



Communitas Scotland
Creating a culture that works



Safeguarding – The Basics

Training Programme and Materials.



THET

Online Training Course for UK based staff and Country
Directors

15th September 9.00am – 11.30am

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About Us

Consultants to the Third Sector in Scotland and Beyond

Communitas Scotland Ltd is a collaborative partnership of experienced Third Sector Consultants. We work with charities, voluntary and community organisations large and small to support robust governance, inspired leadership and effective management. Our services include

Governance Support – Governance Reviews, Trustee and Chief Officer Appraisals, Trustee Recruitment, Facilitation of Strategic Planning and Board Reflection Days and Board Learning and Development Programmes.

Support to CEO's and Management Teams – Strategic Planning and Performance Management, Service and Programme Design and Evaluations, Stakeholder Engagement, Organisational Learning and Development, Facilitation of Staff Away Days, Post COVID Service Redesign, Procurement Support.

Interim Management – we can provide experienced Third Sector Leaders on an Interim basis to ensure that your organisation continues to deliver its core services during periods of change at the top.

Change Management – we are experienced in change management and fostering healthy working cultures which enable your organisation to grow and innovate. These services include programme planning, design and implementation, workforce planning and stakeholder engagement.

Risk Management – we can support your organisation to put in place BS ISO31000 and BS ISO9000 Risk Management.

Crisis Support to Boards and CEO's – because sometimes things just go wrong – and experienced help is needed to set things to right again.

Provision of training courses on governance, leadership and management

Programme

9.00 am	Welcome and Introductions
9.10	Section 1: Background <ul style="list-style-type: none">○ PowerPoint Presentation (7 minutes)○ Q&A (10 minutes)
9.30am	Section 2: Organisational Responses to SEAH <ul style="list-style-type: none">○ PowerPoint Presentation (10 minutes)○ Exercise 1 (10 minutes)○ Feedback (10 minutes)
10.00am	Section 3: Recognising and Responding to Abuse <ul style="list-style-type: none">○ PowerPoint Presentation (13 minutes)○ Exercise 2 (15 minutes)
10.30am	Section 4: Actions for Country Directors <ul style="list-style-type: none">○ PowerPoint Presentation (15 minutes)○ Case Study Discussion (20 minutes)○ Feedback (10 minutes)
11.15am	Closing Session <ul style="list-style-type: none">○ Parking Lot Q&A
11.30 am	Close

Section 1 Background

Preparation: You should read pages 10 – 18 in the handbook

Areas covered include

Definitions

Introduction

6 Rules for Effective Safeguarding

INGO Context

DFID Requirements

DFID Safeguarding Principles

Safeguarding in the UK and International Context

Section 2: Organisational Responses to SEAH

Preparation: You should read pages 19 – 26 in the Handbook

Areas covered

Essential Elements of a Robust Approach to Safeguarding

The Role and Importance of the Code of Conduct

Managing Risks

Exercise 1: What can your organisation do to ensure that all staff and delivery partners have access to, are familiar with and know their responsibilities concerning THET’s safeguarding policies?

Section 3: Recognising and Responding to Abuse

Preparation: You should read pages 27 – 33 in the Handbook

Areas covered

Signs and Symptoms of Abuse

Responding to Disclosure

Protection of the Victims/Witnesses

Exercise 2: What should the organisation be aware of and what issues should it consider when considering how best to protect victims and witnesses?

Section 4: Actions for Country Directors

Preparation: You should read pages 33 – 41 of the Handbook.

Areas covered

Appointing an Investigating Team

Undertaking a Risk Assessment

Securing the Evidence

Roles and Responsibilities

Following up the Investigation

Case Study

What problems could arise because of the actions of

The Country Director

Fawuzia

Jahed

What might have motivated *Yusef* to keep quiet about what he had been told?

The incidents of abuse went unreported for many months because beneficiaries and members of the community did not know that this was something they could report and did not know who how to report their concerns.

Some beneficiaries indicated that they felt unable to speak to members of the programme delivery team because they were all men and speaking of such matters to men was not something they would do.

The disclosure was made to Fawuzia, staff member of a partner agency, who had been seconded to work with the programme team. She immediately reported her concerns to the Country Director. She was so upset at the thought that this kind of thing had been going on unnoticed by the organisation that she lost her temper at a team meeting and said that their approach to safeguarding was disgraceful. She later apologised, but not before she had told one of her colleagues (*Yusef*) on the programme team that an allegation had been made against his boss – and that he should watch him closely for signs of inappropriate behaviour towards young female

beneficiaries. Yusef did not speak to anyone about the information Fawuzia shared with him.

The Country Director was initially hesitant about appointing Fawuzia to the investigations team because of her outburst at the team meeting. However, there were no other female members of the team available to conduct investigation interviews, and on balance he decided to appoint her as an investigator.

Her role on the team would be confined to investigating alleged victims and witnesses and reporting to the Investigation Manager who was the male Finance Director, Jahed.

Jahed, who was the Investigation Manager spoke to the team informing them that an investigation was under way following allegations of serious sexual abuse. He shared with them the membership of the Investigations Team and indicated that if anyone had any information, they should approach a member of the team as soon as possible. He told them that Jonathan had been suspended pending the investigation and that on no account should anyone speak to him about what was going on.

No-one in the organisation had received any Safeguarding training. There was a Safeguarding Policy and Procedures, but staff were not familiar with them, and everyone had signed a Code of Conduct along with their Contract of Employment.



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