



OXFAM

OXFAM GB UK CHILD SAFEGUARDING RETAIL POLICY

POLICY DETAILS

POLICY NUMBER:	COCR024
POLICY OWNER:	Head of Safeguarding
POLICY AUTHOR:	Head of Safeguarding
SLT SPONSOR:	Chief Executive Officer

APPROVAL INFORMATION

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CONSULTATION AND IMPLEMENTATION

STAKEHOLDERS CONSULTED:	<input type="checkbox"/> Board Committee <input type="checkbox"/> Country Director(s) <input type="checkbox"/> Governance team <input checked="" type="checkbox"/> HR team <input type="checkbox"/> InfoSec team <input type="checkbox"/> Integrity team <input type="checkbox"/> International Ops <input type="checkbox"/> Legal team <input type="checkbox"/> Risk & Assurance <input type="checkbox"/> SLT <input type="checkbox"/> Trustee Board <input type="checkbox"/> Union <input checked="" type="checkbox"/> Other – Volunteering Team/Area managers/Retail Ops Team/VDEM
DATE(S) OF CONSULTATIONS:	8th May 2025 6 th August 2025
DESCRIPTION OF CONSULTATIONS:	<ul style="list-style-type: none">○ Head of Volunteer Development & Experience, Engagement - Volunteering Team○ Volunteer Development & Experience Manager - Engagement – Volunteering Team

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IMPLEMENTATION OWNER:	Head of Safeguarding.
IMPLEMENTATION PLAN:	Retail safeguarding training for managers and HRBPs Retail safeguarding e-learning Volunteer induction Parents information for child volunteers Retail bulletin

SCOPE AND CONFIDENTIALITY

GEOGRAPHICAL SCOPE:	UK
SECURITY CLASSIFICATION:	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Internal <input type="checkbox"/> Confidential
CIRCULATION:	Retail senior managers, retail managers, HRBPs

CONTENTS

Contents.....	3
1. Introduction	4
1.1 Policy statement	4
1.2 Purpose	4
1.3 Scope and Applicability	5
2. Core child safeguarding principles	5
2.1 The principles that guide this policy	5
2.2 Oxfam’s Core Principles on child abuse	6
3. Oxfam Child Safeguarding committments.....	6
4. Policy Contents	7
4.1 Definition of safeguarding.....	7
4.2 Definitions of abuse	7
4.3 Contact with children	8
4.4 Reporting concerns	9
4.5 What to do if a child discloses abuse or you suspect abuse.....	9
4.4 Ways to report concerns.....	9
4.4 What happens when you report.....	10
4.4 Safe Recruitment.....	10
4.5 Training and Awareness.....	11
4.6 Supervision of Young Volunteers – under 18 years old.....	12
4.7 Digital safeguarding.....	12
4.7.1 Digital Safeguarding Policy Points	12
5. Standards (Must Be Measurable And Reportable).....	13
6. Related Documents	13
6.1 Policies	13
7. Legal framework	13
8. Survivor Support	14
9. Confidentiality	14
10. Roles And Responsibilities.....	14
11. Consequences Of Non-Compliance.....	15
12. Appendices	15
12.1 Other forms of abuse and harm.....	15

1. INTRODUCTION

1.1 POLICY STATEMENT

At Oxfam, we believe in the inherent rights, freedom, dignity and equality of all people, especially children. All children, regardless of age, sex, disability, sexual orientation, race, marriage or civil partnership, gender reassignment, pregnancy or maternity, religion or belief have a right to be protected from all forms of harm, abuse, neglect and exploitation

Children can be extremely vulnerable, intersections of various factors such as class, gender, race, sexual orientation or disability, along issues such as poverty, homelessness, alcohol and drugs, and domestic abuse, further increase a child's vulnerability to child abuse and exploitation. In our retail operations Oxfam recognises the power disparities that exist between adults and children, especially those with disabilities. This policy ensures to everyone who works and contributes to Oxfam's retail operations understands their responsibilities to safeguarding children and report incidents.

Oxfam is committed to ensuring the safety and well-being of all children who come into contact with our retail operations. Oxfam is committed to minimising the risk of abuse occurring; supporting anyone who is vulnerable and is experiencing or has experienced abuse.

Oxfam staff and volunteers must report concerns of abuse perpetrated by Oxfam staff, volunteers or related personnel. Welfare concerns and concerns of abuse taking place outside of Oxfam should also be reported to the safeguarding team so that appropriate referrals can be made. The relevant authorities must be informed when a child is harmed. The Safeguarding Team will provide advice about immediate referrals and liaise with the relevant agencies.

Safeguarding is everybody's responsibility. All staff and volunteers have a responsibility to create and proactively maintain an organisational culture and operational environment which prevents and deters any actions and omissions, whether deliberate or inadvertent, that place children at the risk of any kind of child abuse. Substantiated allegations of child abuse and other breaches of this policy will result in disciplinary action, up to and including dismissal or withdrawal from volunteering.

This policy shall be used in conjunction with UK employment law, duty of care and relevant criminal laws, with the best interest of the child always being prioritised.

Staff and volunteers have a duty to uphold the principles of the policy, engage in safeguarding training and acquire the appropriate level of safeguarding knowledge and awareness of risks to keep children safe. Overarching accountability for Child Safeguarding with Oxfam GB sits with the CEO and Chair of Trustees.

1.2 PURPOSE

The purpose of this policy to:

- define Oxfam's approach to safeguarding children
- provide a framework for identifying, reporting, and addressing potential and actual safeguarding concerns.
- keep children safe from harm perpetrated by Oxfam representatives (staff and volunteers)

- ensure a safe environment for all children who come in to contact with Oxfam
- allow Oxfam to hold those accountable those whose actions breach this policy and do not uphold the principles
- outline the responsibilities of all staff and related personnel to prevent and respond to child abuse

1.3 SCOPE AND APPLICABILITY

This policy applies to all Oxfam staff and volunteers working within our retail environments in the UK.

- Oxfam staff includes all employees of Oxfam GB including permanent and temporary employees
- Volunteers includes all volunteers working in Oxfam shops in the UK

This Policy applies in-person and online, and during and outside work hours. Actions taken by Oxfam employees and volunteers outside of working hours that are seen to contradict this Policy will be considered a violation of this Policy.

Anyone under the age of 18 is a child, including volunteers who are under 18, children who visit the shop, as well as any children Oxfam representatives are alleged to have abused outside of the shop or online. The term 'survivor' refers to any child who has experienced harm, abuse, or mistreatment, regardless of age, gender, or background.

2. CORE CHILD SAFEGUARDING PRINCIPLES

2.1 THE PRINCIPLES THAT GUIDE THIS POLICY:

- **Best Interests of the Child:** The welfare of the child is paramount.
- **Survivor-Centred Approach:** Oxfam prioritises the rights, needs and wishes of the victim-survivor, ensuring their safety, dignity and wellbeing are at the forefront of all actions and decisions relating to them.
- **Inclusiveness and Accountability:** Staff and volunteers must be able to comply with and be accountable to this policy.
- **Confidentiality:** Information regarding child safeguarding concerns will be handled with the utmost confidentiality.
- **Respect and Dignity:** Treat all children with respect and dignity.
- **Zero Tolerance to Inaction Against Abuse:** Oxfam has zero tolerance policy for inaction against any form of child abuse or exploitation. Any form of bullying, harassment, humiliation, or other mistreatment towards a child will not be tolerated and could result in termination of employment or withdrawal from volunteering

2.2 OXFAM'S CORE PRINCIPLES ON CHILD ABUSE

- [Child abuse](#) by Oxfam Employees and volunteers constitute acts of gross misconduct and are, therefore, grounds for termination of employment or contract/agreement. Other forms of harm directed at a child or a s consequence of omission or neglect or duty by Oxfam Employees and volunteers is grounds for disciplinary action up to and including dismissal.
- Adults (persons over the age of 18) engaging in sexual activity with children (persons under the age of 18), is prohibited regardless of the legal age of consent. Mistaken belief in the age of the child is not a defence.
- Oxfam Employees and volunteers are obliged to create and maintain an environment that prevents child abuse and promotes the implementation of this Policy. Oxfam Managers at all levels have responsibilities to support and develop systems, which maintain this environment.

3. OXFAM CHILD SAFEGUARDING COMMITMENTS

- A) Ensure all those associated with the delivery of our work adhere to the behaviour standards outlined in Sec.4.3 "Contact with Children" when working with or in contact with children.
- B) Ensure safe recruitment and referencing and vetting procedures are in place and followed
- C) Ensure all managers and safeguarding focal points are equipped with knowledge, skills and awareness to keep children safe through the provision of appropriate training, including the emerging issues of digital safeguarding, domestic violence, forced marriage, female genital mutilation, child sexual exploitation and trafficking, racism and extremism where relevant.
- D) Ensure clearly documented, contextually appropriate and child-friendly reporting Procedures are in place
- E) Ensure the identification and appointment of Oxfam people with clearly articulated responsibilities to coordinate/lead child safeguarding work (including incident management and reporting) within retail operations
- F) Ensure effective child safeguarding risk management
- G) Ensure appropriate procedures, protocols and processes are established and followed for managing personal data relating to children
- H) Ensure the Oxfam Digital Safeguarding and Social Media User Policies provide for the safe use of information and communication technologies such as the Internet, social networking sites, and digital photography

4. POLICY CONTENTS

4.1 DEFINITION OF SAFEGUARDING

The definition of "Safeguarding" in Oxfam is 'The measures we take to prevent any type of abuse or exploitation from taking place through the course of our work, specifically sexual exploitation, abuse and harassment as well as all types of child abuse, and respond appropriately to concerns or feedback that are raised.'

And "Child Safeguarding" is 'The policies, procedures and practices employed to safeguard children who come into contact with Oxfam and all those associated with the delivery of our work from all forms of harm, abuse or exploitation and the responsibility of all personnel to embed these at the activity level to ensure Oxfam is a child safe organisation.

For Oxfam staff and volunteers in the retail environment, this means creating and maintaining a safe environment, free from abuse, where children and adults feel safe and supported to report incidents or suspected incidents, where harm has or potentially has occurred.

4.2 DEFINITIONS OF ABUSE

Child Abuse

The term "child abuse" is used to describe various ways that a child can be harmed or mistreated. Abuse can happen anywhere and at any time, but research indicates that the perpetrators of abuse are likely to be known and trusted by the child.

Child abuse is generally split into four categories - physical, neglect, sexual and emotional:

Physical abuse

This may involve but not limited to hitting, kicking, shaking, throwing, squeezing, suffocating, drowning, burning or biting the child. Giving the child alcohol, drugs or poison are also forms of physical abuse. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child.

Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs. This may include the failure to meet a child's basic needs, like food, shelter, warm clothing or medical attention. Neglect may occur during pregnancy as a result of substance misuse and is also the failure to provide adequate supervision (including leaving children with inappropriate carers).

Sexual abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including sexual exploitation, whether or not the child is aware of what is happening. Activities may involve penetrative and non-penetrative acts or non-contact activities such as involving children in looking at, or in the production of pornographic materials, or encouraging children to behave in sexually inappropriate ways. Sexual abuse includes grooming a child in preparation for abuse, for example, via the internet.

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe adverse effects on a child's emotional development. This may involve a lack of love and affection, telling a child they are worthless, serious bullying or being constantly shouted at. Emotional abuse also occurs when the child is valued only insofar as they meet the needs of another person, when the child is overprotected and unable to explore and learn on their own or when they witness the ill-treatment or abuse of another (including domestic violence), or animal cruelty. Other examples are bullying, including cyber bullying, making fun of what the child says or how they communicate.

See other form of abuse [here](#)

4.3 CONTACT WITH CHILDREN

Oxfam staff and volunteers must:

- Conduct themselves in a manner consistent with Oxfam's values and the Child Safeguarding Policy
- Treat all children with respect regardless of their race, colour, gender (including gender diverse children), language, religion, opinions, nationality, ethnicity, social origin, property, disability, sexual orientation or other status
- Immediately disclose all charges, convictions and other outcomes of an offence they are subject to and relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with Oxfam
- Never use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, intended to humiliate or culturally inappropriate

Oxfam staff and volunteers must be aware of:

- **Appropriate Boundaries:** Befriending a child and contacting them outside of work/volunteering is not acceptable.
- **Power Dynamics Awareness:** All staff and volunteers over 18 must be aware of the power dynamic between themselves and volunteers who are under 18. Befriending, contacting, and meeting up with a child could result in termination of employment or withdrawal from volunteering.
- **Transparency in Conduct:** Interactions with children are conducted in an open and transparent manner.
- **Misinterpretation:** Avoid any behaviour that could be misinterpreted as inappropriate. Causing a child to feel unsafe could result in termination of employment or withdrawal from volunteering.
- **Physical contact with a child** that is: unprofessional, abusive, unnecessary or excessive, that makes a child feel uncomfortable or unsafe, or in a culturally insensitive way (necessary physical contact would include attending to an injured child or removing a child from a dangerous situation).
- **Online Conduct:** Staff and volunteers must ensure that all online interactions with children are appropriate, respectful, and transparent.

4.4 REPORTING CONCERNS

If you believe a child is at immediate risk of harm, call 999

If you think a crime has been committed, but there is no urgent risk, you can call 101

All child safeguarding concerns must be report to speak Up.

Anyone can raise a concern or make a complaint about Oxfam staff or related personnel without fear of retribution.

It is the responsibility of all representatives of Oxfam to raise any concerns they have or those which are reported to them according to this policy. It is not your responsibility to decide whether or not child abuse has occurred.

4.5 WHAT TO DO IF A CHILD DISCLOSES ABUSE OR YOU SUSPECT ABUSE

If a child discloses that they have been abused, or suspect a child has suffered abuse you must report this immediately. These concerns can report to:

- A trusted manager (who must report the matter to Speak Up)
- Retail Safeguarding Manager
- An HRBP
- To Speak Up, who will ensure appropriate action is taken. Reports may be made anonymously.

The Safeguarding Team will provide advice about immediate referrals and liaise with the relevant agencies.

Managers who receive safeguarding concerns from staff and volunteers must report the concern immediately to Speak Up.

4.6 WAYS TO REPORT CONCERNS

Anyone raising a concern will be supported to do so without fear of retribution. Concerns can be raised at any time following an incident and will be investigated in accordance with this policy. Concerns can be raised anonymously.

If a child is at immediate risk report to the police on 999 before you call anyone else.

Safeguarding concerns can be reported via:

- The Speak Up online misconduct [webform](https://oxfam.clue-webforms.co.uk/webform/misconduct/en):
<https://oxfam.clue-webforms.co.uk/webform/misconduct/en>

OR

- Email: speakup@oxfam.org.uk
- The Retail Safeguarding Manager – email: safeguarding@oxfam.org.uk

4.7 WHAT HAPPENS WHEN YOU REPORT

All crimes involving children will be reported to the police.

Where there is a complaint of child abuse against a representative of Oxfam there may be three types of investigation:

- A criminal investigation (Police)
- A child protection investigation (Children's services)
- A safeguarding investigation and risk assessment and/or disciplinary/misconduct investigation (Oxfam)

Information on what happens after a report is made can be found in the Retail **Safeguarding Procedures**

4.8 SAFE RECRUITMENT

Safe recruitment refers to the processes and practices Oxfam uses to ensure individuals who are employed or engaged as volunteers are suitable for specific roles, particularly in environments where they will be working with children or other vulnerable groups. Safe recruitment practices aim to prevent the hiring of individuals who may pose a risk to these groups, ensuring a safe environment for all.

- **Pre-Employment Checks:** All potential employees and volunteers must undergo reference checks. Failure to provide a suitable reference may result in disqualification from the recruitment process.
- **ID Checks:** All potential employees and volunteers must provide valid identification.
- **Criminal records Checks:** For identified roles within the organisation. These roles will be subject to a re-screen every three years.
- **Duty to Disclose:** All employees and volunteers must disclose any unspent convictions, and some specified spent convictions where they remain legally subject to disclosure. **Specified offences** are generally of a serious sexual or violent nature, or are relevant for safeguarding purposes. These offences are never filtered, regardless of how long ago they occurred. A full list of these offences is maintained by the government on GOV.UK.
- **Continual duty to disclose:** All employees and volunteers are required to disclose any new information that may affect their eligibility to work or volunteer with children or adults at risk, including allegations, investigations, or charges.

- **Exclusions:** Oxfam are not able to offer employment, or volunteering opportunities, where a criminal record check has identified a conviction for a sexual offence, any form of child or vulnerable adult abuse. Spent convictions will require a risk assessment.
- **Induction and Training:** New staff and volunteers will receive comprehensive induction training on safeguarding policies and procedures. Attendance and completion of this training are mandatory. Failure to comply with the training requirements will result in the individual being unable to commence their role pending successful completion.

Please see Oxfam Recruitment Policy

4.9 TRAINING AND AWARENESS

Safeguarding training equips staff and volunteers with the knowledge and skills to recognise signs of abuse or neglect. This enables them to take appropriate action. Through safeguarding training, staff and volunteers learn how to identify potential risks and vulnerabilities, empowering them to respond effectively when faced with safeguarding concerns. Staff who understand the principles of child safeguarding contribute to a safe and supportive environment for vulnerable, marginalised or at-risk individuals.

- **E-Learning Safeguarding Essentials training** is mandatory for all shop managers and deputy shop managers. It is Mandatory for youth supervisor volunteers to complete the offline equivalent training. This is designed for individuals who have more direct contact with young volunteers and provides a more detailed knowledge of safeguarding policies and procedures.
- **Annual Code of Conduct Refresher** is mandatory for all staff
- **All volunteers are required to view a safeguarding video and are provided with a Code of Practice card containing essential guidelines and standards.**
- **Safeguarding biennial refresher course** This course is mandatory every two years for paid shop and deputy shop managers. This course is delivered by HR Business Partners who have completed additional training.
- **Advanced Safeguarding Training** is mandatory for all HR Business Partners (HRBP's). This is designed for individuals in leadership or managerial roles who oversee safeguarding practices.
- **On-line and digital training (including recognising and responding to online risks and threats)** is mandatory for all staff and supervisor volunteers.
- **Refresher training:** Regular updates and refresher courses will be provided to ensure ongoing awareness and compliance.

4.10 SUPERVISION OF YOUNG VOLUNTEERS – UNDER 18 YEARS OLD

Effective supervision is critical to safeguard volunteers who are children (under 18 years) in our care.

- Young volunteers should not be left alone in a property at any time.
- At least two adults should be present when a young volunteer is volunteering, of which one must be designated as the young volunteer's supervisor for the duration of their shift and must be Enhanced DBS checked.
- All young volunteers should have a line manager (e.g. Shop Manager). However, we recognise there may be occasions when this person is not present, and the young volunteer is left alone with two adult volunteers (e.g. if the Shop manager works part-time). In such cases one of these adult volunteers must be a designated supervisor and Enhanced DBS checked, for the duration of the young volunteer's volunteering day.

4.11 DIGITAL SAFEGUARDING

For Oxfam shops, it's important that Shop Managers and Volunteer Supervisors clearly understand the risks posed to children via online activity and social media.

- being exposed to aggressive and violent content or sexual comments or images
- being befriended by adults (sometimes posing as teenagers) and groomed for sexual abuse or exploitation
- uploading inappropriate content of themselves, like embarrassing or intimate photos or videos of themselves or others
- sharing personal information with strangers – for example, phone numbers, date of birth or location
- cyberbullying
- radicalisation
- exposure to too much targeted advertising and marketing
- data breaches, like having their data sold on to other organisations
- putting a child at risk by using their photo and/or name in pictures of the shop team

4.11.1 Digital Safeguarding Policy Points

To mitigate these risks while children are volunteering in Oxfam shops, the following policy points must be adhered to:

- Adult staff and volunteers must not be in online contact with under 18s or add them as friends on social media platforms
- Staff and volunteers must not access explicit content on Oxfam computers or devices

- Online activity not consistent with Oxfam's values and the aims of the policy will not be tolerated, whether in work or outside work hours.
- No under 18s should be left alone to set up and run shops' social media accounts
- Managers and supervisors should be aware of potential risks to children.

Please see Digital Safeguarding Policy attached.

5. STANDARDS (MUST BE MEASURABLE AND REPORTABLE)

- Criminal records checks for identified staff within the organisation.
- Safeguarding induction and mandatory training completed in first 3 months.
- Cases correctly referred to external agencies and support services.
- Child victim-survivors, as well as staff and volunteers impacted, receive appropriate support in line with OGB Survivor Policy.

6. RELATED DOCUMENTS

6.1 POLICIES

- [Protection from Sexual Exploitation and Abuse \(PSEA\) FR | ES | AR](#)
- [Safeguarding Child Policy FR | ES | AR](#)
- [Digital Safeguarding Policy FR | ES | AR](#)
- [Youth Safeguarding Policy FR | ES | AR](#)
- [Safeguarding Adults Policy](#)
- [Survivor Policy](#)
- [Speak Up Policy](#)
- [Code of Conduct \(Staff\) FR | ES | AR](#)
- [Code of Conduct \(Non-Staff\) FR | AR](#)
- [Anti-bullying and Harassment](#)
- [Recruitment Policy FR](#)
- [Resolution Policy \(Previously Dealing With Problems At Work\) ES | FR | AR](#)
- [Volunteering Policy](#)
- [Retail Safeguarding Procedures](#)

7. LEGAL FRAMEWORK

This policy has been drawn up on the basis of law and guidance that seeks to protect children as follows:

Children Act 1989

United Convention of the Rights of the Child 1991

Data Protection Act 2018

Sexual Offences Act 2003

Children Act 2004

Children and Social Work Act 2017

Mandatory Reporting of female genital mutilation (FGM) (Home Office 2016)

Protection of Freedoms Act 2012

Relevant government guidance on safeguarding children, particularly Working Together to Safeguard Children, Department for Education 2018

Children (Scotland) Act 1995

Young People (Scotland) Act 2014

8. SURVIVOR SUPPORT

Oxfam GB is committed to providing appropriate support to survivors of abuse perpetrated by Oxfam GB employees or representatives, or which occurs as a direct result of Oxfam's work. This support is available regardless of when the incident occurred and is not dependent on the naming of a perpetrator or the outcome of an investigation.

9. CONFIDENTIALITY

We are committed to maintaining the confidentiality of all individuals involved in safeguarding concerns, including children, young people, vulnerable adults, and staff. Information will only be shared on a need-to-know basis and in compliance with legal and ethical obligations. All records will be securely stored and accessed only by authorized personnel.

However, confidentiality may be broken in the following circumstances:

- When there is a **serious and immediate risk of harm** to a child, young person, or adult at risk.
- When a **legal obligation** exists to share information, such as during a police investigation or court proceedings.
- When sharing information with relevant authorities (e.g., social care or the Local Authority Designated Officer) to comply with safeguarding protocols.
- When withholding information could result in **further harm** to the individual concerned or others. In such cases, we will ensure that the disclosure is proportionate, justified, and made to the appropriate authority. Where possible, the individual concerned will be informed of the necessity to share their information, unless doing so would increase the risk of harm.

10. ROLES AND RESPONSIBILITIES

All Oxfam Employees, Volunteers and Related-Personnel: Everyone who works on behalf of Oxfam is required to report any suspicions or incidences of child abuse. They must familiarise themselves with this policy, adhere to it, report any concerns, and participate in safeguarding training. Failure to report to a relevant person suspicion of abuse relating to someone else is a breach of Oxfam's policy, and could lead to disciplinary action being taken against employees and the termination of Oxfam's relationship with nonemployees. There is no obligation for an individual to report any incident that has happened to them.

Trustees and Directors: Oxfam Directors and Trustees, hold overall accountability for this policy and its

implementation.

SG Focal Points: Provide support to prevent and respond to child abuse, SEAH and abuse of adults at risk alongside their substantive roles. Raising awareness and promoting best practices by receiving concerns, supporting survivors and reporting concerns in a confidential manner within their team.

SG Leads/Advisors: Provide support to Focal Points, staff and programmes to prevent and respond to child abuse, SEAH and abuse of adults at risk. Raising awareness, conducting training and promoting best practices, as well as receiving concerns, conducting referrals to specialised services and supporting investigations. SG Leads/SG Teams/Advisors and senior management may also offer advice and support relating to concerns relating to but not necessarily fitting definitions relayed above.

Managers: Responsible for promoting awareness of this policy with people they manage and for supporting/developing systems that create and maintain a safe working environment. This also includes the responsibility for ensuring that all staff and Related Personnel receive regular child abuse, SEAH and abuse of adults at risk trainings, with a particular emphasis on staff who are in direct contact with the people we serve. They must ensure that staff they supervise understand this policy, and that it is implemented, provide support to staff and volunteers, and handle safeguarding concerns appropriately. Managers should prioritise awareness raising for themselves and their divisions, individual departments or teams, and provide budget lines for some activities.

Policy Owners: Are accountable for policy development, implementation, dissemination, maintenance, and review.

11. CONSEQUENCES OF NON-COMPLIANCE

Non-compliance with this policy shall result in disciplinary action, up to and including dismissal.

12. APPENDICES

12.1 Other forms of abuse and harm

Sexual Exploitation of Children

Comprises sexual abuse by the adult and remuneration in cash or kind to the child or a third person or persons. The child is targeted as a sexual object and as a commercial object. The Commercial Sexual Exploitation of Children constitutes a form of coercion and violence against children and amounts to forced labour and a contemporary form of slavery.

Online Child Sexual Exploitation

Includes all acts of a sexually exploitative nature carried out against a child that have, at some stage, connection to the online environment. It includes any use of Information and Communication Technologies (ICT) that results in sexual exploitation or causes a child to be sexually exploited or results in or causes images or other material documenting such sexual exploitation to be produced, bought, sold, possessed, distributed or transmitted.

Child Marriage

A formal marriage or informal union before age 18, is a reality for both boys and girls, although girls are disproportionately the most affected. Child marriage is widespread and can lead to a lifetime of disadvantage and deprivation.

Grooming

Generally, refers to behaviour that makes it easier for an offender to procure a child for sexual activity. For example, an offender may build a relationship of trust with the child, and then seek to sexualise that relationship (for example favouring a child, isolating a child, giving excessive attention or gifts, using sexualised language or physical contact, or exposing the child to sexual concepts through online sexual exploitation material).

Online-Facilitated Child Sexual Abuse

The act of sending an electronic message to a recipient who the sender believes to be under 18 years of age, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender; or of sending an electronic message with indecent content to a recipient who the sender believes to be under 18 years of age.

Child Labour

Often defined as work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children and interferes with their schooling and recreation. In its most extreme forms, child labour involves children being enslaved, separated from their families and exposed to serious hazards and illnesses.

Child Trafficking

Relates to any role in the recruitment, transportation or receipt of children for the purpose of exploitation, by means of threat, force or other forms of coercion. This includes abuse of power.

VERSION CONTROL

VERSION NUMBER	DATE	AUTHOR	BRIEF DESCRIPTION OF CHANGES
Approved Dec 25	September 2025	Rosie Woollcott, Head of Safeguarding	Policy uses updated template. Includes a new duty to report new or ongoing incidents.

APPROVAL HISTORY

VERSION NUMBER	DATE APPROVED	REVIEWED/APPROVED BY	COMMENTS
Approved Dec 25	December 2025	Board of Trustees	