



Safeguarding Policy

Purpose

The purpose of this policy is to protect vulnerable people, particularly children and at-risk adults, from any harm that may be caused due to their coming into contact with Intermediaries for Justice ('IfJ'). This includes harm arising from:

- The conduct of staff, members, or personnel associated with IfJ; or
- The design and implementation of IfJ's programmes and activities.

The policy lays out the commitments made by IfJ, and informs staff, members, and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under IfJ's Anti Bullying and Harassment Policy;
- Safeguarding concerns in the wider community; or
- Safeguarding concerns perpetrated by associated personnel outside their engagement with IfJ.

Scope

This policy applies to:

- All IfJ Trustees;
- All staff contracted by IfJ;
- IfJ members when attending IfJ events; and
- Associated personnel whilst engaged with work or visits related to IfJ, including but not limited to the following: consultants; speakers, volunteers; and contractors.

Any organisations that IfJ partners with will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined in this policy, and include any additional legal or regulatory requirements specific to their work.

IfJ recognises that whilst its members work with vulnerable people in their capacities as Registered Intermediaries, His Majesty's Courts and Tribunals Service ('HMCTS') Approved Service Providers and international intermediaries, IfJ is not responsible for their work outside their direct contact with IfJ.



Policy Statement

IfJ believes that everyone we come into contact with, regardless of age, gender identity, ability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. IfJ will not tolerate abuse and exploitation by staff, members, or associated personnel.

This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse.

IfJ commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

What is Safeguarding?

Safeguarding children is defined in [Working together to safeguard children](#) as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Safeguarding vulnerable adults is defined in the [Care and support statutory guidance](#) issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being



Prevention

Trustee Responsibilities

This Safeguarding Policy will be reviewed and approved by the Board annually.

Version No	Approved By	Approval Date	Main Changes
1.0	Board	19.12.24	Initial draft approved

Trustees will have clear oversight of how safeguarding and protecting people from harm are managed within IfJ. This includes compliance with the Charity Commission guidance on [safeguarding and protecting people](#) and also the [10 actions trustee boards need to take](#) to ensure good safeguarding governance.

All Trustees and staff must also hold a valid standard Disclosure and Barring Service (DBS) check.

General Responsibilities

IfJ trustees, staff, members, and associated personnel must be aware that abuse can take many forms, such as physical, psychological, emotional, financial, sexual, or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse are at Appendix 1.

Child safeguarding

IfJ trustees, staff, members, and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18;
- Sexually abuse or exploit children;
- Subject a child to physical, emotional or psychological abuse, or neglect; or
- Engage in any commercially exploitative activities with children including child labour or trafficking.

Adult safeguarding

IfJ trustees, staff, members, and associated personnel must not:

- Sexually abuse or exploit at risk adults; or
- Subject an at-risk adult to physical, emotional or psychological abuse, or neglect.

Additionally, IfJ trustees, staff, members, and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy; and



- Report any concerns or suspicions regarding safeguarding violations by an IfJ trustee, staff, member, or associated personnel to the Designated Safeguarding Officer.

Reporting

IfJ will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff, members, associated personnel, and the communities we work with.

IfJ will also accept complaints from external sources such as members of the public, partners and official bodies.

Any complaints or concerns relating to safeguarding should be reported immediately to IfJ's Designated Safeguarding Officer ('DSO'). If the complainant does not feel comfortable reporting to the DSO, (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate trustee or staff member.

Designated Safeguarding Officer

Name	Position	Contact Details
Robert Thomas	IfJ Trustee	robertthomas7355@gmail.com

The Designated Safeguarding Officer must undertake Level 3 Safeguarding Training every three years.

Response

IfJ will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations. This includes reporting offences to stipulated bodies such as the local Safeguarding Adults Board, Safeguarding Children Partnership, and/or police within 24 hours, as required.

IfJ will conduct an investigation, either internal or via an independent consultant, into any safeguarding reports and concerns which are brought to its attention. The outcome of this investigation will be documented in an official register, to be reviewed by the IfJ trustees as and when reports arise.

IfJ will then apply appropriate disciplinary measures to trustees, staff, members, and associated personnel found in breach of this policy.

IfJ will offer support to survivors of harm caused by trustees, staff, members, and associated personnel. Decisions regarding support will be led by the survivor.



Confidentiality

IfJ will maintain confidentiality at all stages of the process when dealing with safeguarding concerns, except when required by law to report the information to authorities.

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.

Related Legislation and Guidance

[Safeguarding Vulnerable Groups Act 2006](#)

[Care Act 2014](#)

[The Charity Commission - Safeguarding and protecting people for charities and trustees](#)

[Gov.UK - Working Together to Safeguard Children 2023](#)

[Gov.UK – The role of other agencies in safeguarding](#)

[Working Together to Safeguard Children 2023](#)

[NCVO - Safeguarding for Trustees](#)



Appendix 1 – Signs of Abuse¹

Physical Abuse

- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or under dose medications.
- individual's report being hit, slapped, kicked, or mistreated.
- vulnerable adult's sudden change in behaviour.
- the caregiver's refusal to allow visitors to see a vulnerable adult alone.

Sexual Abuse

- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- an individual's report of being sexually assaulted or raped.

Mental Mistreatment/Emotional Abuse

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- an individual's report of being verbally or mentally mistreated.

Neglect

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.
- unattended or untreated health problems.
- hazardous or unsafe living condition (e.g., improper wiring, no heat or running water).
- unsanitary and unclean living conditions (e.g., dirt, fleas, lice on person, soiled bedding, faecal/urine smell, inadequate clothing).
- an individual's report of being mistreated.

Self-Neglect

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.
- hazardous or unsafe living conditions.
- unsanitary or unclean living quarters (e.g., animal/insect infestation, no functioning toilet, faecal or urine smell).
- inappropriate and/or inadequate clothing, lack of the necessary medical aids.

¹ Charity Excellence Framework



- grossly inadequate housing or homelessness.
- inadequate medical care, not taking prescribed medications properly.

Exploitation

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.
- adding additional names on bank signature cards.
- unauthorized withdrawal of funds using an ATM card.
- abrupt changes in a will or other financial documents.
- unexplained disappearance of funds or valuable possessions.
- bills unpaid despite the money being available to pay them.
- forging a signature on financial transactions or for the titles of possessions.
- sudden appearance of previously uninvolved relatives claiming rights to a vulnerable adult's possessions.
- unexplained sudden transfer of assets to a family member or someone outside the family.
- providing services that are not necessary.
- individual's report of exploitation.