

Safeguarding Policy

August 2025

Approved By:	Size of Wales Board of Trustees
Approved By:	Carwyn Jones
Implemented By:	Size of Wales Director and Safeguarding Officer
Approval Date:	August 2025
Next Review:	July 2027

Contents

1. Safeguarding Policy
2. What is safeguarding? 3
3. Scope 4
4. Policy Statement 4
5. Prevention 5
6. Reporting concerns or allegations 10
7. Responding to a concern or allegation 11
8. Monitoring and Evaluation 16
9. Confidentiality 17
- Annex 1: Glossary of Terms 18
- Annex 2: Guidance on receiving concerns. 21
- Annex 3: Safeguarding Incident Report form 21
- Annex 4: Obtaining Consent and Communications 25
- Annex 5: Online security 29
- Annex 6: Role of Safeguarding Officer and Trustee Safeguarding Officer 33
- Annex 7: Regional Safeguarding Boards and Key organisations 35
- Annex 8: Self Declaration Form 37
- Annex 9: Reporting to Welsh Government 37

1. Safeguarding Policy

The purpose of this policy is to protect all people, particularly women, girls, boys, at risk / vulnerable adults and project participants, staff and volunteers from any harm that may be caused due to their coming into contact with Size of Wales.

A **vulnerable adult** (international development context) is an individual aged 18 years or over who is at greater risk of significant harm due to factors such as gender, age, mental or physical health, or as a result of poverty, inequality or experience of displacement or crisis. Safeguarding vulnerable adults is the process of protecting adults from abuse or neglect, enabling adults to maintain control over their lives and make informed choices without coercion.

In Wales, we use the [Social Services and Well-being \(Wales\) Act 2014](#) definition of an [adult at risk](#) who:

- Is experiencing or is at risk of abuse or neglect,
- Has needs for care and support (whether or not the authority is meeting any of those needs), and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

2

It is important to note:

- the use of the term 'at risk' means that actual abuse or neglect does not need to occur before practitioners intervene, rather early interventions to protect an adult at risk should be considered to prevent actual abuse and neglect;
- the three conditions necessary to demonstrate an adult is at risk of abuse or neglect ensures that protection is provided to those with care and support needs who *also* require actions to secure the individual's safety in the future because they are unable to protect themselves;
- that the abuse of adults deemed to be 'at risk' is often linked to their circumstances rather than the characteristics of the people experiencing harm;¹ •
- risk of abuse or neglect may be the consequence of one concern or a result of cumulative factors.

A child is a person below the age of 18.

This includes harm arising from:

- The conduct of staff or personnel associated with Size of Wales • The design and implementation of Size of Wales's programmes and activities

The policy lays out the commitments made by Size of Wales and informs staff and associated personnel¹ of their responsibilities in relation to safeguarding.

This policy does not cover safeguarding concerns in the wider community not perpetrated by Size of Wales or associated personnel.

This policy has been developed in accordance with:

- [FCDO's enhanced Safeguarding standards](#)
- the [UN Special measures for protection from sexual exploitation and sexual abuse](#)
- UN Convention on the Rights of the Child (UNCRC).

- [Social Services and Wellbeing \(Wales\) Act 2014](#)
- Rehabilitation of Offenders Act [ROA1974](#)
- Wales' Safeguarding Procedures (which help practitioners apply the Social Services and Wellbeing (Wales) Act 2014).

2. What is safeguarding?

In Wales, safeguarding means preventing and protecting children and adults at risk from abuse or neglect and educating those around them to recognise the signs and dangers.

We understand it to mean protecting people, particularly women, girls, boys and adults at risk / vulnerable adults, from harm that arises from coming into contact with our staff

¹ See Annex 1: Glossary of Terms for definition of "associated personnel".

3

or programmes. Where we are made aware of safeguarding issues that are not related to Size of Wales' staff / programmes we will signpost accordingly, so other options can be explored to resolve the issue.

Further definitions relating to safeguarding are provided in the glossary in Annex

1. 3. Scope

This policy applies to

- All staff contracted by Size of Wales
- Associated personnel whilst engaged with work or visits related to Size of Wales, including but not limited to the following: board members, consultants; freelancers, volunteers; researchers; programme visitors including journalists, celebrities and politicians appointed or recruited by Size of Wales or deemed to be representing Size of Wales in any way in Wales or worldwide.

4. Policy Statement

Size of Wales will embed Sexual Exploitation, Sexual Abuse and Sexual Harassment (SEAH) prevention as part of working culture. We will always act with integrity and help create and maintain an environment which prevents, reports and responds to SEAH. Leaders and managers at all levels have particular responsibility to resource, develop, implement and support protection from SEAH systems to proactively identify, monitor and address SEAH risks and reports.

Size of Wales believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation, ethnicity or religion has the right to be protected from all forms of harm caused by sexual exploitation, abuse, harassment, neglect and bullying. We value diversity, confidentiality and do not discriminate against

any person for any reason. We will only portray people with a sense of dignity and will act with integrity, be transparent and accountable. Size of Wales does not tolerate bullying, harassment, sexual exploitation and abuse by staff or associated personnel and will implement safe programmes in an environment that supports physical health and well-being and is done in the best interests of the child / vulnerable person. Size of Wales is committed to ensuring inclusive participation for all, actively working to prevent exclusion due to impairment or incapacity, and recognizing the potential negative mental health and well-being impacts that such exclusion can have. We are committed to creating space and systems to nurture staff's awareness and confidence to speak out. All staff and associated representatives have a mandatory duty to report all safeguarding concerns immediately to Size of Wales Safeguarding Officer, the Trustee Safeguarding Officer or any other trustee, either face to face, or through the email addresses or telephone number specified below. Everyone has a responsibility for safeguarding. Staff should use the form found in Annex 3 to report concerns.

4

Contact details:

Safeguarding Officer: Barbara Davies Quy, safeguarding@sizeofwales.org.uk

+44 (0) 7811 460 269

Trustee Safeguarding Officer: John Hunt (Deputy Chair of Board / Trustee) trusteesafeguarding@sizeofwales.org.uk

If it is an emergency and there is an immediate risk of significant harm, a member of staff should report the case externally to emergency services immediately. If there is no immediate risk, inform the case internally to the Safeguarding Officer.

Size of Wales commits to addressing safeguarding throughout its work, through the three pillars of **prevention, reporting and response**. Size of Wales recognises that it has a safeguarding duty of care to project participants, staff and volunteers, including where down-stream partners are part of delivery.

5. Prevention

Size of Wales will implement policies and procedures to minimise the risk of safeguarding concerns from occurring.

5.1. Ensure safe recruitment and induction and training

- Include Size of Wales safeguarding commitments in job adverts, job descriptions and terms of reference as applicable.
- Seek to recruit all paid staff and volunteers using appropriate procedures, safeguards and checks. Size of Wales will follow guidance on roles that require DBS checks. <https://www.gov.uk/government/collections/dbs-eligibility-guidance>

The Education team and community outreach staff are subject to enhanced DBS checks and any staff that are in direct frequent contact with children, including staff that line manage those staff. Furthermore, the Safeguarding Officer, Director and Trustee Safeguarding Officer will also be subject to an enhanced DBS check. Furthermore, any staff that are likely to visit Size of Wales forest projects overseas and meet with project participants will be required to have a basic check. This information will be included in job adverts and job descriptions.

- Assess any criminal record information that is disclosed in line with our Data Protection and Equality and Diversity policy and on the basis of whether the offences revealed are serious enough to prohibit recruitment for that particular role. People with a prior conviction for any crime against children as detailed in a DBS certificate, or sexual exploitation or abuse against an adult will not be hired

5

by Size of Wales in a role with direct contact with children or adults. Size of Wales requires re-checks every three years for relevant posts.

- Discuss the content of any disclosure with the applicant before withdrawing any offer of employment
- Ask appropriate screening questions during selection/interview processes for relevant roles.
- Take up references for all Size of Wales posts, volunteer roles and trustees. The reference request form will include a question on safeguarding.
- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy and uphold Size of Wales Code of Conduct.
- Set a probationary period of (at least) six months for all new staff and volunteers.
- The Safeguarding Officer and Trustee Safeguarding Officer will stay up to date with safeguarding best practice and legislation.

5.2. Training

Size of Wales will ensure staff and board members receive training on safeguarding and code of conduct at a level commensurate with their role in the organization (induction training for new staff and trustees and refresher training every 3 years as a minimum). Staff with specific safeguarding roles will have more frequent training. All Staff that have received the safeguarding induction will sign a self-declaration form (annex 8). Dates when induction and refresher training has been completed should be logged and monitored by the Safeguarding Officer.

Training will be in line with the [National safeguarding training, learning and development framework](#). This framework explains how safeguarding training could be done. Group A to C apply to Size of Wales.

- **Group A – All staff / trustees working at Size**

This group needs a basic level of awareness of safeguarding and know how to report a concern. This includes this [online safeguarding module](#).

- **Group B – Staff / volunteers who work with children, young people (up to the age of 18) and adults at risk in a group setting or one to one basis** Staff work in settings where they may encounter safeguarding issues and require a deeper understanding of safeguarding policies and procedures. They need the skills and knowledge to respond to, report and record concerns or allegations related to safeguarding. This is a minimum of 6 hours of training.

- **Group C – Size of Wales staff / trustees with a direct responsibility for safeguarding people**

Group C are staff / trustees who are responsible for assessing safeguarding

r

i

s

k

s

,

6

making decisions about protective actions and coordinating with other professionals in complex safeguarding situations such as the Safeguarding Officer, Trustee Safeguarding Officer and Director. They must do group A and B training and do a minimum of 6 hours training per year, renewed every 3 years.

- **Group D – Practitioners who operate at a higher level in the safeguarding process**

In education typically this would include the safeguarding lead for the local authority. They have advanced knowledge of safeguarding practices and may be responsible for leading safeguarding reviews, providing expert advice and overseeing safeguarding processes within their organisation or across multiple agencies.

- **Group E – Practitioners that have the final say regarding safeguarding decisions**

This group includes social services personnel in strategic leadership roles, such

as the Director of Social Services and other heads of service for both children and adults. This would also include key statutory partners with the highest level of decision-making responsibility in the safeguarding process. These individuals are often involved in regional or national safeguarding initiatives and are expected to provide expert guidance on complex safeguarding matters. • **Group F – The most senior people in an organisation**

Public sector leaders have the ultimate responsibility for ensuring that safeguarding processes are effectively managed within their organisations.

Examples of these include Directors of Education, Local Councillors and School Governors. They must ensure that adequate resources are allocated for safeguarding activities and that their organisations meet legal and regulatory requirements.

5.3. Staff and Volunteer Responsibilities - Code of Conduct

All Size of Wales staff, volunteers, grant recipients, partners and associated personnel will adhere to high standards of behaviour and adhere to our safeguarding policy. All Size of Wales staff, volunteers, grant recipients, partners and associated personnel will:

- Create an environment, in which children, young people and adults at risk / vulnerable adults feel safe, secure, valued and respected.
- Ensure that there is more than one adult present during activities with children, young people or adults at risk / vulnerable adults or within sight or hearing of others; always work in an open environment avoiding private or unobserved situations.
- There should be no 1:1 contact between a staff/volunteer and a young person through digital tools or messages.

7

- Respect a young person's right to personal privacy; being aware of personal space and keeping an appropriate distance; that physical contact with a child, young person or adult at risk may be misinterpreted.
- Consider how you develop relationships with children, young people and adults at risk / vulnerable adults, to preclude any activity which could in any way be deemed inappropriate or exploitative.
- Always take allegations of harm seriously - neither exaggerate or trivialise.
- Report all safeguarding concerns or allegations immediately. This is your mandatory duty.

All Size of Wales staff, volunteers, grant recipients, partners and associated personnel are **prohibited** from engaging in the following harmful behaviour. Any failure to comply with any of these requirements will be a disciplinary matter, This includes but not limited to:

- Any behaviour or activity that could amount to sexual exploitation and abuse. • Sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. • Any other activity that is intended to cause physical or emotional harm, neglect, humiliation or exploitation to any individual.
- Any activity, practice or behaviour that suggests staff, grant recipients or partners have abused their position of power and is engaging with any individual based on inherently unequal power dynamics.
- Sexual relationships between staff-, grant recipients-, partners and any individuals that are based on unequal power dynamics are strongly discouraged since they may undermine the credibility and integrity of the work of Size of Wales.
- Discriminate against, show differential treatment or favour particular individuals to the exclusion of others.
- Use of the organisation's computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to pornography.

All staff, volunteers, grant recipients and forest project partners will report safeguarding concerns in accordance with this policy.

8

5.4. Ensure safe programming in Wales and overseas

Size of Wales will:

- Design and undertake all its programmes and activities in Wales and overseas in a way that minimises the risk of harm that may arise from children, young people and adults at risk / vulnerable adults coming into contact with Size of Wales. In our programme delivery, we will proactively identify and address potential barriers to participation for disabled or vulnerable adults, ensuring that programmes and activities are designed to be inclusive and accessible, thereby safeguarding against feelings of exclusion and negative impacts on mental health and well-being.
- Carry out risk assessments for activities both in Wales and overseas that will involve children, young people and adults at risk / vulnerable adults that include safeguarding issues.

- Embed safeguarding standards in the forest partner due diligence and project screening processes.
- Include safeguarding clauses in partnerships agreements and reporting forms. This includes (i) informing Size of Wales of all safeguarding concerns or complaints related to Size of Wales funded projects or programmes overseas, or about our representatives and (ii) follow safe communications and online security guidelines and seek informed consent (see Annex 4) and (iii) follow up on reports of safeguarding concerns promptly and according to due process.
- For any communications work, Size of Wales will seek consent from the child and parents / schools when working with children and adults at risk / vulnerable adults. This includes project participants in overseas projects. See Annex 4 for further information.
- Ensure that it shares its safeguarding policy widely with relevant stakeholders (donors, partners, schools) and promotes accessible ways to receive safeguarding concerns, including child friendly versions of the policy. Children, young people and adults at risk / vulnerable adults should be informed to ensure that they know how to approach adults if they are facing difficulties, believing they will be effectively listened to and that their concerns will be taken seriously and acted upon.
- Ensure that safeguarding policy and Code of Conduct is included in contracts for services or goods e.g. consultancy contracts. A copy of the policies will be shared with the relevant individual(s) and they must confirm that they have read and understood them.
- Size of Wales will ensure that all visitors to projects overseas receive appropriate inductions including to the cultural norms and legislation in that country,

9

particularly when this differs from that of the UK. In countries where anti LGBTQ+ legislation exists visitors will be advised not to travel if they identify as LGBTQ+ due to the increased risk of harm.

6. Reporting concerns or allegations

Size of Wales staff and associated representatives have a **mandatory duty to report all safeguarding concerns or allegations immediately**. It is not the responsibility of staff to decide whether or not exploitation or abuse has occurred, but they must pass their concerns on.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by Size of Wales Whistleblowing Policy. Deliberate false allegations are a serious disciplinary offence.

Size of Wales will also accept complaints from external sources such as members of the public, partners and official bodies. It is essential that confidentiality is maintained.

Size of Wales will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with both in Wales and overseas.

All reports will follow the [Wales Safeguarding Procedures](#) and [Keeping Learners Safe](#) guidance for young people. There is guidance on how to receive safeguarding concerns in Annex 2.

6.1. How to report a safeguarding concern

Where a member of staff (or volunteer or trustee) has a concern:

- That a child may be being abused or at risk of harm;
- That an adult at risk may be being abused or at risk of harm; or
- That an adult working with children or adults at risk / vulnerable adults may pose a risk of harm to those children or adults at risk / vulnerable adults,

they should immediately contact the Size of Wales Safeguarding Officer, the Trustee Safeguarding Officer or any other trustee, either face to face, or through the email addresses or telephone number specified below. Staff should use the form found in Annex 3 to report concerns.

Contact details:

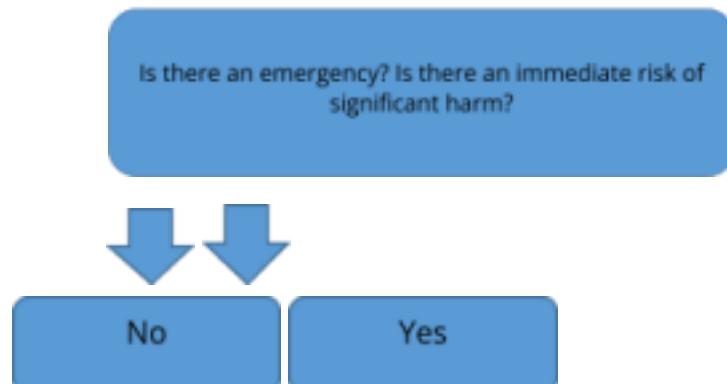
Safeguarding Officer: Barbara Davies Quy, safeguarding@sizeofwales.org.uk

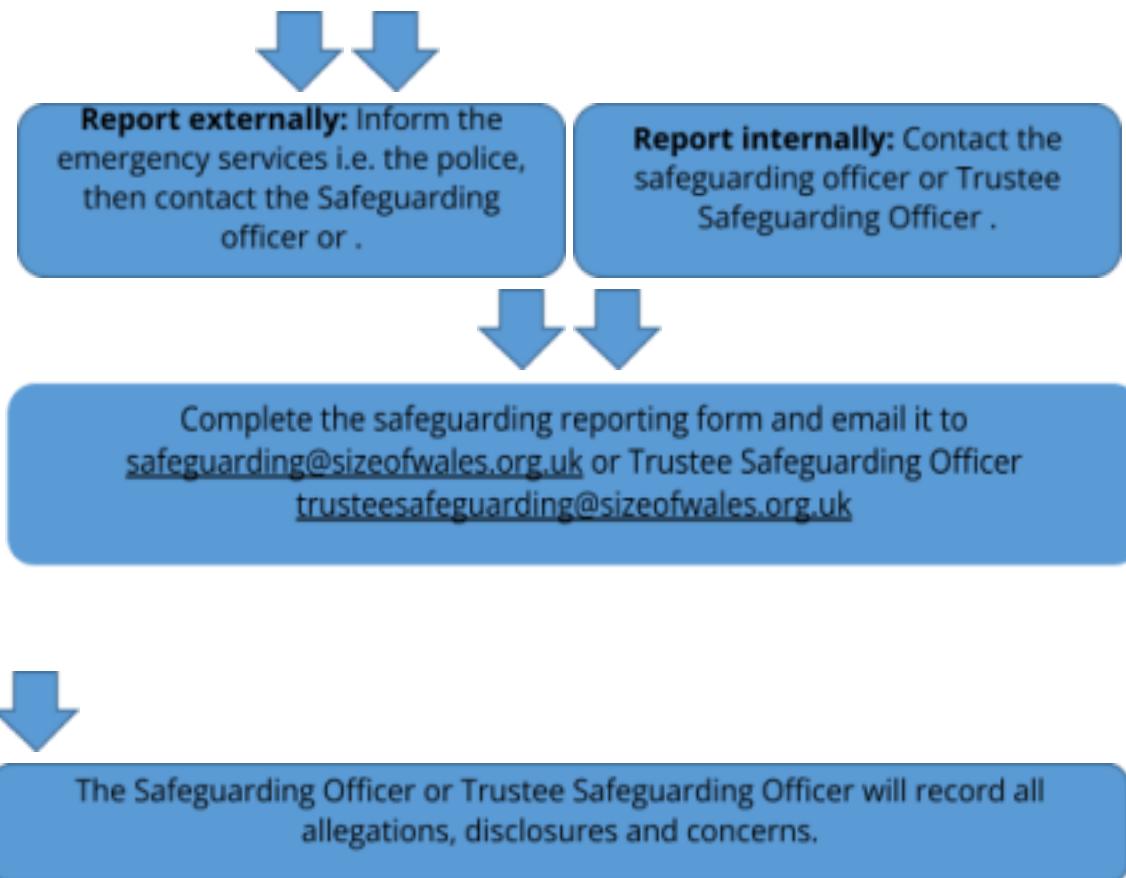
+44 (0) 7811 460 269

10

Trustee Safeguarding Officer: John Hunt (Deputy Chair of Board / Trustee) trusteesafeguarding@sizeofwales.org.uk

If it is an emergency and there is an immediate risk of significant harm, a member of staff should report the case externally to emergency services immediately. If there is no immediate risk, inform the case internally to the Safeguarding Officer.





7. Responding to a concern or allegation

Size of Wales' Board of Trustees has overall safeguarding responsibility for the charity. The Trustee Safeguarding Officer will have safeguarding governance responsibility to the Board. The Safeguarding Officer will work with the Trustee Safeguarding Officer to deal with any safeguarding issue or concern.

11

The Safeguarding Officer and the Trustee Safeguarding Officer will take all concerns and allegations of abuse seriously and will respond appropriately in order to ensure the safety of children and adults at risk / vulnerable adults who come into contact with Size of Wales. A meeting will be held by telephone within 24 hours to assess the concern and consider if further information is required.

An allegation may relate to a person who works with children or adults at risk / vulnerable adults who has:

- Behaved in a way that has harmed a child / adult at risk, or may have harmed a child / adult at risk;
- Possibly committed a criminal offence against or related to a child / adult at risk; or
- Behaved towards a child, children or adult at risk in a way that indicates they may pose a risk of harm to children / adults at risk / vulnerable adults.

7.1. Reporting allegations in the UK

If the allegation is related to a safeguarding concern in the UK, the Safeguarding Officer and the Trustee Safeguarding Officer (if acting in their place) must report all allegations of abuse against staff working in the United Kingdom to the Local Authority Designated Officer (LADO) within 24 hours of the allegation coming to light (see annex 7 for contact details).

Any representative who believes a child or adult at risk / vulnerable adult is in immediate danger of significant harm in the UK should contact the police by phoning 999.

- The Safeguarding Officer on behalf of Size of Wales will report allegations when there is *reasonable cause to suspect* abuse, neglect or harm. Size might delay making a report to check whether there is enough information to constitute reasonable cause following initial discussions about a concern. The delay should be time limited.
- A Safeguarding panel consisting of Size of Wales Safeguarding Officer, Safeguarding trustee and Director might run those internal checks and decide that the issue can best be addressed by an internal response; improved supervision, a training event, or that it is a malicious report or a misinterpretation of the situation. The situation and the response should be logged. Monitor for the required improvement.

12

- Size of Wales may not report a concern, if the subject of the concern is an adult who has capacity and therefore has the right to make decisions that others might believe to be risky. They may state that they are able to protect themselves (an adult is only an adult at risk if they are unable to protect themselves from abuse or neglect) and will take steps to do so. The individual has the right to consent / withhold consent and change their mind and ask for a report to be made at a later date. See point 7.3 for further information.

The situation will be thoroughly documented in Size of Wales' safeguarding tracking document. Wherever possible, the views and wishes of the individual and their chosen outcomes are identified. Decision-making, time limits and conditions all logged and adhered to. If in any doubt, speak to the local authority social services department.

7.2. Reporting allegations overseas

If the allegation occurred overseas, these must still be reported to Size of Wales Safeguarding Officer / Trustee Safeguarding Officer. Size of Wales will follow the referral pathways identified by partners in their safeguarding policies and take the appropriate

steps in line with local context. Size of Wales will provide support to those that have reported safeguarding concerns overseas, especially as this could have serious local repercussions and put them at risk.

7.3. Consent for making a safeguarding report

In the case of a child

For safeguarding purposes, there is no requirement for consent to make a safeguarding report about a child. However, it is considered good practice to seek a child's consent to make a safeguarding report about them to Social Services or relevant safeguarding bodies in overseas countries, subject to their age and understanding (see Annex 4 - informed consent).

If a report is made, the child should be informed of what actions will be taken and why, and contact maintained (if possible) with the individual to reassure them and offer support throughout the process.

If Size does not report, this decision should be recorded, the Safeguarding Officer should discuss safeguarding options with the individual and other routes or options, possibly through other agencies.

13

In the case of an Adult at risk / vulnerable adult

When the report is about an adult, it should be assumed that the adult has the capacity to make decisions for themselves unless this has been assessed otherwise, and therefore has the right to be asked for, or to withhold, their consent. Consent should therefore be obtained to make a safeguarding report on an adult UNLESS:

- a crime has been committed
- the situation, if not reported, would put other people at risk of similar abuse (e.g. the suspected perpetrator is known to be working with other people who are at risk in similar circumstances)
- the individual is subject to undue influence (possibly from the perpetrator or a person with an interest in protecting them), pressure or coercion, which discourages them from giving consent.
- If a report is made, the adult at risk / vulnerable adult should be informed of what actions will be taken and why, and contact maintained (if possible) with the individual to reassure them and offer support throughout the process.
- If Size does not report, this decision should be recorded, the Safeguarding Officer should discuss safeguarding options with the individual and other routes or options, possibly through other agencies. The individual should be reminded that they have the right to change their mind and a report could be made at a

later stage.

7.4. Reporting to the Charity Commission

Size of Wales Board of Trustees will be informed of all allegations of abuse and harm (as defined in the glossary) involving a member of staff or partner. They are responsible for making a serious incident report to the Charity Commission as required by charity registration [Serious incident reporting](#).

7.5. Reporting to Donors

Size of Wales will report any safeguarding concerns to donors.

For work in **Wales** funded by the Welsh Government in Wales, we must follow the [Keeping Learners Safe](#) (KLS) guidance which aligns with the [Wales Safeguarding Procedures](#).

The [Keeping Learners Safe](#) (KLS) guidance is intended for all those working with children and young people in an education setting or related agency who would benefit from understanding the process and expectations for safeguarding in schools, and the wider system.

14

The KLS is statutory guidance for local authorities, governing bodies of maintained and nursery schools, voluntary-aided and foundation schools, further education institutions and independent schools.

The KLS sets out effective practice for wider education settings and related agencies and recommended as relevant for youth services and work-based learning providers.

Employers and educational settings engaged with the provision of education services to children and young people should take the necessary action outlined in this guidance.

The KLS aligns with the [Wales Safeguarding Procedures](#) that sets out clear expectations about the way in which agencies and practitioners should work together to safeguard children.

According to the **Wales and Africa** Safeguarding policy, Size of Wales must report all cases of safeguarding concerns received to the Wales and Africa team within 24 hrs of receipt of a report and also upon closure of any investigation or procedures. This information would include only non-identifying summarised detail. Size of Wales must provide an annual summary of all safeguarding cases reported and the outcome of each case. Size will also undertake regular audit of these grant aided agencies and report the outcomes to Wales and Africa.

7.6. Disciplinary Measures

Where a Size of Wales representative is the subject of an allegation, the organisation will carry out an immediate risk assessment and consult with the Local Authority Designated Officer (LADO) or other relevant statutory agency. The member of staff may be suspended as a neutral act to protect all parties while an investigation is undertaken; suspension does not imply guilt. Decisions regarding suspension will be made by senior management in consultation with safeguarding leads. Appropriate disciplinary measures, including dismissal, will be applied to staff found to be in breach of policy. Where there is insufficient evidence for police action, Size of Wales will make an internal decision based on the information available, applying the civil standard of proof (balance of probabilities) to determine whether the allegation is more likely than not to be true. All information will be handled confidentially and shared only on a need-to-know basis.

Size of Wales also has a duty to report to the DBS if an individual is in a regulated activity with Size of Wales or is likely to be in regulated activity in another organisation (across UK). Size of Wales would also use the Misconduct Disclosure Scheme for international workers contracted by Size of Wales.

15

7.7. Support to survivors and staff

Size of Wales will offer support to survivors of harm caused by staff or associated personnel, by sharing details of specialist agencies if appropriate and requested. When appropriate, keep the person raising the concern/allegation updated of progress and resolution, unless:

- the situation means we must respect the privacy of individuals who may be affected;
- the survivor has expressly indicated a preference not to receive contact;
- the report has been made anonymously and this is not possible.

Where the survivor is a child or otherwise unable to make decisions, support will be provided by an appropriate guardian, carer or advocate².

Size of Wales recognises that Size of Wales staff who have had to respond to a safeguarding allegation may find the situation stressful and upsetting. We will support our staff to discuss the impact of their experience with the Safeguarding Officer and to seek further support as appropriate.

See Annex 7 for further information on referrals.

7.8. Reporting bullying or harassment

Size of Wales staff are entitled to work in an environment that is safe, secure and free from harassment and abuse. Size of Wales has a number of policies in place to support this and these are detailed in the Staff Handbook. If a staff member is concerned that a staff member may be harassing or bullying another staff member, or making other feel unsafe or uncomfortable, they should speak to the Director or to a Trustee.

8. Monitoring and Evaluation

Size of Wales Board of Trustees is ultimately responsible for safeguarding for Size of Wales. Size of Wales will regularly review the effectiveness of its safeguarding practice and assess knowledge and understanding of staff and stakeholders. All safeguarding decisions will be documented and reviewed, capturing lessons learnt. Size of Wales Board of Trustees will review safeguarding issues as part of the quarterly monitoring of the safeguarding risk register. A quarterly review meeting will be held between the Safeguarding officer, Trustee Safeguarding lead and Size of Wales Director where

²In Wales, anyone who is the subject of safeguarding procedures, and may have barriers to understanding fully, including all children, has the right to an advocate, whether informal (carer, family member, support worker in other role) but "appropriate", which means not involved in the safeguarding concern in any way.

16

needed. Safeguarding will also be discussed at Quarterly Board meetings and the Education Outreach Officers meetings that are held on a termly basis.

9. Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis, only and should be kept secure at all times. A designated folder will be set up which can only be accessed by the Safeguarding Officer and Trustee Safeguarding Officer.

Size of Wales will only share information about a child with adults who have parental responsibility, if this does not place the child at further risk of harm. This should be discussed with the relevant local authority. Information may also be shared with parent/guardian, where it is necessary in order to safeguard the child from harm. All Size of Wales staff must be aware that Size has a professional responsibility to share information with other agencies in order to safeguard children. Information about an adult should be shared only with whom they have expressly requested it. Anonymity is protected wherever possible, but this cannot be the case where a crime has been committed and where there is any police or criminal justice involvement.

Annex 1: Glossary of Terms

Adult at risk / vulnerable adult: A vulnerable adult (international development context) is an individual aged 18 years or over who is at greater risk of significant harm due to factors such as gender, age, mental or physical health, or as a result of poverty, inequality or experience of displacement or crisis. Safeguarding vulnerable adults is the process of protecting adults from abuse or neglect, enabling adults to maintain control over their lives and make informed choices without coercion.

126(1) of the [Social Services and Well-being \(Wales\) Act 2014](#) defines an adult at risk as an adult who:

1. Is experiencing or is at risk of abuse or neglect,
2. Has needs for care and support (whether or not the authority is meeting any of those needs), and
3. As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

It is important to note:

- the use of the term 'at risk' means that actual abuse or neglect does not need to occur before practitioners intervene, rather early interventions to protect an adult

at risk should be considered to prevent actual abuse and neglect;

- the three conditions necessary to demonstrate an adult is at risk of abuse or neglect ensures that protection is provided to those with care and support needs who *also* require actions to secure the individual's safety in the future because they are unable to protect themselves;
- that the abuse of adults deemed to be 'at risk' is often linked to their circumstances rather than the characteristics of the people experiencing harm;¹
- risk of abuse or neglect may be the consequence of one concern or a result of cumulative factors.

Beneficiary / Project participant

Someone who directly receives goods or services from Size of Wales' programmes in Wales or overseas. Note that misuse of power can also apply to the wider community that Size of Wales serves and also can include exploitation by giving the perception of being in a position of power.

Child

A person below the age of 18.

Young person

18

In the UK, a young person is someone aged 16 or 17 who are living independently. They are however still defined as children legally and for safeguarding/protection purposes, as children. Overseas, a young person can often range from age 18-24.

Harm

Psychological, physical and any other infringement of an individual's rights. The following is a non-exhaustive list of examples for each of the categories of abuse:

- **Physical abuse** - Assault (hitting, slapping, punching, kicking, hairpulling, biting pushing, rough handling) scalding and burning, physical punishment, inappropriate or unlawful use of restraint, or inappropriate sanctions, involuntary isolation or confinement, misuse of medication, forcible feeding or withholding of food, unauthorised restraint;
- **Sexual abuse** - the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This may include rape, attempted rape or sexual assault, inappropriate touch anywhere, non-consensual masturbation of either or both persons, inappropriate looking, sexual teasing innuendo or sexual harassment, sexual photography forced use of pornography or witnessing sexual acts, indecent exposure.
- **Domestic abuse**: Controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are (or have been) intimate partners or family members, regardless of gender or sexuality. It also

includes so-called 'honour'-based violence, female genital mutilation and forced marriage.

- **Sexual exploitation** - any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.
- **Psychological abuse** - Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, coercion, bullying, cyber bullying, belittling, persistent shaming, solitary confinement and enforced isolation (preventing someone from accessing services, educational and social opportunities and seeing friends), removing mobility or communication aids or intentionally leaving someone unattended when they need assistance,

Protection from Sexual Exploitation and Abuse (PSEA)

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse ([ST/SGB/2003/13](#))

19

Safeguarding

In the **UK**, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.³ In **Wales** ..."safeguarding means preventing and protecting children and adults at risk / vulnerable adults from abuse or neglect and educating those around them to recognise the signs and dangers".⁴

In **international development**, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes. One donor definition is as follows:

"Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur".

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and

transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

Safeguarding puts project participants / beneficiaries and affected persons at the centre of all we do.

Survivor

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individuals' choice how they wish to identify themselves.

Associated Personnel - All paid or unpaid staff, volunteers, freelancers, researchers, consultants, contractors, board members, programme visitors including journalists, celebrities and politicians appointed or recruited by Size of Wales or deemed to be representing Size of Wales in any way in Wales or overseas.

Size of Wales partners: Refers to programme delivery partners that Size of Wales have a funding agreement with to deliver programmes overseas.

³ NHS 'What is Safeguarding? Easy Read' 2011

⁴ <https://www.safeguarding.wales/glossary.html>

Informed Consent: the capacity to give consent based on agency and all available information, according to the age and evolving capacities of the person. The person must fully understand the purpose of the activity for the consent to be informed.

