
1. Safeguarding Policy

1.1 Commitment to safeguarding

Although our organisation does not come into regular contact with children or vulnerable adults, we are committed to clearly stating our policies and procedures in respect of safeguarding individuals should this situation arise. All eftec employees, and those working on our behalf, need to be informed enough to ensure that complaints and concerns about individuals at risk are properly identified and acted upon.

eftec aims to protect all of its staff, interns, volunteers, associates, subcontractors, those who receive services from eftec, and those who come on to eftec's premises ("Beneficiaries") from any act or behaviour of any member of staff or volunteer which, whether deliberately or unknowingly on the part of that member of staff or volunteer, gives rise to harm or ill treatment. Such harm or ill treatment includes abuse (physical, sexual, emotional, discriminatory, institutional or organisational, financial or material), neglect, or impairment of the health or development of eftec's Beneficiaries.

eftec will ensure that its safeguarding policy is implemented by all within eftec and, for that purpose, it will ensure that its staff, interns and volunteers have read and understood it.

Where applicable, eftec will work in partnership with local / national agencies to put in place appropriate procedures for reporting, making referrals, and accessing training and specialist support, as and when required.

1.2 Safe recruitment

To aim to protect its Beneficiaries, eftec will seek to recruit staff and volunteers using appropriate procedures, safeguards and checks. Where applicable, eftec will take up at least two references for all staff posts and volunteer roles prior to appointment. eftec will provide an induction programme for all new volunteers and staff, and appropriate training and ongoing/refresher training for them at regular intervals, to enable all volunteers and staff to undertake their roles safely, effectively and confidently. The induction will make it clear to them that they have an obligation to implement this Policy and to learn about protection issues and their related responsibilities.

Where eftec should do so, it will use the Disclosure & Barring Service ("DBS") checks to help it to assess suitability of a candidate for a particular volunteer or staff role which is treated by the DBS as Regulated Activity and is therefore subject to a barring list check. In relation to a post or role which is eligible for an enhanced DBS check, where it considers it appropriate it will carry out an enhanced DBS check. eftec will assess any criminal record information that is disclosed in line with its data protection and equalities (treating ex-offenders fairly) policies.

eftec will regularly review its recruitment and other human resources procedures in response to changes in legislation and systems external to eftec (e.g. DBS and barring list checks).

1.3 Volunteers

eftec does not currently engage volunteers – nor has it done so in the past. If it were to do so, all volunteer roles would be supported by a Director. Volunteers would be treated equally alongside paid staff, and all volunteers would be offered the same opportunities for advancement, responsibility, training and gaining qualifications, and acknowledgement for their contribution to eftec.

In turn, volunteers would be required to adhere to the applicable parts of [eftec's Code of Conduct](#) at all times as a representative of eftec. Before they take up their role, they will each be given a clear description of the requirements and responsibilities of their role and the member of staff or trustee recruiting them will discuss their role with them, to ensure that they understand what is expected of them. Any volunteer roles would be appropriately supervised in accordance with statutory guidance.

1.4 Safeguarding officer / responsible person

eftec is not required to elect a Safeguarding Officer; however, our Chief Executive Officer, Ece Ozdemiroglu, will act as the “Responsible Person” with overall responsibility for matters relating to safeguarding.

Ms Ozdemiroglu will be available to all staff, volunteers and Beneficiaries to speak to when they have any concerns, issues, or complaints regarding the safety, well-being or conduct of Beneficiaries, volunteers or staff. Ms Ozdemiroglu will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records, keep confidentiality, adhere to and promote this Policy within eftec, and support or provide access to support for individuals suffering harm or abuse.

1.5 Awareness of harm and abuse within eftec

All incidents of harm to any Beneficiary will require an appropriate response to reduce risks and improve eftec's services and activities. Harm is caused by accidents, deliberate abuse (physical, psychological, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes, or a failure to enable a person to participate in activities that are open to most of their peers. It can also include abuse via use of ICT facilities (e.g. grooming, bullying via the internet).

Deliberate acts of harm (physical, psychological, sexual, emotional and financial) and neglect are abuses against the person. Those acts will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies, and the DBS if the act is by someone in Regulated Activity. If a criminal offence is thought to have been committed by any staff member or volunteer, the police will be informed.

1.6 Confidentiality

All reports and logs (including personnel records) will be kept securely and confidentially according to eftec's data protection policies or in line with the DBS Code of Practice for Registered Bodies if appropriate, until or unless it is necessary to share this material with the agencies named above. Information will be shared by eftec on a “need-to-know” basis only.

1.7 Reports of possible or actual harm

eftec supports and encourages all Beneficiaries to promptly speak up and contact the “Responsible Person” where there is a concern (i.e. a worry, issue or doubt about practice or about treatment of a Beneficiary or colleague, or their circumstances), or a disclosure (i.e. information about a person at risk of or suffering from Significant Harm) or an allegation of an incident or a possibility that a volunteer or staff member has caused harm or could cause harm to a person in their care.

Staff or volunteers can report, and have a responsibility to report, something that they become aware of if they suspect or discover that it is not right or is illegal or if it appears to them that someone at work is neglecting their duties, putting someone’s health and safety in danger or covering up wrongdoing. They may become aware of any of these things from what they see or hear or from something another person has disclosed to them.

In the first instance, the staff or volunteer making a report should speak to their line manager¹ who will then liaise with the Responsible Person or eftec’s Board of Directors, all of whom have appropriate responsibility. However, if the report implicates their line manager, the staff member or volunteer making the report should instead speak directly to the Responsible Person or the Board.

eftec prefers that an individual should use internal processes whenever possible to make a report as above, but this does not prevent them from making a report or referral, in their own right as a private individual, to statutory agencies such as social services or the police.

Where there is risk of harm to any Beneficiary, the Responsible Person has the power to act as necessary and, in particular, as follows:

- Log all conversations regarding the issue;
- sign and request signatures on reports and statements;
- Confidentially seek advice from expert sources;
- Share concerns (with consent where required and appropriate) internally with senior staff; and
- Share concerns and make referrals to external agencies such as social services or the police, as appropriate to the circumstances.

eftec cannot promise confidentiality to staff or volunteers making an internal report where it has to be shared with any statutory agencies.

eftec also supports its staff or volunteers to raise concerns or to disclose information, which they believe shows malpractice - whistleblowing (disclosure in the public interest).

¹ In eftec, line manager would be the Senior Consultant, Principal Consultant or Director for whom the individual works most often in a given time. If that matter related to a specific project, it should be reported to the Project Manager and/or Project Director

1.8 Working overseas

eftec and its staff understand that they need to:

- Be aware of different risks for staff, volunteers and beneficiaries who are working overseas;
- Have suitable reporting and monitoring processes in place for any work conducted overseas;
- Monitor where they work for any changes or new safety systems which are needed.

They understand that working overseas include challenges such as:


- Different cultures, practices or legal systems;
- An unstable environment, like a conflict zone;
- Working with many partners.

eftec is committed to applying the same practices as in England and Wales and making sure they comply with any extra requirements of the other country. They understand:

- When to report issues to law enforcement in the country they are working in;
- They also need to report to police in the UK.

2. Review of policy

This policy is reviewed at least annually by the Board. It is deemed effective as of the date of issue and has been approved & authorised by:

Name:	Ece Ozdemiroglu
Position:	CEO
Date:	November 2023
Signature:	

Next Review Date: **November 2024**