

Safeguarding

Purpose

Climate Strategies (“the Company”) is committed to safeguarding persons it works with.

The policy’s purpose is to:

Protect the Company’s Beneficiaries from harm. The Company’s Beneficiaries include those who are employed by, receive services from, or participate in the activities and events provided by the Company. Harm or ill treatment includes abuse (physical, psychological, sexual, discriminatory, institutional, or organisational, financial, or material), neglect, exploitation, or impairment of the health or development of a person. ‘Employed by’ includes Interns and contractors.

Glossary

Beneficiaries may be at risk due to age. Age in particular refers to the elderly and children. The United Nations Convention on the Rights of the Child defines child as “a human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier”.

Beneficiaries may be a vulnerable adult, by reason of disability, age or illness, the context they are in or as a result of social and other inequalities, is or may be unable to take care of or to protect themselves against significant harm or exploitation.

Approach

The Company seeks to do this through implementing the following activities:

#	Objective	Approach	Evidence
1	Ensure that we give time to Safeguarding	Appoint a Safeguarding Officer.	A member of staff has the role of Safeguarding Officer.
2	Avoid employing staff who seek to exploit/harm people	The Company will take up two references for all staff prior to appointment.	Records of responses from referees (emails or dated notes from calls).
3	Raise and maintain awareness of safeguarding measures	<p>Deliver induction training and regular reminder communications about safeguarding and Code of Conduct.</p> <p>Add Safeguarding section to the Company Handbook, or a copy of this Safeguarding Policy, issued to all employees.</p> <p>A zero-tolerance approach that is openly communicated.</p>	<p>Records of induction and subsequent training and of completion of same by employees.</p> <p>Publicly available articulation of this policy, its applicability, scope, and who is covered.</p>

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4	Encourage raising concerns	Request that employees watch for and report concerns.	Request and rationale for reporting is part of the training.
5	Interns treated equally alongside the rest of the staff	All interns will be offered the same opportunities for advancement, responsibility, and acknowledgement for their contribution to the Company. In turn, interns will be required to adhere to the applicable policies and processes at all times as a representative of the Company.	Records of induction and subsequent training and of completion of same by interns. Interns will be provided with a Line Manager in a supporting role.
6	Facilitate anonymous reporting of concerns	Provide a dedicated feedback email address on the website that enables Beneficiaries to provide good and bad feedback on their experiences. This inbox should route to the MD and Safeguarding Officer. Provide staff an email and mailing address for the Chair so they can contact them directly and (via unsigned physical mail) anonymously when raising an issue. Endeavour to create a mutually respectful culture where staff are confident that they can raise any matter of genuine concern without fear of reprisal; knowing that matters will be investigated appropriately and regarded as confidential. Support staff to raise concerns or to disclose information, which they believe shows malpractice - whistleblowing (disclosure in the public interest).	Openly accessible method for Beneficiaries and members of the public to report concerns. Clear posting of details about how to report concerns in the training that is given to staff.
7	Respond to suspicions of abuse or neglect	Investigate all concerns raised using people who are not involved in the concern (where necessary, request assistance from Board members if relevant staff are all implicated). Where the concern appears to be justified, define actions to remedy it and track completion of actions.	Log all concerns raised in a spreadsheet and create a separate Investigation Report for each investigation. Track the conclusion of the investigation and completion of actions.

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8	Escalate appropriate issues to external agencies	If appropriate, the Safeguarding Officer will involve external agencies such as Social Services and / or the police.	Record of contact with external agencies.
9	Keep this policy up to date	The Safeguarding Officer will monitor legislation in this area on an annual basis by searching www.legislation.gov.uk and will amend this policy and associated training materials in order to keep it up to date.	Log legislations check and a summary of any changes in the Safeguarding Log.
10	Track and audit implementation of this policy	Log all reports of concerns, the resulting investigation and any actions taken (see evidence column in this table). Add a standing item to the Board Agenda to review all new items in the log at Board meetings.	Board minutes showing that the log has been reviewed.

Safeguarding Officer

The Company's appointed Safeguarding Officer as from January 2021 is Operations Manager, Tim Swinfen-Green. They will be available to all staff and Beneficiaries to speak to when they have any concerns, issues, or complaints regarding the safety, well-being or conduct of Beneficiaries, or staff.

The Safeguarding Officer will liaise with appropriate local and national agencies, contribute to appropriate policies, maintain records, keep confidentiality, adhere to, and promote this policy within the Company, and support to provide access to support for individuals suffering harm or abuse.

Adoption and Review

This safeguarding policy was approved by the Managing Director 7 April 2021 and endorsed by the Board on 17 June 2021. It also comes into force on that date.

The Safeguarding Officer/Senior Management Team/Board will, as appropriate, monitor, revise, and enforce this policy. The next date for review will be 17 June 2022.

Version control

Version	4
Prepared	Tim Swinfen-Green, Tim Lancaster
Signed	Andrzej Blachowicz
Implemented	17 June 2021