

Safeguarding Policy

| Version control | Date and updates |
|------------------|-------------------|
| Original | 6 September 2019 |
| Version 2 | 9 February 2021 |
| Version 3 | 20 September 2022 |
| Next review | September 2023 |

Protecting people and safeguarding responsibilities is a priority for the British HIV Association (BHIVA).

The charity aims to provide a safe, trusted environment for all Trustees, committee members and volunteers and to respond promptly and appropriately to reports of adults who are actually or potentially at risk.

We do this by:

- Safeguarding the welfare of all our Trustees, committee members and volunteers, embedding it in everything that we do.
- Requiring all external agencies that we work with to comply contractually with the policy.
- Providing training to all Trustees, committee members and volunteers to ensure they understand and follow the approach and procedures laid out in this policy.
- Having procedures to ensure that concerns of abuse or neglect are dealt with appropriately and that action is taken promptly.
- Ensuring our fundraising activities are ethical. Fundraising activities are carried out in accordance with the charity's values and we strive to meet the highest of ethical standards.
- Disclosure and Barring Service (DBS) certificates for all Trustees and committee members of BHIVA.
- Sending members overseas where we cannot get a DBS check for someone going to work overseas, they may be able to get an International Child Protection certificate (https://www.acro.police.uk/acro_std.aspx?id=412).

Designated Leads

- All Trustees, committee members and volunteers have a responsibility to report concerns relating to abuse or neglect that arise in the course of their work.
- The designated leads within the charity to whom a member should report such concerns are the Chair / Vice Chair of BHIVA and secretariat manager.
- The executive committee holds ultimate accountability for the governance of all safeguarding matters.

Policies and procedures we need to have:

- Reviewed at least once a year
- Available to the public.

Make all trustees, committee members, staff, volunteers and beneficiaries aware of our policy. They all need to know how to apply it

- Protect people from harm
- Make sure people can raise safeguarding concerns
- Handle allegations or incidents
- Report to the relevant authorities

Charity Governance Code (<https://www.charitygovernancecode.org/en/front-page>)

Get checks on trustees, staff and volunteers

We must make sure that trustees, committee members, staff and volunteers are suitable and legally able to act in their positions. This includes people from or working overseas. We need to get: criminal records checks where the position is eligible references and checks on gaps in work history confirmation that staff can work in the UK (<https://www.gov.uk/check-job-applicant-right-to-work>) health checks where appropriate (<https://www.gov.uk/employers-checks-job-applicants>)

Working overseas

We must:

- Be aware of different risks for members, volunteers and beneficiaries who are overseas have suitable reporting and monitoring processes in place for any work overseas.
- Challenges of working overseas include:
 - different cultures, practices or legal systems an unstable environment, like a conflict zone working with many partners.

We should apply the same practices as in England and Wales and make sure you comply with any extra requirements of the other country.

Follow The Core Humanitarian Standard on Quality and Accountability (<https://corehumanitarianstandard.org/thestandard>) for overseas humanitarian work