Safeguarding Policy and Procedure

DOWN SYNDROME INTERNATIONAL

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1.0 Purpose

The purpose of this policy is to ensure that Down Syndrome International (DSi) activities are implemented in a safe and protective environment where harm, exploitation and abuse are effectively prevented as far as reasonably possible and responded to effectively.

The policy has three specific objectives:

- Keeping children and adults safe;
- Ensuring the highest standards of behaviour from representatives and minimising the risk of abusers entering the organisation;
- Safeguarding the reputation of DSi, including guarding DSi's representatives from false allegations or from operating within an unclear framework.

2.0 Who This Policy Relates To

2.1 The Safeguarding Policy is to be applied across all organisation activities, including operational and project related activities. All of DSi's representatives should be aware of and adhere to the policy. DSi's representatives are defined as trustees, employees (permanent or temporary), consultants and volunteers who work directly for DSi.

2.2 In addition to complying with the policy, all representatives must sign and will be held accountable to DSi's Safeguarding Code of Conduct (see Appendix 3).

2.3 First and foremost, it is expected that partners will have policies and procedures in place covering safeguarding in order for DSi to enter into partnership. This will not always be the case at the start of a partnership, particularly with grassroots civil society partners. Where partners do not have appropriate policies, but it is deemed essential that DSi work with them, policies will be developed as part of the early stages of the partnership, led by the due diligence process.

2.4 DSi is unable to enforce the policy with independent, external agencies, such as partner organisations. However, we can choose not to work with partners, put specific conditions into partnership agreements, or end partnerships based on partners' policies and their implementation of these, including safeguarding.

3.0 Commitments

3.1 DSi is committed to doing whatever we can to keep everyone safe, with a specific focus on those with disabilities. DSi' work is guided by:

- the UN Convention on the Rights of the Child (CRC), with specific reference to article 19 on protection from all forms of violence, injury, exploitation, abuse, neglect, mistreatment and sexual abuse; and
- the UN Convention on the Rights of Persons with Disabilities (CRPD) including its special

provisions for the protection of children with disabilities from cruel, inhuman or degrading treatment or punishment (article 15) and exploitation and abuse, including gender-based violence (article 16).

- The recognition of the rights of children and adults with disabilities to access services, justice, and full participation in their communities, in line with the CRPD. This means that effective safeguarding from the additional risks faced by those with disabilities must not include preventing them from accessing these rights.

In all activities involving children, including fundraising, communications and programme activities, primary consideration should be given to children's rights, following the four key principles of the CRC, namely, the "best interest" of the child, the child's right to life and development, the child's right to be heard/participate, and the child's right to non-discrimination.

3.2 Principles of safeguarding

DSi is committed to the six key principles that should underpin all safeguarding functions, actions and decisions, as set out by the UK Care Act 2014. These principles are relevant for both child and adult safeguarding.

1) **Empowerment**. People being supported and encouraged to make their own decisions and informed consent.
2) **Prevention**. It is better to take action before harm occurs.
3) **Proportionality**. The least intrusive response appropriate to the risk presented.
4) **Protection**. Support and representation for those in greatest need.
5) **Partnership**. Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
6) **Accountability**. Accountability and transparency in delivering safeguarding.

4.0 Measures to Implement the Policy

4.1 The safeguarding policy requires the following steps for its implementation:

- Staffing including the designation and training of Safeguarding Focal Persons (SFP) in each country office.

- Prevention measures including awareness raising, training of relevant staff, risk analysis, recruitment procedures, induction of staff in the policy and codes of conduct for DSi representatives and incorporation of the policy into relevant existing systems.

- Reporting and responding measures including steps for alerting and reporting safeguarding concerns, investigation and incident management, duties and responsibilities of assigned managers and safeguarding focal point persons.

- Implementing and maintaining the policy, including training and capacity building of staff and partners, monitoring, reporting and review of the policy.

4.2 Staffing

Board Safeguarding Focal Person and Staff Safeguarding Focal Person

DSi will designate a Board Safeguarding Focal Person (BSFP) within the Board of Trustees and a Staff Safeguarding Focal Person (SSFP) within the staff team. The SSFP role will be added to the job descriptions of the staff member, with their workload adjusted to reflect safeguarding activities. The selection of the SSFP will be undertaken in discussion between the Executive Director and the BSFP.

There are two fundamental aspects to these roles, with specific levels of responsibility within each for the BSFP and the SSFP:

1) To build the understanding and capability of the organisation required to implement this policy. This will include direct knowledge, information transfer, and accessing appropriate external expertise.

2) To act as the reporting mechanism for any safeguarding concern and use lessons learned from specific incidents to improve policy and practice.

DSi will ensure sufficient time is given to the BSFP and SSFP to acquire the necessary skills and knowledge and to undertake the above activities. Line managers will recognise the priority of the SSFP in incident reporting and response when an incident occurs and the dual reporting line required for this area of work.

In addition, DSi will have a designated safeguarding "reference group" (consisting of the Executive Director, the BSFP and SSFP).

4.3 Prevention

Staff recruitment

All recruitment of staff will include a full induction to the safeguarding policy and code of conduct, including procedures to follow should any safeguarding concern arise.

When recruiting staff, DSi will make sure that questions regarding safeguarding are included in any relevant job interviews, and that any roles with safeguarding responsibilities have those responsibilities explicitly outlined within the job description. Where possible, references should be sought from previous employers to get more information of the suitability of candidates.

According to UK government guidance on disclosure and barring service (DBS) checks, the vast majority of roles at DSi are ineligible for criminal records checks. Access to adults at risk and children is incidental to the work we carry out and is not part of any staff members' direct responsibilities. Our programmes are developed and delivered with partner organisations, and it is our partners who provide services, and work directly with beneficiaries.

On the rare occasion that a role at DSi would qualify for a DBS check, this will be undertaken as part of the recruitment process.

All DSi representatives will be required to acknowledge receipt of and compliance to the Safeguarding Policy and sign up to the Safeguarding Code of Conduct prior to their employment.

Awareness

DSi will designate staff with the responsibility of building internal awareness and supporting relevant capacity development of the organisation in safeguarding. All DSi's partner organisations will be duly notified of the Safeguarding Policy and be made aware of how they will be expected to comply with it. It will be the responsibility of all DSi staff to share the policy and approach as relevant to external stakeholders.

DSi will provide necessary training and support to staff and partner organisations to enhance understanding and ensure effective implementation of the policy.

DSi will ensure all supporters, donors, sponsors and media representatives involved with DSi work have access to the Safeguarding Policy through its website and will take appropriate steps to communicate that availability.

Risk analysis

When working with partners, DSi will endeavour to ensure that the programmes it supports are safe for the adults and children they serve. To ensure that appropriate safeguarding measures have been put in place, DSi will work with the partner, either during the project development process, or the inception phase, to carry out a safeguarding risk analysis which specifically includes any safeguarding issues and propose actions to mitigate these risks, prior to the activities taking place.

Such risk analysis will be an integral part of project proposals, programme planning guidelines and partnership assessment tools.

Safeguarding Code of Conduct

All DSi representatives are required to understand their responsibility to keep adults at risk and children safe, and to sign and abide by the DSi Safeguarding Code of Conduct (Appendix 3), which lists acceptable and unacceptable behaviour, primarily designed to safeguard others. It also serves to guard the name and reputation of DSi and its representatives from false accusations. All staff are responsible for encouraging and promoting the implementation of the Safeguarding Code of Conduct.

The adherence to this code is mandatory for all DSi's representatives. Any violation of the Safeguarding Code of Conduct will result in disciplinary procedures in addition to any relevant legal action. To give maximum protection to beneficiaries, the organisation and staff, the Safeguarding Code of Conduct is to be applied both within and outside of working hours.

4.4 Reporting and responding to incidents

DSi will ensure that reporting and incident management procedures to handle safeguarding concerns are in place and effectively used to enable an appropriate and swift investigation of any given case. DSi's representatives should be properly informed of the reporting and

incident management procedures. Any DSi representative who has a concern or suspicion regarding harm, exploitation or abuse by someone representing another agency must report such concerns to the SSFP and/or Executive Director.

Confidentiality

All reports and the information herein will be handled with strictest confidentiality to protect the identity of the individuals concerned, the informer and the accused, both appropriately and in accordance with relevant British or other national legislation.

Procedures to be followed in the case of an incident

Agreed procedures to be followed are included as Appendix 2.

Consequences of harm, exploitation or abuse

Any behaviour towards children or adults, which results in harm, exploitation or abuse, or the failure to follow the general requirements and specific code of conduct of this policy, is grounds for the following measures:

- Representatives
  If an employee has been under investigation by DSi or by official law enforcement authorities for any area of harm, exploitation or abuse as defined under this policy, they will be subject to employee disciplinary procedures. Under these procedures they may be temporarily suspended during the investigation. If an employee is dismissed for proven harm, exploitation or abuse, DSi will inform the relevant authorities, disclose this to prospective future employers and/or refuse a reference, depending on details.

- Partner organisations
  Appropriate action will be taken up to and including immediate termination of a partnership or service agreement. In this case, the short or long-term impact on beneficiaries of the termination of a partnership will be considered.

4.5 Implementing, maintaining and reviewing the policy

DSi will integrate safeguarding measures into relevant core internal processes and tools such as programme technical guidelines, partner assessments and agreements, training modules, programme design, monitoring and accountability systems and recruitment procedures.

DSi will make sure that proper induction and training in safeguarding will be made available to all staff, permanent and temporary, consultants and volunteers. The BSFP and SSFP will receive additional training in order to manage their responsibilities for rolling out, managing and coordinating the safeguarding policy and procedures.

Where relevant, DSi will support partner organisations by including relevant training and technical advice to build capacity in the field of safeguarding, with a particular focus on children and adults with disabilities.

The policy will be monitored on a regular basis by the designated BSFP and SSFP. An annual summary report, including all concerns received, will be submitted by the SM to senior

management. Any findings requiring a change in policy will be discussed by the board of trustees.

Review

A full policy review should take place every three years, instigated and led by the BSFP, to include a review of external changes to safeguarding standards that apply nationally and internationally.

5.0 Communications

DSi is committed to adhering to ethical guiding principles on communications to minimise the risks of people misusing photographs and related information beyond the agreed purpose and consent. The best interests of the featured adult or child are to be safeguarded as a primary consideration. To this effect, DSi's representatives and partners will abide by the following guidelines.

- Ensure all interviews and images of adults and children are undertaken with sensitivity to safeguard the individual's rights to dignity, identity, confidentiality and privacy. Where possible individuals should be prepared for interviews prior to being interviewed. In the case of children, a parent or guardian should be present during interviews, where appropriate, or their permission sought beforehand for a professional adult with agreed responsibility (such as medical or educational professionals) to be present on their behalf.
- Pictures of adults and children should be decent and respectful and should not stigmatize community, family or the individual. All children, both girls and boys, should wear decent clothing appropriate to the local custom.
- Prior consent to use information collected in interviews and/or images of adults and children should be obtained from the individual themselves (if they possess the maturity to do so), and in the case of children, consent must also be obtained from their parents and/or guardians. To help keep adults and children, consideration should be given to how much information is published.
- DSi and its partners are committed to guard carefully any information about adults and children who feature in their publications, ensuring that their personal data are used appropriately. This also applies when material is made available to third parties. Full names should never be provided alongside other identifiers such as date of birth or community.
- Pictures, materials and personal information regarding individuals will be held in a secure database and according to the appropriate DSi data security protocols. Access to these materials will be employees only through a password-protected system. The misuse of images accessed will be treated in the same way as other breaches of this policy. Applicable data protection laws for all stored images will be followed.

Appendix 1: Definitions, acronyms and glossary

Definitions

Child
The term 'child' has the specific legal meaning of anyone below the age of 18 years (as defined by the United Nations Convention of the Rights of the Child 1989).

Adult
The term adult therefore refers to anyone aged 18 years or over.

Adult at risk
An adult at risk (Care Act 2014) is someone aged 18 or over who has care and support needs due to their age or frailty, mental or physical health problems, gender, learning or physical disabilities or the impact of disasters and conflicts, and who is unable as a result to protect themselves from harm, exploitation or abuse.

Abuse
Abuse occurs when an individual or individuals hurts another adult or child, either physically or mentally. In the majority of cases, the abuser is someone the victim knows well, such as a parent, other caregiver, relative or friend. Abuse can be intentional or unintentional. There are several forms of abuse including:

a) Physical abuse
Physical abuse is causing deliberate injury to a person, however slight. This may involve hitting, shaking, throwing, poisoning, biting, burning or scalding, drowning, suffocating or otherwise causing or attempting to cause physical harm to a person. Physical harm may also be caused through the misuse of medication, restraint or inappropriate sanctions (for example, corporal punishment) or being given alcohol or a substance that is known to cause harm.

b) Emotional/psychological abuse
Emotional or psychological abuse is the emotional ill-treatment of a person that adversely affects their wellbeing or development. Some level of emotional abuse is involved in all types of ill treatment, though it may occur alone. It includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks. Other harmful experiences such as frequently being forced to witness violence in their domestic environment are also classified as emotional abuse.

c) Neglect
Neglect is the continuing failure to prevent harm that damages or impairs health and/or development by not meeting a person's basic physical and/or psychological needs. This includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, withholding medication, inadequate hygiene, nutrition, housing or heating, or preventing someone from interacting with others. Neglect of children and adults with disabilities is more common than neglect of those without disabilities and is often under-reported.

In an international development context, some of the individuals DSi works with may experience some form of neglect to basic needs. Professional judgement is needed to decide whether the experience of neglect is intentional or due to material deprivation and should be based on the severity of the neglect and how the individual is being treated relative to their peers in the community and wider cultural norms.

d) Sexual abuse

Sexual abuse is the involvement of a person in sexual activities which they do not want or truly understand, or to which they are unable to give valid or effective consent. This may involve rape, sexual assault, inappropriate sexual contact or exposure to inappropriate material.

Any kind of sexual activity involving a child constitutes sexual abuse, whether or not the child is aware of, or consents to, what is happening. This includes rape, incest, fondling genitals, masturbation, voyeurism, exhibitionism, exposing a child to adult sexual material, or making them take part in any sexual activity, real or simulated, whether face-to-face, online, or in any other medium.

e) Financial or material abuse

Financial or material abuse is the theft or misuse of a person's property or assets. This includes money being withdrawn or stolen, goods or services purchased in someone's name without their consent, being deliberately overcharged for goods or services, misappropriation of property, possessions or benefits, or money being borrowed by someone who is providing a service to the vulnerable person.

f) Discriminatory abuse

Discriminatory abuse is repeated, ongoing or widespread discrimination due to a person's age, sex, gender, disability, racial heritage, religious belief, sexual orientation, appearance or cultural background, marriage or civil partnership, pregnancy and maternity. This can include unfair or less favourable treatment, sexual or gender preference, slurs, harassment, name-calling, breaches of civil liberties, and unequal access to health or social care.

g) Organisational abuse

Organisational abuse is the mistreatment, abuse or neglect of children or adults by an organisation or its personnel. It can take place within settings and services that children or adults live in or use, and it violates their dignity, resulting in a lack of respect for their human rights. It can take the form of an organisation failing to respond to or address incidents of poor practice brought to its attention.

h) Exploitation

Those who want to exploit children and adults will seek out those who are in vulnerable circumstances to use them for their own purpose, activity or gratification. This could be financial, commercial, sexual or related to extremism and terrorism. Exploitation involves a process of grooming; when someone builds an emotional connection with a child or adult to gain their trust for the purpose of exploitation. They may also manipulate their environment, so they become isolated from those who could help or support them. Those affected may not realise they have been groomed, or that what has happened is abuse.

Types of exploitation include:

- **Sexual exploitation**: a type of sexual abuse in which children or adults are sexually exploited for money, power or status. Some children and adults are trafficked into or

within a country for this purpose. They may be tricked into believing they are in a loving, consensual relationship. Abusers will use various means to gain compliance such as drugs, alcohol, gifts, threats and bribes.

- **Modern slavery (human trafficking)**: this includes forced labour, domestic servitude or coercing, deceiving and forcing an individual into a life of abuse. People are trafficked for sexual exploitation, domestic servitude, labour, benefit fraud and involvement in criminal activity such as pick-pocketing, theft and illegal work. Some people are coerced, but most are trapped in subversive ways. For example, promised education or 'respectable' work in restaurants or as domestic servants, or parents may be persuaded that their children will have a better life elsewhere.

- **Radicalisation**: the process by which those who are vulnerable come to support terrorism or violent extremism and, in some cases, to directly participate in or support terrorist groups. There is no obvious profile of a person likely to become involved in extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas. The process of radicalisation is different for every individual and can take place over an extended period or within a very short time frame. It may follow experience of racism or discrimination. They believe that joining a movement offers social and psychological rewards such as adventure, camaraderie and a heightened sense of identity.

i) Harmful traditional practices

Harmful traditional practices are forms of violence which have been committed (primarily against women and girls) in some communities and societies for so long that they are considered, or presented by abusers, as part of accepted practice. Such traditions include Female Genital Mutilation (FGM) and forced early marriage. They may also include different forms of ritual ceremonies involving individuals in harmful religious or spiritual activities. Children and adults with disabilities may be at higher risk of becoming victims of witchcraft beliefs in certain contexts for example individuals with albinism.

Acronyms/glossary

Best interest of the child

An overarching principle in the Convention on the Rights of the Child: "in all actions concerning children, whether undertaken by public or private institutions, the best interest of the child should be a primary consideration. In all matters affecting the child, the views of the child should be seen as important and given due weight in accordance with the age and maturity of the child."

BSFP Board Safeguarding Focal Person

Child and adult protection

Child or adult protection is specifically about the steps and measures an organisation or society puts in place to protect individuals identified as either suffering, or likely to suffer from harm, exploitation, and abuse.

CRC The UN Convention on the Rights of the Child (1989)

CRPD The UN Convention on the Rights of Persons with Disabilities (2008)

DSi Down Syndrome International

DSi representatives
DSi's employees, permanent and temporary, consultants and volunteers employed by DSi.

Safeguarding
Safeguarding means promoting and protecting people's health, wellbeing and human rights, and enabling them to live free from harm, exploitation and abuse. A safeguarding approach means minimising the risk of harm to children and adults from staff, representatives and partners; our operations and programme activities including and includes responding appropriately to any safeguarding concerns about children and adults within communities where we work.

Safeguarding concern
A safeguarding concern is when someone is worried about the safety or well-being of a child or adult because of something seen or heard, or information that has been given to them. A safeguarding concern can involve a DSi representative, or a representative from another organisation, endangering the safety or wellbeing of others, for example, by not following the code of conduct.

SSFP Staff Safeguarding Focal Person

Appendix 2: Safeguarding incident management procedures

Procedures to be followed in the case of an incident

1. Any representative of DSi who has a safeguarding concern must report it immediately to the designated SSFP. If the representative cannot contact the SSFP, the Executive Director must be informed before other staff are informed.
2. From the point when they are aware of the incident, the SSFP must submit a written report[1] to the Executive Director wherever possible within 24 hours or, if this isn't possible, to call, email or text a summary report within this period, with a written report to follow as soon as possible. The SSFP should then inform the Board of Trustees. The Board maintains a formal record of all such reported incidents, which must be summarised and reported, in the annual return made to the Charity Commission.
3. The SSFP and Executive Director will assess the severity of the incident and decide whether to invoke the crisis response process. In all cases, the BSFP will be informed of the incident and crisis response, with all relevant staff and governance level communication initiated.
4. If the incident is deemed not to require a crisis response, it will be dealt with by SSFP and Executive Director, with additional input from other staff as required.
5. If the incident is deemed to require a crisis response, a crisis response group will be formed of the SSFP, Executive Director and BSFP, as well as additional staff or board members as required.
6. Once formed, the group will determine the immediate steps to be taken including:
   a) Reporting immediately, or as soon as possible after becoming aware, to relevant local law enforcement agencies or any other external body if the matter is of a criminal nature. All incidents globally must be reported in the UK to the Charity Commission (rsi@charitycommission.gsi.gov.uk), and other affected organisations must also be advised (this includes major donors and other regulatory bodies).
   b) Referring the individual concerned to the relevant support services or ensuring the partner organisation directly in contract with the child or adult does so.
   c) Monitoring and reporting on the progress of the investigation and providing information and guidance as appropriate.
   d) Supporting staff in any related legal procedures, such as giving of evidence.
   e) Determining if an internal investigation is required and if the matter is viewed as a breach of this policy, including whether disciplinary procedures should be invoked.
   f) Subsequent to the investigation, the SSFP will compile a written report including all necessary information on the nature of the case, safeguarding concerns, investigation process and any learning to inform policy, practice, or programmes.

[1] Appendix 4: Safeguarding incident reporting form for suspected cases of abuse

Appendix 3: Safeguarding Code of Conduct

To be applied within and out of working hours[2]

I, (insert name) _____ acknowledge that I have read and understand DSi's Safeguarding Policy.

By signing this document, I agree:

- To comply with DSi' Safeguarding Policy and this Code.
- To report any concerns or incidents in line with procedures set out in the policy.
- To raise awareness of the policy and Safeguarding Code of Conduct in my work environment.

I will:

- Be committed to playing my part in creating a culture of openness and mutual accountability in the workplace. This culture will enable all safeguarding concerns to be both raised and discussed. This will in turn ensure inappropriate and abusive behaviour is challenged.
- Help create and/or uphold an environment that is safe, positive and encouraging, where people are listened to and respected as individuals.
- Ensure the use of the 'Two Adult Rule'. This means, when interacting with at-risk adults and/or children in a work context, I will ensure that another adult is present or within reach at all times.
- Ensure physical contact is at all times appropriate and not an invasion of the individual's privacy.
- Use positive, non-violent methods to manage behaviour.
- Respect an individual's dignity and their need to be safeguarded at all times when taking photographs, filming or writing reports.
- Ensure that when photographing, filming or interviewing children and adults, the guidelines within the policy are followed and that consent has been obtained, individuals are properly dressed and are not depicted in a way that is abusive, sexually provocative, demeaning or culturally inappropriate or that characterises them as being reliant on the viewer[3].
- Protect and handle personal data of others with care, to minimise the risks posed by third parties who receive information about children and adults from DSi or its partner organisations.
- Respond to safeguarding concerns according to the reporting protocol[4].
- Comply with any investigation led by official bodies (including interviews) and make available any information necessary.

I will never:

[2] For consultants and volunteers, this only applies while undertaking DSi business, but this includes out of working hours while on DSi business.
[3] Photography / film permission form is in Appendix 5
[4] Reporting protocol is in Appendix 4

- Engage in sexual activity or have a sexual relationship with a child, regardless of consent or local custom. Mistaken belief in the age of a child is not a defence.
- Condone or in any way force an adult at risk, or a child, to participate in any form of sexual activity, real or simulated, on the internet or in any other medium.
- Make sexually suggestive comments or actions to a child, even as a joke.
- Touch, hold, kiss or cuddle an adult at risk, or a child, in an inappropriate and/ or culturally insensitive way.
- Marry a person below the age of 18, regardless of consent or local custom.
- Help at-risk adults or children with acts of an intimate or private nature, which they can do for themselves. Such actions may only be undertaken for an individual who has acknowledged the need for that assistance directly, or through a parent/guardian.
- Engage in activities involving close body contact with at-risk adults and/or children, beyond professional requirements.
- Hit or otherwise physically assault, or physically abuse anyone, nor use any form of corporal punishment as a disciplinary measure.
- Condone, or participate in behaviour with at-risk adults or children that is illegal, unsafe or abusive, including being part of harmful traditional practices, spiritual, ritualistic or substance abuse.
- Act in ways intended to shame, humiliate, belittle or degrade others, or otherwise perpetrate any form of emotional abuse.
- Exploit adults or children for their labour (e.g. domestic servitude, street begging) or for sexual purposes, or participate in the trafficking of children. 'Child domestic servitude' does not include occasional house help, babysitting, kitchen gardening during school holidays or general domestic tasks out of school time.
- Develop relationships with children or adults that could be deemed exploitative or abusive.
- Spend excessive time alone with an at-risk adult, or a child, away from others, behind closed doors or in a secluded area (in line with the 'Two Adult Rule').
- Take an at-risk adult, or a child, who has been involved in our programmes, to my home, or visit them in their home where I may be alone with them.
- Sleep in the same bed or the same room as an at-risk adult or a child met through work or allow them to stay overnight at my home.
- Take an at-risk adult or a child met through work alone in a vehicle unless it is absolutely necessary, and only with parental/guardian and managerial consent.

Location and date: _____

Signature: _____

Annex 4: Safeguarding incident report form

Safeguarding incident reporting form

Send to DSi's Staff Safeguarding Focal Point – nathan.rowe@ds-int.org. Use the email subject: 'URGENT: Attention, please treat this email confidentially'.

This form is for reporting safeguarding concerns, including potential violations of DSi's Safeguarding Policy and/or Safeguarding Code of Conduct. The information in this form is confidential. Please provide as much information as possible.

Areas where you have nothing to report should be left blank.

1. Please indicate the nature of your concern (tick any that apply)

1a. Concerns that specific children or adults may have been harmed or are at risk of harm if no action is taken	Tick if relevant
You have evidence that an adult or child has been, or may be at risk of, being harmed, abused, or exploited (e.g. eyewitness accounts of abuse, visible injuries, victim confided in someone)	
You are concerned about someone's behaviour towards an adult or child (e.g. signs of aggression, obsession, or unhealthy interests have been observed)	
You are concerned for the safety or welfare of an adult or child. (e.g. signs or indicators of harm/abuse have been observed in the adult or child)	
How did this concern come to your attention? Please give details, including whether you observed it in person, if someone else reported it to you, or if the victim told you directly.	

1b. Concerns about general behaviour, practices or infrastructure, that could be putting people at risk	Tick if relevant
Concern about someone's general behaviour (e.g. breaking a condition of the Safeguarding Code of Conduct)	
Concern about the infrastructure, protocols or practices of a school, hospital, clinic or other organisation that could be putting people at risk (e.g. unclean/unsafe facilities, use of corporal punishment, lack of fire exits)	
How did this concern come to your attention? Please give details, including whether you observed it in person, if someone else reported it to you.	

2. Information about you

Name	
Position at DSi (or relation to DSi)	
Phone number	
Email	

3. Information about your concern

Nature of concern/suspicion/incident Describe your concerns, what you have witnessed or what has been reported to you. Give as many details as possible; take as much space as needed.
Country where the incident or concern has arisen

If the concern is linked to a DSi project, please give project name/description
Date (or time period) of the incident or concern
Is there a concern that specific individuals still are, or could be, at risk of harm? If yes, please provide details below.

4. Observations and action

Conversation report If the concern was reported to you by someone else, or if you have spoken to any individuals who are directly affected, please describe here what he or she told you, and what you said.
Observations Such as injuries, emotional state of the child or adult affected, or the physical state of facilities.
Cultural factors Please mention any specific cultural factors that need to be taken into consideration.

Action taken Have any measures been taken, for example to improve the safety of facilities, and/or to protect any affected individuals? If so, please describe.
Any additional measures not yet undertaken Do you feel that any other measures – in addition to those already undertaken – are necessary, to ensure people's immediate safety? If so, please give details.
What communication (if any) have you had with the suspected individual/organisation (if relevant) regarding this concern?
What communication (if any) have you had with the victim (if relevant) and/or any authorities/bodies regarding this incident?

Your signature: _____

Date: _____

Appendix 5: Photography / film permission form

Photography / Film Permission Form

This agreement shall be governed by and construed in accordance with the laws of England and Wales and the parties hereby submit to the exclusive jurisdiction of the English courts.

Down Syndrome International (DSi) exists to provide information, advice and support to people with Down syndrome, their families and interested professionals. We use photographs and filmed images to promote awareness of campaigns, projects and general information via our websites, social media, publications and for general displays and presentations at conferences and fundraising or media events. We may also pass photographs/filmed images on to other organisations or to the media after rigorously checking their intended purpose.

We ask that you complete the declaration below, so that we may use your photographed and filmed images to promote awareness.

I give permission to Down Syndrome International (DSi) to use the photographs/film taken of me in any way they consider reasonable at any time in the future. This includes (but is not limited to) reproducing these photographs/film in books, exhibitions, websites, blogs, Facebook, Twitter and other social media; fundraising and advertising; for ongoing campaigns, new projects and any other purpose deemed reasonable at any future date to promote awareness.

1. **I grant DSi permission to use the photographs/film throughout the world in its/their original format or edited.**
2. **I give permission to DSi to store/transfer the photographs/film.**
3. **I give permission to DSi to store my contact details appropriately.**

- I have read the release and agreement and I fully understand the contents. [ ] *tick*
- If I wish to remove my permission at a later date, I must contact DSi to confirm my request [ ] *tick*

Participant

Name _____ I am over 18 years of age [ ] *tick*

Email _____

Signature _____ Date: _____

If you are signing for the Participant, please complete here:

I confirm that the photographs/films are of the person in my care and that I am entitled to sign this form on their behalf. [ ] *tick*

I have read and understood the release, agreement and information and agree to the photograph/films of the person in my care being used. [ ] *tick*

Name of Participant _____

Age of Participant _____

I am signing for the participant who is unable to sign for his or herself [ ] *tick*

Name

_____

I am over 18 years of age [ ] *tick*

Relationship to Participant _____

Email _____

Signature _____ Date: _____