



## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS' POLICY June 2019**

### **1. POLICY STATEMENT**

NMJD recognises its vision and mission in the formulation of this policy, so that every child it comes in contact with to grow up safe, secure and supported for a better childhood.

In all its projects and programmes, NMJD works directly or indirectly with children and young people and takes responsibility to promote the wellbeing and safety of all people it comes into contact with irrespective of the sex, age, socio-economic and political status and orientation. Ethically, NMJD does not believe in a person experiencing physical, emotional, sexual abuses or neglect of any kind.

It is committed to practicing ethical standards and principles which protect children and vulnerable persons or marginalized groups from harm. It ensures that appropriate action is taken where a child or vulnerable person is experiencing harm or is at risk of harm.

## **2. PURPOSE OF THE POLICY**

- i. To safeguard and promote the wellbeing of the children and vulnerable people with whom NMJD works.
- ii. To ensure that all staff, volunteers, interns, board members and resource persons or their institutions covered by this policy understand the background for establishing the policy and procedures.
- iii. To provide all employees, volunteers, interns, board members and resource persons or their institutions with guidance on how they should behave if they suspect that a child or vulnerable person is experiencing, or is at risk of abuse or harm.
- iv. To guide employees, volunteers, interns, board members and resource persons or their institutions on how to respond to and report concerns of abuses or neglect.
- v. To ensure compatibility with other NMJD policies. For example, the Gender policy and code of ethics for staff, volunteers, interns and resource persons or institutions.

## **3. WHO IS AFFECTED BY THIS POLICY**

This policy applies to all paid staff, part-time staff, board members, volunteers, mentors, interns, resource persons or their institutions, and unpaid staff working on behalf of NMJD in any capacity and in any situation.

All staff, young people on work experience and any children or youth or young adults involved in the work of NMJD should be made aware of NMJD's safeguarding policy and procedures. Those who do not speak or understand English because of language barrier or disability should have access to the information in right manner to make sure they understand.

This policy relates to all children from zero up to 18 years of age and includes children with whom NMJD has direct or indirect contact with, for example children known to adults with whom NMJD works directly.

This policy also relates to vulnerable adults who need to be safeguarded from harm. In project proposals and tenders, NMJD' Safeguarding Policy should be mentioned and attached where appropriate.

## **4. DEFINITIONS**

According to the definitions set out in the Child Rights Act 2007, a 'child' means a person below the age of eighteen years old.

Adults aged 18 years and over have the potential to be vulnerable either temporarily or permanently for several reasons and in different situations. An adult may be vulnerable if he/she:

- i. Low status of women in some culture due to discrimination or marginalization
- ii. Has a learning or physical disability
- iii. Has a physical or mental illness, including an addiction to alcohol or drugs.
- iv. Has a reduction in physical or mental capacity
- v. Is in the receipt of any form of healthcare
- vi. Is detained in custody
- vii. Is receiving community services because of age, health or disability
- viii. Is living in sheltered or residential care home
- ix. Is unable, for any other reason, to protect himself/herself against significant harm or exploitation.
- x. Sex workers
- xi. Single headed households
- xii. Adolescent girls

## **5. LEGAL FRAMEWORK**

Everyone has a right to be safeguarded from abuse or neglect. In Sierra Leone, there is a legislative framework in place to safeguard children through the Child Rights Act 2007 and the ‘Hands Off Our Girls’ campaign launched by His Excellency President Julius Maada Bio on the 14<sup>th</sup> December 2018. The campaign seeks to end SGBV with particular emphasis on rape and early child marriage, which has taken an epidemic proportion in the country.

Further guidance that sets out the requirement and expectation of NMJD and partners to effectively safeguard children also include the United Nations Convention on the Rights of the Child (UNCRC). The United Nations Convention on the Rights on the Child holds that all the rights guaranteed by it must be available to all children without discrimination; and Article 19 which accords equal rights of protection for children from abuse.

Female Genital Mutilation (FGM) is not illegal under the laws of Sierra Leone. However, parents, guardians or caregivers are encouraged to practice the act after seeking the consent of the child particularly at the age of 18. Government of Sierra Leone has signed up to key international commitments to end FGM/C, which include the 2012 UN General Assembly Resolution to ban the practice worldwide and the 2030 Sustainable Development Goals.

As an institution, NMJD has a Code of Conduct (CoC) for staff, volunteers and the board. This document makes reference to words such as “abuse”, “harassment”, “neglect”. It guides staff, volunteers and the board to conduct themselves to high standards according the organisation’s vision, mission and core values. The aim is to

reduce the risks of harm, abuse or exploitation from occurring. The Code of Conduct has clear mechanisms to support safe reporting and follow-up of safeguarding concerns as well as to provide guidance on behaviours that are unacceptable and will not be tolerated.

The organization is also governed by a Gender Policy. This document underpins the Network Movement for Justice and Development (NMJD)'s strategic effort to address gender inequality in the workplace and its operational communities.

It is a framework aimed at providing guidelines for creating an inclusive organizational culture, ensuring that the concerns of women and men are given adequate considerations; that women and men have equal opportunities and rights to decision making and to participate and benefit from developmental programmes.

The policy also captures the concerns of marginalized groups such as youths and persons with disabilities but particular emphasis is placed on women as they are most vulnerable and their representation and effective participation in all spheres of development is significantly lower than men.

The Gender Policy covers four main areas: Policy at Organizational Level; Programmatic Level; Community level and Public Relations.

## **6. GENERAL PRINCIPLES**

Safeguarding relates to the action taken to promote the welfare of children and vulnerable adults and to protect them from harm.

All staff should have a basic awareness of safeguarding issues. This includes:

- i. **Alertness:** Being alert to the possibility of abuse and neglect
- ii. **Knowledge:** Having enough knowledge to recognise an abusive or potentially abusive events or set of circumstances
- iii. **Focal Person:** Knowing who in the organisation to raise concerns with.
- iv. **Competence:** Being competent to take the appropriate immediate or emergency action.

If any member of staff has any concerns about a child or vulnerable adult, they must alert NMJD's Designated Safeguarding Focal Person (DSFP) immediately. If the DSFP agrees there are grounds for concern, they must take appropriate action to safeguard the child or vulnerable adult. This may include contacting the relevant local authority or the local police or CSOs interested in child abuse investigation.

If a child or vulnerable adult is in immediate danger the member of staff who first becomes aware of the danger will contact the police. The above may include concerns about a member of staff- a suspicion that a child or vulnerable adult is

being abused or neglected, or a suspicion that an activity is taking place that could place a person at risk. If the concern relates to a member of staff, NMJD's DSFP should contact the Local Authority Designated Officer (LADO) responsible for providing advice where applicable or the police.

In any situation where there is a suspicion of abuse, the welfare needs of the child or vulnerable adult must come first even where there may be a conflict of interest (e.g. where the suspected perpetrator may be a member of staff).

## **7. WHAT CONSTITUTES ABUSE?**

Abuse is defined as any action that intentionally harms, or is likely to harm a person's safety, wellbeing and development.

In short, someone who purposefully harms another in any way is committing abuse. There are many kinds of abuse encountered by adults, including:

- i. Physical abuse
- ii. Sexual assault
- iii. Domestic abuse
- iv. Psychological abuse
- v. Financial abuse
- vi. Discriminatory abuse
- vii. Organizational Abuse
- viii. Emotional abuse

Neglect also constitutes abuse but can be defined as failing to provide or secure a child or vulnerable adult with the basic needs required for physical safety and wellbeing.

Regardless of age, disability, gender, racial heritage, religious belief and sexual orientation or identity, NMJD recognises that a person's welfare is paramount and that all children and vulnerable adults have the right to protection from all types of harm and abuse.

## **8. TYPES AND INDICATORS OF ABUSE**

Children and vulnerable adults can experience abuse in a number of ways. As they can take many forms and the circumstances of the individual case should always be considered. However, the following are types or indicators of abuse:

### **8.1. PHYSICAL ABUSE**

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

#### **8.1.1. SIGNS OF PHYSICAL ABUSE CAN INCLUDE:**

- i. Fractures, bruising, burns, pain, marks, not wanting to be touched.
- ii. No explanation for injuries or inconsistency with the account of what happened. Injuries are inconsistent with person's lifestyle.
- iii. Frequent injuries.
- iv. Subdued or changed behaviour in the presence of a particular person.

## **8.2. SEXUAL ABUSE**

Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or insinuation, 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.

### **8. 2.1.SIGNS OF SEXUAL ABUSE CAN INCLUDE:**

- i. Bruising, particularly of the thighs, buttocks and upper arms and marks on the neck.
- ii. Sexually Transmitted Diseases
- iii. Unusual difficulty in walking or sitting
- iv. Pregnancy in a woman who is unable to consent to sexual intercourse
- v. Uncharacteristic use of sexual language or significant changes in sexual behaviour or attitude
- vi. Self- harming
- vii. Poor concentration, withdrawal, sleep disturbance
- viii. Excessive fear / apprehension of, or withdrawal from, relationships
- ix. Displays a level of sexual knowledge that is inappropriate for age.

## **8. 3. DOMESTIC ABUSE**

This includes psychological, physical, sexual, financial, emotional abuse, verbal abuse and humiliation.

### **8.3.1. SIGNS OF DOMESTIC ABUSE CAN INCLUDE:**

- i. Low self-esteem
- ii. Feeling that the abuse is their fault when it is not
- iii. Physical evidence of violence such as bruising, cuts, broken bones
- iv. Verbal abuse and humiliation in front of others
- v. Fear of outside intervention
- vi. Damage to home or property
- vii. Isolation – not seeing friends and family
- viii. Limited access to money

## **8.4. PSYCHOLOGICAL ABUSE**

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

#### **8.4.1. SIGNS OF PSYCHOLOGICAL ABUSE**

- i. Low self-esteem
- ii. Uncooperative and aggressive behaviour
- iii. A change of appetite, weight loss / gain
- iv. Signs of distress: tearfulness, anger
- v. Attention seeking behaviour
- vi. Air of silence when a particular person is present
- vii. Withdrawal or change in the psychological state
- viii. Insomnia

#### **8.5. FINANCIAL OR MATERIAL ABUSE**

The financial or material abuse comprises of issues of theft, fraud, internet scamming, coercion in relation to financial affairs or arrangement, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

##### **8.5.1. SIGNS OF FINANCIAL OR MATERIAL ABUSE CAN INCLUDE:**

- i. Missing personal possessions
- ii. Unexplained lack of money or inability to maintain lifestyle
- iii. Unexplained withdrawal of funds from accounts
- iv. Person allocated to manage financial affairs is evasive or uncooperative
- v. Family or others show unusual interest in the assets of the person
- vi. Disparity between people's living conditions and their financial resources, e.g. insufficient food in the house.

#### **8.6. DISCRIMINATORY ABUSE**

This includes forms of harassment, slurs or similar treatment: due to race, gender and gender identity, age, disability, sexual orientation or religion.

##### **8.6.1. SIGNS OF DISCRIMINATORY ABUSE CAN INCLUDE:**

- i. Person appears withdrawn and isolated
- ii. Expressions of anger, frustration, fear and anxiety
- iii. The support on offer does not take account of the person's individual needs in terms of protected characteristics

#### **8.7. ORGANISATIONAL ABUSE**

Including neglect and poor care practice within an institution. 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.

##### **8.7.1. SIGNS OF ORGANISATIONAL ABUSE CAN INCLUDE:**

- i. Lack of flexibility and choice for people using the service
- ii. Inadequate staffing levels
- iii. Poor standards of care

- iv. Lack of adequate procedures
- v. Poor record keeping and missing documents
- vi. Absence of visitors
- vii. Public discussion of personal matters
- viii. Lack of management overview and support

## **8.8. EMOTIONAL ABUSE**

Emotional abuse is any kind of abuse that is emotional rather than physical in nature. It can include anything from verbal abuse and constant criticism to more subtle tactics such as intimidation, manipulation, and refusal to ever be pleased.

### **8.8.1. SIGNS OF EMOTIONAL ABUSE**

- i. Uses sarcasm to hurt you.
- ii. Demands 24/7 check-ins.
- iii. Focuses on shortcomings and belittles accomplishments.
- iv. Withholds things to punish you.

## **9. NEGLECT AND ACTS OF OMISSION**

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

### **9.1. SIGNS OF NEGLECT AND ACTS OF OMISSION CAN INCLUDE:**

- i. Poor environment – dirty or unhygienic
- ii. Poor physical condition and/or personal hygiene
- iii. Malnutrition unexplained weight loss
- iv. Untreated injuries and medical problems
- v. Uncharacteristic failure to engage in social interaction
- vi. Inappropriate or inadequate clothing

These categories can overlap and an abused child or adult often suffers more than one type of abuse.

Disabled children and young people are particularly vulnerable to abuse in any form. Safeguards for disabled children are essentially the same as for non-disabled children. NMJD shall ensure that staff, volunteers and board members maintain high standards of practice remain vigilant to the possibility of a child being abused and minimise situations of risk.

All staff and volunteers shall ensure that the children they work with know how to raise concerns. Where there are concerns about the welfare of a disabled child, they shall be acted upon in accordance with the procedures set out in this policy. The same thresholds for action apply. Where concerns are raised about a child who has



communication difficulties, appropriate support, interpreting services and communication aids shall be secured.

## **10. PROCEDURES FOR SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

### **10.1. ORGANISATION DUTIES AND RESPONSIBILITIES**

- i. NMJD shall raise awareness of the need to protect children and vulnerable adults and reduce risks to them.
- ii. NMJD shall ensure that staff and volunteers in contact with children and vulnerable adults have the requisite knowledge, skill and qualifications to carry out their jobs safely and effectively.
- iii. NMJD shall ensure safe practice when working in partnership with other organisations, in particular that they have in place adequate safeguarding arrangements, including appropriate policies and mechanisms to provide assurance on compliance
- iv. NMJD shall maintain an organisation that is safe for all staff, children and vulnerable adults and an environment where poor practice is challenged
- v. NMJD shall ensure that when abuse is suspected or disclosed, it is clear what action must be taken
- vi. NMJD shall ensure that the Executive Director, members of the Senior Management Team and the Designated Safeguarding Officers are accountable for the effective implementation of this policy
- vii. NMJD shall ensure that all staff receive a copy of safeguarding policies, are trained in their meaning and application and understand their responsibilities.

### **10.2. RESPONSIBILITIES OF THE DESIGNATED SAFEGUARDING OFFICER**

These procedures are set within the wider context of NMJD's organisational policy and practice, which promote children and young adult's interests across all aspects of their lives. All of NMJD's work is underpinned by the values and principles that NMJD advocates.

The Designated Safeguarding Officer (DSO) is responsible for ensuring that safeguarding is given high priority within NMJD. Specific responsibilities include:

- i. Providing support and advice to managers and all staff on safeguarding matters related to children and vulnerable adults.

- ii. Ensuring that all members of staff, volunteers and Board members receive training on child protection and safeguarding as part of their induction, and on an ongoing basis where required.
- iii. Managing referrals/cases reported and working with Senior Management to ensure resolutions
- iv. Carrying out referrals to the relevant local authority social care team where abuse of a child or vulnerable adult is reported or suspected
- v. Referring the matter to the local authority designated officer (LADO) where a member of staff is suspected of abuse
- vi. Maintaining an overview of safeguarding issues and monitoring the implementation of this policy, in conjunction with the Human Resource Manager.

### **10.3. RESPONSIBILITIES OF THE SENIOR MANAGEMENT TEAM**

The DSO has responsibility for deciding whether to refer any reported matters onto the police or to the local authority social care service. Where possible, referrals shall be made on the same working day and certainly **within 24 hours**. It is the responsibility of the DSO to decide whether the parents/carers (if applicable) of the child or young person should be informed of the referral.

- i. Supporting the DSO in the above tasks
- ii. Auditing the operation of the policy and procedures
- iii. Implementing a training strategy for employees
- iv. Ensuring that the policy and procedures are implemented throughout the organisation
- v. Ensuring that the organisation's safeguarding policy is reviewed annually

### **10.4. RESPONSIBILITIES OF BOARD**

To comply with their legal duties, board shall react responsibly to reports of safeguarding risks and incidents of abuse and take steps to make sure all staff knows how to deal with these.

Board shall report a serious incident to the Executive Director if:

- i. Beneficiaries have been, or are alleged to have been, abused or mistreated while under the care of NMJD, or by someone connected with NMJD, for example a trustee, staff member or volunteer
- i. There has been an incident where someone has been abused or mistreated (alleged or actual) and this is connected with NMJD's activities
- ii. There has been a breach of procedures or policies at NMJD which has put beneficiaries at risk, including a failure to carry out checks which would have identified that a person is disqualified under safeguarding legislation, from working with children or adults.

### **10.5. RESPONSIBILITIES OF ALL LINE MANAGERS**

Individual line managers are responsible for ensuring staff complies with the expectations set out within this policy. Specific responsibilities include:

- i. Being the first point of contact for reports of concerns
- ii. Ensuring that all employees and volunteers in regulated roles are subject to checks where applicable.
- iii. Reporting all concerns to the Designated Safeguarding Officer (DSO)
- iv. Providing advice and support to employees reporting disclosures or concerns
- v. Working with the DSO to resolve issues.
- vi. Ensuring that when working

#### **10.6. EMPLOYEE RESPONSIBILITIES**

All NMJD staff and volunteers have a responsibility to ensure the safety of children and vulnerable adults with whom they work. It is the responsibility of staff to promote good practice and minimise and manage potential risks. All staff – including volunteers, freelance staff and associates - must be aware of the requirements within these procedures.

#### ***Action to Safeguard:***

NMJD staff and volunteers shall have no powers to investigate abuse. Nonetheless all NMJD staff shall have a duty to safeguard and promote the welfare of children and/or vulnerable adults and a responsibility to work closely and co-operatively with other agencies in order to achieve this. Staff and volunteers may have a role as referrers, witnesses or supporters in safeguarding processes.

If a member of staff suspects that a child or vulnerable adult is being harmed by experiencing, or already has experienced abuse or neglect and/or is likely to suffer harm in the future, they must talk to the Designated Safeguarding Officer. The DSO shall agree next steps including making any necessary referrals. If anyone other than the DSO makes a referral, they should inform the DSO as soon as possible.

It shall not be the responsibility of NMJD to decide whether or not abuse has taken place. It is the responsibility of staff at NMJD to act if there is cause for concern, in order that the appropriate agencies can investigate and take any action necessary to protect the young and/or vulnerable adult.

If a member of staff is concerned that a child is in immediate danger, or requires immediate medical treatment, they should call the police and/or rainbow Initiative straight away.

### **11. CONFIDENTIALITY AND SHARING INFORMATION**

#### **11.1. CONFIDENTIAL RECORD-KEEPING**

In any work with children and/or vulnerable adults NMJD shall be clear about confidentiality. Confidentiality and safeguarding shall be discussed with children and/or vulnerable adults at the beginning of any piece of work and reminders and information given from time to time, to ensure that they understand the processes and what responsibilities members of staff or volunteers shall have.

Any concerns about confidentiality shall not override the rights of children and/or vulnerable adults at risk of, or suffering, harm.. NMJD's responsibility for protecting children and vulnerable adults means that, where necessary to protect welfare, it shall breach confidentiality to raise concerns.

A concern for confidentiality shall never be used as a justification for withholding information when it is in the child or vulnerable adult's best interests to share that information.

### **11.2. DO NOT PROMISE TO KEEP SECRETS.**

When a child or vulnerable adult makes an allegation of abuse, they may hope that the abuse shall stop without further enquiries. They may fear the effect this shall have on their family and may fear revenge from the abuser. They shall be helped to understand why the referral (to the Designated Safeguarding Officer) shall be made and what is likely to happen as a result. It is important to reassure the child or vulnerable adult but he/she must not be told that their allegation shall be treated in a particular way or that the information shall be kept a secret.

NMJD shall kept records of any decision and the reasons for it – whether it is to share information or not. If it is decided to share, then NMJD shall record what has been shared, with whom and for what purpose. Even if a concern has been discussed with a line manager/ the DSO, it is important that all concerns are properly recorded in writing whether or not further action is taken.

NMJD shall develop a standard **Safeguarding & Child Protection Report form** to help people record relevant information. This form shall be used for all concerns and passed as soon as possible to the DSO.

In a situation where some of the information requested by the form is not available, staff should not pursue the questioning of the child or vulnerable adult for this information if it is not given freely.

In completing the form it is important not to write speculative comments but to stick to the facts. Staff's opinion may be crucial but it should be recorded as an opinion and any evidence stated to support these opinions. Records pertaining to issues of child protection may be accessible to third parties such as Children's Services, Police, the Courts and Solicitors.

Records must be kept securely in a locked place or file to which access is restricted. Managers have a particular responsibility in maintaining the confidentiality of these records and shall ensure that the records, or any information they contain, are made available only to relevant parties. The transfer of information - verbally, through the mail, electronically, *etc.* - shall be done in such a way that confidentiality is maintained.

### **11.3. ON AND OFF-SITE ACTIVITIES**

NMJD shall ensure Risk Assessment is carried out at least 48 hours before any activity involving a child and/or vulnerable adult takes place. Safeguarding and Code of Conduct procedures apply whether the activity is on or off-site.

## **12. SAFE RECRUITMENT**

### **12.1. RECRUITING STAFF**

Safe recruitment practice of checking work history, identity and explanations for any gaps must be followed for all staff working at NMJD and partner organisations even if direct contact with children and/or vulnerable adults is not part of their role.

### **12.2. SUPPORTING STAFF**

It is the responsibility of managers to ensure that the staff they line manage are aware of and understand the procedures and have levels of knowledge and skills commensurate to the level and nature of their direct involvement with children and/or adults.

All staff shall:

- i. Be supervised and supported in their work
- ii. Work to NCB safeguarding procedures which are reviewed and updated as necessary
- iii. Receive training in safeguarding at a level appropriate to their work situation
- iv. Be able to raise concerns about poor and dangerous practice through NCB's whistle blowing policy
- v. Have access to personal safety procedures (see Intranet)
- vi. Have training and support as required to effectively discharge their responsibilities.

### **12.3. ALLEGATIONS AGAINST STAFF**

Any suspicion, allegation or actual abuse of a child or vulnerable adult by an employee, Board member, volunteer, mentor, student, agency worker, contract, and unpaid staff must be reported to the Designated Safeguarding Officer and/or to the Human Resource Manager Immediately.

Concerns about staff shall be treated with the same rigour as other concerns. If there are concerns that abuse has taken place the DSO will pass this information to the Local Authority Designated Officer for investigation. The DSO shall work with the member of staff's line manager and with Human Resource.

## **12.4. REPORTING A SERIOUS SAFEGUARDING INCIDENT**

Any complaint against staff shall follow full investigation. The nature of the concern about the staff member's conduct and or performance will determine how and what disciplinary action is taken.

If any member of staff is involved in an actual or suspected serious safeguarding incident, or if a serious safeguarding incident takes place within any of NMJD's workplaces or working context, in addition to following the protocols set out within this policy, it should also be reported to the SMT. It is the responsibility of Executive to ensure that this takes place.

In addition, immediate action should be taken to:

- i. Prevent or minimise any further harm
- ii. Report it to the police, if it is suspected a crime has been committed, and to any other regulators the organization is accountable to.
- iii. Plan what to say to staff, volunteers, members, the public and the media and review what happened to prevent it from happening again - this may include strengthening internal controls and procedures, and/or seeking appropriate help from professional advisers.

## **13. COMPLYING WITH THIS POLICY**

### **13.1. EXPECTATIONS OF EMPLOYEES**

It is expected that staff work to a high standard of professional conduct and act with integrity at all times, in order to minimise the risk of abuse from within NMJD. It is important to create a work environment where the risk of abuse is minimised and children and vulnerable adults feel comfortable and safe. When incidents of abuse are raised or suspected it is important that staff have the necessary information and support and follow the procedures appropriately.

Staff shall make sure they read NMJD's safeguarding procedures in full. They shall highlight and discuss any issues requiring clarification and any training issues with their line manager. Staff shall make sure that they have a working knowledge of the different forms of abuse and possible indicators.

### **13.2. Volunteer staff and associates**

All staff shall ensure that, when working with children and/or vulnerable adults, all colleagues, volunteers and other staff from partnering organisations have the appropriate employee checks in place which must include a full career history, identity checks and references.

It shall be the responsibility of the Line Manager to ensure that this staff are familiar with this document and agree to work within this framework. If there are any

concerns with the conduct of volunteer staff or associates, these concerns shall be raised following the steps outlined in this policy.

#### **14. CONTACT DETAILS**

If you suspect that a child or vulnerable adult needs protection or is at risk of abuse, please contact NMJD's DSO

<b>Name</b>	<b>Contact Number</b>
<b>BO office</b>	
<b>Kenema Office</b>	
<b>Makeni</b>	
<b>Kono Office</b>	
<b>Freetown Office</b>	