



Nos Vies en Partage
f o u n d a t i o n
S H A R I N G P R O S P E R I T Y

SAFEGUARDING POLICY

This is a template Safeguarding Policy for use by the board members and representatives of Nos Vies en Partage Foundation (the “Foundation”). This template consists of 2 documents:

1. Safeguarding Policy – an overview document setting out the Foundation’s commitment to safeguarding; and
2. Ground rules, ways of working and a procedures document – covering the practical aspect of the policy in greater detail.

This template is designed as a starting point for the policy which has been adapted to suit the circumstances of the Foundation. The accompanying notes should be read before using the policy together with the general guidance on safeguarding.

We hope that you find this resource useful. Whilst every effort has been made to ensure that the content is accurate and up to date, the Foundation, does not warrant, nor accept any liability or responsibility for the completeness or accuracy of the content, or for any loss which may arise from reliance on this template or any information contained therein.

SAFEGUARDING POLICY – NOS VIES EN PARTAGE FOUNDATION – OVERVIEW

Commitment to safeguarding: The Foundation believes that a child, young person or vulnerable adult should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of children, young people and vulnerable adults. We are committed to safeguarding the well-being of all children, young people and vulnerable adults we come into contact with and to protect them from harm.

About this policy

- This policy applies to all board members, staff, representatives or officers (whether employees or freelancers), volunteers or anyone working on behalf of the Foundation and/or taking part in any Nos Vies en Partage fundraising activities.
- The purpose of this policy is to provide all board members, staff, representatives or officers (whether employees or freelancers), volunteers or anyone working on behalf of the Foundation, with the overarching principles that guide our approach in the protection of vulnerable individuals.
- This policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16 to 18;
 - Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; which may include adults with a learning disability, a physical or mental illness, chronic or otherwise, including an addiction to drugs or alcohol, or reduced physical or mental capacity.
- This policy aims to:
 - Protect children, young people and vulnerable adults who are members of, receive services from, or volunteer for Nos Vies en Partage Foundation.
 - Ensures members, staff and volunteers working with children, young people and vulnerable adults are carefully recruited and understand and accept responsibility for the safeguarding of those vulnerable individuals that they are interacting with.
 - Ensures that safeguarding of children, young people and vulnerable adults is a primary consideration when Nos Vies en Partage Foundation undertakes any activity, event or project.

How Nos Vies en Partage Foundation might work with vulnerable people: fundraising is open across the Randgold group together with partners, stakeholders and interested parties. As such our involvement with vulnerable people might include, but is not limited to:

- Reaching out and communicating and interacting with many of the beneficiaries receiving donations from the Foundation;
- Relatives and friends of the Foundation who act in a volunteering capacity; and
- Members attending quarterly presentations including media briefings of the Randgold Group specifically in Africa.

Named safeguarding person: Philippe Lietard has ultimate responsibility for safeguarding issues. All queries and concerns relating to safeguarding should be referred to Philippe Lietard in the first instance.

Any projects, events or other activities that will involve vulnerable people must be planned with the involvement of Philippe Lietard and in line with established procedures and ground rules (see below).

Procedures and ground rules: A further document – ‘Ground rules, ways of working and procedures’ is available and forms part of this policy.

Policy review: This policy will be reviewed and amended (if necessary) on an annual basis by the Boards of Nos Vies en Partage Foundation. It will also be reviewed in response to changes in relevant legislation, best practice, or in response to any identified failings in its effectiveness.

SAFEGUARDING POLICY – NOS VIES EN PARTAGE FOUNDATION – GROUND RULES, WAYS OF WORKING AND PROCEDURES

This document forms part of the Foundation's Safeguarding policy.

- The policy applies to; all members, staff (whether employees or freelancers), volunteers and anyone working on behalf of the Foundation or taking part in Nos Vies en Partage Foundation activities.
- The purpose of this policy is to provide members, staff and volunteers with the overarching principles that guide our approach to the protection of vulnerable people.
- This policy recognises vulnerable people as:
 - Children up to the age of 16 or young people aged 16-18.
 - Adults aged over 18 defined as vulnerable by the Safeguarding Vulnerable Groups Act 2006; this might include adults with a learning or physical disability, a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs, or reduced physical or mental capacity.

This document includes:

- Recruitment practices around safeguarding
- Ground rules and ways for working regarding the safeguarding of vulnerable people
- Procedures for raising safeguarding concerns and incidents of abuse
- Procedures for dealing with concerns and incidents of abuse

Recruitment practices around safeguarding

If an existing or potential new member, staff member or volunteer will be working with vulnerable people as part of the Foundation's activities the appropriate criminal record and reputational checks ("safeguarding checks") will be requested or carried out before that work is undertaken.

The level of checks required will be decided by the committee, taking account of the proposed activities of the individual concerned and the level of supervision they are under. The results of any check to inform a decision will be used confidentially and in line with the Nos Vies en Partage Foundation equal opportunities policy.

Ground rules and ways for working regarding safeguarding of vulnerable people

When the Nos Vies en Partage Foundation organises an activity or event where they will be responsible for vulnerable adults they will ensure:

- Planning is carried out in line with this policy and procedures.
- The event is attended by an appropriate number of safeguarding checked adults – this will be a minimum of one but more when practically possible.
- Where practically possible the total number of adults in attendance (not necessarily safeguarding checked) compared with the total number of children will be in line with the ratio table below - as per Ofsted recommendations.
- There is a main contact for safeguarding on the day, normally the principal of the activity or event - this will be an individual who has been safeguarding checked.
- The main contact has access to emergency contact details and other relevant details (e.g. information about picking up arrangements for vulnerable people).
- That if vulnerable people of different gender will be taking part in activities adults of different gender will be in attendance too.
- A vulnerable person is not to be left alone with a single adult, unless that adult is safeguarding checked.
- Two adults (one safeguarding checked) should be the last to leave a venue once the activity has finished and will be responsible for ensuring vulnerable people get home safely.

Child to adult ratio table

Childs age	Number of adults	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
12-18	1	10

Working with parents/guardians: If a vulnerable person wishes to take part in Nos Vies en Partage Foundation activities written permission (including electronic) should be obtained from parents/guardians where appropriate, and before the activity takes place. Written permission should include: emergency contact details, any relevant pick-up arrangements – including permission for another adult to pick up the vulnerable person after the activity has finished. If it is not practical to obtain written permission, oral permission must be obtained and this be recorded by the person organising the activity in question.

Procedures for raising safeguarding concerns and incidents of abuse

- If any member, staff or volunteer of the Foundation witnesses, suspects or is informed of a witnessed or suspected case of abuse they should immediately report it to the named safeguarding officer ([Martin Welsh]);
- If the named person is not available, or is involved in or connected to, the abuse, it should be reported to the group chair (Philippe Lietard).
- If an individual wishes to report an incident of abuse against themselves they should report it to the named safeguarding officer or an individual that they trust.

Procedures for dealing with concerns and incidents of abuse

The Named person (or person reported in their absence) will first make a decision based on the immediacy of the concern and the following two factors:

1. If the vulnerable person is in immediate danger or needs emergency medical attention – call the police and/or ambulance service.
2. If the person at the centre of the allegation is working with vulnerable persons at the current time – remove them, in a sensitive manner, from direct contact with vulnerable people and follow the procedures below.

If none of the above applies the named person will:

- Make a note of the concerns reported to them.
- Speak with Martin Welsh or Philippe Liétard on how to handle the reported abuse. Excluding any committee members who of involved in the incident.
- Escalate the report by either:
 - Raising concerns with the police – for serious or possible criminal offences.
 - Requesting an assessment by the local authority social care department about whether a vulnerable person is in need of protection.
 - An internal investigation – for less serious incidents where they feel internal mediation will be successful.
- Where cases are escalated the committee will cooperate with the police or local authority in dealing with the reported incident.
- Where an internal investigation takes place the committee will:
 - Inform all parties involved of the reported abuse as soon as possible.

- Inform the family/guardians of the person reported as being abused of the incident.
- Arrange separate meetings with both parties within 10 days of the reported incident. A joint meeting may be arranged if appropriate.
 - Both parties should be given the chance to bring a friend or representative to the meeting.
 - Meetings will be attended by the named safeguarding officer and at least one other committee member.
 - All parties will also be invited to submit a written statement in advance of the meeting.
- Once meetings have taken place the committee will decide on next steps and communicate them to all parties in writing within 5 days. They will be either:
 - Escalate the incident to the relevant authority.
 - Further investigation – with established procedures and timelines to work towards a resolution.
 - A decision or resolution.

Resolution and disciplinary action

- If abuse is found to have taken place any final resolution or decision will be taken in the best interest of the person who has suffered the abuse and in the best interests of the Foundation.
- Any disciplinary action will be taken in line with the Nos Vies en Partage Foundation constitution.