures

IRARA

Safeguarding Policy

Policy Statement
IRARA is committed to providing a safe environment for everyone who engages with our services, including employees, workers, volunteers, contractors, partners, and service users. We have a zero-tolerance approach to abuse, neglect, exploitation, discrimination, harassment, bullying, modern slavery, trafficking, and any behaviour that places individuals at risk. Everyone working for or on behalf of IRARA has a responsibility to safeguard others and report concerns promptly.

Background
IRARA places the safety and wellbeing of programme participants, employees, workers, volunteers, and all others engaging with the organisation at the heart of its activities. Safeguarding is embedded throughout the design and delivery of our services, with measures to prevent abuse, harassment, bullying, violence, discrimination, neglect, exploitation, and other forms of harm. Where risks cannot be fully eliminated, IRARA implements robust safeguarding controls, including safer recruitment, training, supervision, monitoring, reporting procedures, investigations, and appropriate sanctions. Our leaders actively promote a strong safeguarding culture and lead by example.

Scope
This policy applies to all employees, workers, volunteers, agency staff, contractors and partner organisations acting on behalf of IRARA. It applies to all activities undertaken by or on behalf of IRARA, including outreach, casework, community engagement, online and remote service delivery.

Responsibilities
Employees must:
- Comply with this policy and complete all mandatory safeguarding training
- Report any concerns promptly
- Maintain professional boundaries

Managers must:
- Promote safe working practices
- Ensure employees understand and comply with this policy and complete their training
- Escalate any concerns as appropriate

IRARA will:
- Promote a strong safeguarding culture
- Have a Designated Safeguarding Lead (DSL)
- Assess and escalate concerns as necessary
- Ensure organisational safeguarding compliance and monitor this
- Maintain safeguarding records
- Liaise with local authorities, police and other agencies

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Purpose

This policy aims to:

- Protect children, young people and adults at risk from harm
- Ensure safeguarding concerns are identified and responded to appropriately
- Provide clear guidance on reporting and managing safeguarding concerns
- Promote safe recruitment, working practices, and service delivery
- Meet relevant legal and regulatory requirements

Safeguarding Principles

IRARA will:

- Put the welfare of vulnerable individuals first
- Take all concerns seriously
- Listen to and respect the views of those affected
- Respond proportionately and without delay
- Maintain confidentiality appropriately
- Work collaboratively with statutory agencies and safeguarding partners
- Support victims and those raising concerns
- Create a culture in which concerns can be raised safely

Safeguarding Responsibilities

IRARA has a duty to prevent abuse by embedding safeguarding within its culture, programmes, and working practices, and by implementing additional safeguards where risks cannot be fully eliminated. We ensure safe reporting channels are available, all concerns are taken seriously and investigated appropriately, and whistleblowers are protected. Safeguarding accountability rests with senior management and the Board, with clearly defined responsibilities and oversight. Where criminal conduct is suspected, IRARA will consider referral to the appropriate authorities while prioritising the safety and rights of those involved.

Individuals must treat everyone with dignity and respect. They are responsible for conducting themselves in an appropriate way and must not violate the Code of Conduct or any IRARA policies.

Safer Recruitment

IRARA is committed to safer recruitment and will:

- Obtain references before employment where appropriate.
- Verify identity and right to work.
- Conduct employment history checks.
- Explain gaps in employment history.
- Undertake DBS checks where roles require them.
- Include safeguarding responsibilities within job descriptions.
- Assess safeguarding suitability during recruitment.

Individuals may not begin regulated activity until satisfactory vetting requirements have been completed unless a documented risk assessment and appropriate supervision arrangements are in place.

Reporting Safeguarding Concerns

Any person who becomes aware of a safeguarding concern must:

1. Ensure immediate safety if urgent risk exists
2. Contact emergency or other appropriate services if necessary
3. Report the concern to the DSL immediately
4. Record factual information accurately and promptly
5. Maintain confidentiality

Handling Allegations

IRARA may but are not limited to the following actions:

- Suspend duties pending investigation where necessary
- Refer matters to statutory agencies
- Refer individuals to professional or regulatory bodies
- Take disciplinary action up to and including dismissal
- Suspend or stop contract/s

Information Sharing and Confidentiality

IRARA recognises that safeguarding may require information to be shared without consent where there is:

- Risk of significant harm
- Risk to life
- Criminal activity
- Legal safeguarding obligations

Information will be shared on a need-to-know basis and in accordance with Uk GDPR and Data Protection Act requirements in the Uk and the country of origin.

Working with Partner Organisations

IRARA will:

- Assess safeguarding risks when engaging partners
- Require partners to maintain safeguarding arrangements
- Report safeguarding concerns promptly between organisations
- Investigate safeguarding failures if they arise

Training

Regular training will be provided on safeguarding topics, including but not limited to anti-bribery and corruption, modern slavery and equality, diversity and inclusion.

Breaches of Policy

Failure to comply with this policy may result in disciplinary action, up to and including dismissal where appropriate, termination of contracts or partnerships and/or reporting to relevant authorities.

This policy is reviewed regularly to ensure it remains compliant and aligned with best practice.