



LightForce International- Safeguarding Guidance for Volunteers

LightForce International is a pioneering charity which is committed to taking good news to the poor and practical help to those in need. At LightForce International we recognise the importance of our ministry to children and young people and the responsibility to protect and safeguard the welfare of children and young people entrusted in the care of LightForce International. We firmly stand by and adhere to the UNCRC (United Nations Convention of the Rights of the Child).

As part of its mission, LightForce International is committed to:

- Safeguarding and promoting the interests and well-being of all children and young people in our care - valuing, listening to, and respecting them at all times.
- Ensuring that all staff/volunteers working with children and young people are recruited safely, have a clear understanding of their role and responsibilities.
- Taking all reasonable practical steps to protect children and young people from harm, discrimination or degrading treatment as well as adopting a procedure for dealing with concerns about possible abuse.
- Upholding the ethos and guidelines of the United Nations Convention of the Rights of the Child (UNCRC).

Safeguarding Procedures

As a visitor to our school and children's projects or someone who has come to work with our children in any other capacity, it is important that you are aware of our Safeguarding procedures.

LightForce is committed to safeguarding and promoting the welfare of children and vulnerable adults. We do everything we can as an organisation, having a responsibility to act on any concerns about a child or vulnerable adult's wellbeing.

If you are concerned about a child or vulnerable adult's welfare then please speak directly to - George Ridley (+256753888333) In his absence concerns must be passed on to Ocepa Andrew- (+256772645432).

Full details will be recorded including date, time, child's name, your name and a factual account of what was said or observed.

Please DO NOT conduct your own investigation. As a visitor to LightForce Uganda, we expect that you keep all concerns or information confidential.

You might be concerned if:

- You see an injury
- Another person may express concerns
- Something else raises concerns or worries
- A child or vulnerable adult tells you something

If a child or vulnerable adult tells you something that needs to be passed on:

- Do not promise confidentiality
- Reassure them that they have done the right thing
- Listen but do not ask leading questions
- Record notes including date and time and pass on your concerns (we have a form for you to do this)

Your help in supporting our Safeguarding work is appreciated by the staff of LightForce and most importantly, by the children and community that we serve.

Allegations against LightForce staff and volunteers

All staff and volunteers should be aware of their duty to report any concerns about the actions or behavior of staff. If a child, parent, volunteer or staff member makes an allegation regarding a member of LightForce staff then George Ridley or Beth Henderson should be immediately informed.

George Ridley will then, if necessary, seek advice and guidance from the Local Council who deal with Safeguarding matters within the community.

If the concern refers to George Ridley it must be passed on to the Safeguarding Champion in the UK. Their contact details are as follows: Tim Miles +447730 400 399.

If you believe that the concern was not dealt with or handled correctly, then you have the right to pass the concern onto the Charities Commission in the UK through the following details:

Email:

whistleblowing@charitycommission.gsi.gov.uk

Referral form online:

<https://forms.charitycommission.gov.uk/raising-concerns>

Protecting yourself as a volunteer

General guidelines for working with children, young people and vulnerable adults:

- Where possible, volunteers should not be alone with a child/young person, although it is recognised that there may be times when this may be necessary, however accountability is always required and an appropriate space should be sought where other staff/volunteers can see.
- LightForce recognises that physical touch between adults and children/young people can be healthy and acceptable in public places. However, staff/volunteers will be discouraged from this in circumstances where an adult and child/young person is alone together.
- All team members should treat all children/young people with dignity and respect in their attitude, language and actions.

Children's Village (Uganda) Guidelines:

- At no point should staff members be in bed with any child under their care.
- Doors to the children's bedrooms will remain open during the day.
- 'Wash times' must take place with LightForce staff members only.
- There should not be any reason for volunteers to be alone with a child in a room, relaxing and rest times will take place outside or in the communal areas of the home.

Dealing with challenging behaviour and in-discipline

- At LightForce we are strongly against and forbid any form of physical punishment towards students or co-workers.
- All in-discipline issues must be discussed with department leaders and in some cases the Director or Assistant to the Director of LightForce.
- In cases where corporal or physical punishment is carried out we will follow the procedures outlined within our Safeguarding policy and in line with local and government guidelines

We always:

- Talk issues through
- Listen to all sides of the story
- Not take matters into our own hands
- Guide people in seeing the way their behaviour was wrong
- Communicate problems or challenges with our leaders