

# Safeguarding Policy

## 1. Introduction

1.1 This policy relates to IPEM's commitments to safeguarding and protecting its beneficiaries, staff and volunteers.

## 2. Purpose of the Policy

2.1 IPEM is committed to proactively safeguarding and promoting the welfare of its employees, members and the public when they interact on IPEM business and to taking reasonable steps to ensure that any individuals who come into contact with IPEM do not come to any harm as a result of our actions.

## 3. Scope

3.1 Compliance with this policy is mandatory for:

- IPEM employees;
- Volunteers acting on behalf of IPEM including Trustees
- Contractors, agents or other people who are operating for IPEM, when they are acting on IPEM's behalf;

## 4. Guidance

4.1 IPEM understands that abuse of vulnerable groups can happen in all types of organisations, even those that do not work directly with children and vulnerable adults, and that harm may result from unintentional or deliberate actions.

4.2 IPEM acknowledges the recommendations of the Charity Commission on safeguarding:

- Provide a safe and trusted environment. Safeguarding involves a duty of care to everyone who comes into contact with your charity, not just vulnerable beneficiaries like children and young people.
- Set an organisational culture that prioritises safeguarding, so it is safe for people to report incidents and concerns in the knowledge they will be dealt with appropriately.
- Have adequate safeguarding policies, procedures and measures to protect people and make sure these are made public, reviewed regularly and kept up to date.
- Handle incidents as they arise. Report them to the relevant authorities including the police and the Charity Commission. Learn from these mistakes and put in place the relevant mechanisms to stop them happening again.

4.3 Typically, people who come into contact with IPEM are our staff, members, non-member contributors (e.g. independent Trustees, and members of the public engagement panel) and professional stakeholders. Therefore, IPEM's Safeguarding arrangements are found in our HR policies and in our Complaints Procedure for members, other contributors and stakeholders.

4.4 Where the conduct of IPEM members is under scrutiny, public assurance is offered through IPEM's Code of Professional and Ethical Conduct.

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4.5 In addition to maintaining our Safeguarding arrangements, IPEM will:

- Ensure that safeguarding concerns are addressed promptly and through appropriate channels;
- Report any suspected criminal activity to the police without undue delay;
- Report safeguarding incidents, allegations or concerns to external authorities and regulators, as appropriate, and in accordance with best practice;
- Seek to understand the risks to people that may arise through our actions and activities;
- Regularly remind staff and volunteers of their duty of care and educate them about the potential risk to people who come into contact with IPEM and how to prevent harm;
- Review our safeguarding arrangements along with this policy to ensure they meet best practice and are compliant with the recommendations of the Charity Commission;
- Carry out appropriate due diligence on any organisation with whom IPEM partners or contracts to carry out its work to ensure they have appropriate controls and safeguarding measures in place;
- Take other appropriate steps to mitigate risk where it is identified;
- Enable staff and volunteers to report any safeguarding concerns and record any incidents;
- Ensure this policy is publicly available through IPEM's website.

### 5. Roles and responsibilities

5.1 Individuals are required to:

- Read, understand and comply with this policy;
- Avoid any activity that might lead to, or suggest, a breach of this policy;
- Immediately report any concerns to the persons named below.

#### *Reporting*

5.2 Staff should immediately report any concerns to their line manager AND a member of the Senior Management Team (where these two people are the same person, the concerns should be reported to your line manager and another member of the Senior Management Team).

5.3 If the concerns relate to your line manager, you should report them to a member of the Senior Management Team and the Chair of the Board of Trustees.

5.4 Volunteers should report safeguarding concerns to a member of the Senior Management Team and the Chair of the Board of Trustees.

5.5 If your concerns relate to the Chair of the Board of Trustees, you should report them to the Secretary to the Board of Trustees or another Trustee.

### 6. Training and Infrastructure

6.1 IPEM will instigate or strengthen the following measures to embed organisational commitment:

- IPEM will support employees to understand and work within the provisions of this policy through training/briefing on their responsibilities and obligations under this policy and it will form part of the induction for new staff and Trustees.
- IPEM will ensure this policy is effectively integrated into IPEM's activities and that it is subject to monitoring and review.

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- Any employee who may have breached this policy may face a disciplinary investigation, which could result in dismissal for gross misconduct.
- Any volunteer who may have breached this policy may face an investigation under IPEM's Code of Conduct. Non-member volunteers may be reported to other bodies including the Charity Commission and any professional institutions in which they hold memberships.
- IPEM may terminate its relationship with other individuals and organisations working on its behalf if they have breached IPEM's Safeguarding Policy or if it is established that they have inadequate safeguarding procedures or have failed to prevent harm.

### 7. Governance

7.1 The Board of Trustees has overall responsibility for ensuring this policy complies with IPEM's legal and ethical obligations, and that individuals comply with it.

7.2 The Chief Executive Officer has responsibility for maintaining IPEM's safeguarding arrangements.

7.3 The Head of Operations and Finance is responsible for ensuring staff are appropriately briefed/trained on this policy.

### 8. Policy Review

8.1 This policy will be reviewed by the Board of Trustees at least every three years, when there is a change in UK law and/or best practice or when an incident occurs that highlights a need for change – whichever occurs first.

### 9. Other relevant policies

9.1 The following policies of IPEM may also be relevant to safeguarding matters:

- HR policies and procedures (as found in the IPEM Staff Handbook), including:
  - Recruitment and Selection Policy and Procedure
  - Disciplinary Rules and Procedures
- Code of Professional and Ethical Conduct
- Data Protection and Confidentiality