

# Safeguarding Statement





# DATA FOR CHILDREN COLLABORATIVE WITH UNICEF SAFEGUARDING STATEMENT

## WHO DOES THIS STATEMENT APPLY TO?

This Statement applies to individuals working on projects for the Data for Children Collaborative with UNICEF that will involve direct or indirect contact with children, vulnerable adults and their data, and who haven't already been required to sign a Safeguarding Statement.

## WHAT IS YOUR DUTY OF CARE?

Anyone working with children or their data at the Data for Children Collaborative with UNICEF has a legal and moral duty of care to do all they can to protect the children and their data from harm or misuse. Specifically, this means:

- A duty to behave in a way that does not place children or vulnerable adults at risk of harm, either directly or through manipulation of their data
- A duty to respond to concerns about specific children and adults at risk, and to ensure these are reported on to the appropriate authorities who can act to protect them, as per the reporting process outlined in this document





## WHAT DO KEY TERMS MEAN?

### **Child:**

Anyone under the age of 18 years old

### **Adults at risk:**

Anyone 18 years or over who is, or may be, unable to take care of themselves against harm or exploitation, whether due to age, physical or mental disability or otherwise

### **Safeguarding:**

A broad term that refers to all the policies, procedures and actions that an organisation takes and puts in place to ensure that anyone working on their behalf, and anyone benefitting from the work they are doing, does not come to any harm, either intended or unintended, as a result of this work taking place. It includes both policies and procedures and the culture within the organisation that either promotes or hinders best safeguarding practice

### **Child Safeguarding:**

Refers to all the actions we take to keep all children, or their data, we come into contact with safe. It includes the proactive measures we put in place to ensure children do not come to harm as a result of our contact with them or their data

### **Adult Safeguarding:**

Refers to all the actions we take to ensure that any adults we come into contact with through our work, or who work on our behalf are safe. It includes adults connected to the children we are seeking to benefit and adults that are included in the definition of resource supporting the Collaborative

### **Child Protection:**

Refers to the actions we take when we have specific concerns that a particular child is at risk of significant harm

### **Data Protection:**

Refers to the actions taken to control how personal information is used by government, businesses and organisations



## WHAT ARE THE PRINCIPLES AND PURPOSES OF THIS STATEMENT?

The key principles of this Statement are:

### THE WELFARE OF THE CHILD WILL BE THE PARAMOUNT CONSIDERATION IN EVERYTHING WE DO.

- This principle is enshrined in international and domestic legislation. It should have a direct impact on how we work and ensure that every decision we make puts children's best interests above all other considerations
- All children have an equal right to protection from harm regardless of their gender, culture, ethnicity, age, religion, sexual orientation, or ability
- All adults have a responsibility to respond when they are concerned that a child may be at risk of harm
- Information should be managed confidentially and only shared without consent where the duty to protect children from harm supersedes an individual's right to privacy
- Safeguarding decisions should be made in a timely manner and should not be subject to unnecessary delay
- Children have a right to have their voices heard and their views should genuinely shape and influence how we work



## WHAT DOES GOOD PRACTICE LOOKS LIKE?

Everyone should operate within the following good practice guidelines:

### **Risk Mitigation:**

Consider the potential risks or negative impact on children of any activity we engage in prior to any piece of work starting and putting in place appropriate safeguards

### **Special Considerations:**

When in direct contact with children, work in a way that makes provision for children who need additional support due to their needs or circumstances

### **Best Practice:**

Plan and deliver any activities that involve direct contact with children to best practices standards in order to minimise any risks to children involved

### **Putting Children First:**

Ensure anyone working on behalf of the Collaborative follows all of this guidance and has read, signed and adheres to the Code of Conduct below



## ADULTS AT RISK

Whilst the primary beneficiaries of the Collaborative's work are children, you may come across adults at risk or adults in vulnerable circumstances through your work for the Collaborative.

The Collaborative will apply the same principles and standards of conduct set out in this Statement to adults at risk and you must follow the procedure set out below to report any safeguarding concerns you have in relation to adults at risk.



# HOW DO I RECOGNISE AND REPORT CONCERNS?

Whenever anyone representing the Collaborative is concerned about a child they have a duty to report their concern so that steps can be taken to help protect the child from harm.

Remember it is not the responsibility of those working on behalf of or representing the Collaborative to decide if child abuse is occurring, but it is our responsibility to act on any concerns by reporting them. This means that you should always report your concerns following the process outlined below even if you are not sure that a child has been abused.

You have concerns about a child or adult at risk. Do they need **urgent** medical or police attention?

YES

Contact emergency services immediately and explain that your concern is of a safeguarding nature.

NO

Report your **initial enquiry** to:  
Lucinda Rivers: [Lucindar@unicef.org.uk](mailto:Lucindar@unicef.org.uk)  
Head of UNICEF UK in Scotland

For **further assistance or more advice**, please contact:  
Esma Helvacioğlu: [EsmaH@unicef.org.uk](mailto:EsmaH@unicef.org.uk)  
Safeguarding Officer

If concerns are **potentially serious**, within 24 hours please contact:

Sarah Lancaster: [SLancaster@unicef.org.uk](mailto:SLancaster@unicef.org.uk)  
Head of Safeguarding UNICEF UK

**Internal UNICEF UK staff:** complete Safeguarding Incidence Form with 24 hours and follow instructions on the form regarding storage

**External Colleagues:** UNICEF UK safeguarding team will follow up and complete the Safeguarding Incidence Form

**UNICEF UK Safeguarding Team will:**

- Report any concern regarding internal UNICEF UK personnel to the Executive Team immediately
- Make any referrals to external agencies as appropriate
- Follow up with the referral agencies that action has been taken



## CODE OF CONDUCT

Everyone acting on behalf of The Data for Children Collaborative with UNICEF is required to sign the code of conduct below. This acts as confirmation that you have read this Safeguarding Statement; you agree to fulfil your duty of care to safeguard children and adults at risk to the best of your ability; and you agree to abide by the principles and behaviours as outlined in this Safeguarding Statement.

**As a representative of the Collaborative, I will:**

### **ALWAYS:**

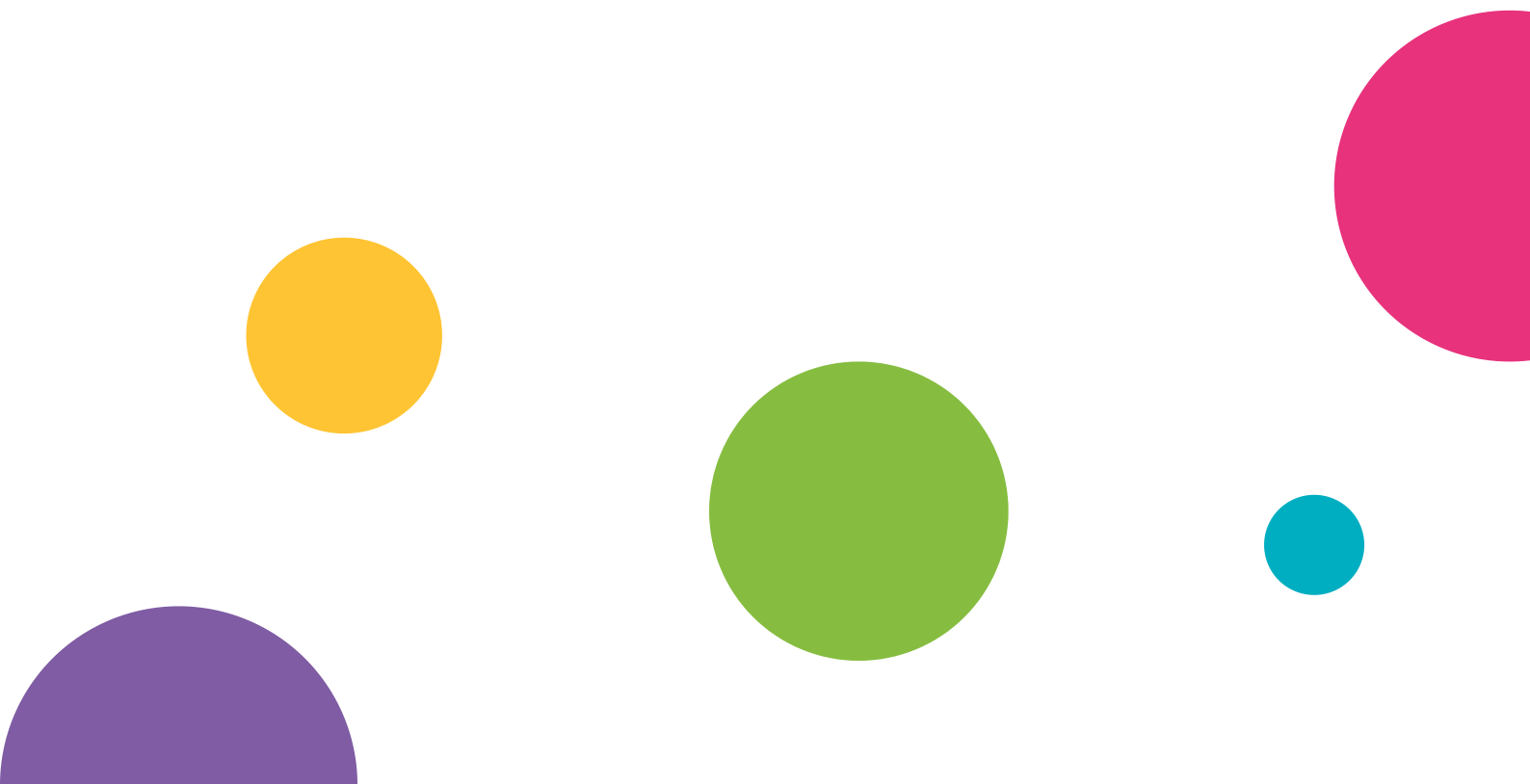
- Work in a way that respects the rights of children and/or adults at risk and places children's best interests above all other considerations
- Act on safeguarding concerns swiftly and pass information to the appropriate safeguarding person (as per the reporting structure in this document) so that action can be taken to reduce the risk of harm to children or adults at risk
- Treat all children and adults at risk with equal respect, without discrimination or harassment, regardless of their gender, culture, ethnicity, age, religion, sexual orientation, or ability
- Work in a way that makes provision for children or adults at risk who require additional support due to their own needs or circumstances in order for them to access the same level of protection or opportunities that others may have
- Respect cultural and religious differences when engaging with children or adults at risk, their families and their data, and be sensitive to these in my interactions with them



# CODE OF CONDUCT

## **ALWAYS:**

- Always maintain appropriate boundaries whenever I have direct or indirect contact with children or adults at risk and their data. I recognise that when I engage with children or adults at risk and their data through my activity with the Collaborative, I am in a position of trust and will not engage in any conduct that compromises that position and breaches appropriate boundaries. This includes online and digital contact
- Ensure that all data regarding children or adults at risk I obtain through my role is handled with the highest regard for safety and privacy, including collection, storage and sharing of information where appropriate. All personal data and sensitive/special categories of data will be stored in line with data protection legislation
- Ensure I have completed all safe recruitment checks that the Collaborative requires of me with integrity and honesty







# CODE OF CONDUCT

## NEVER:

- Share personal details with children or adults at risk including online or digital information
- Use the personal data of children or adults at risk in a way not specified by your project brief
- Spend time alone with children or adults at risk where my actions cannot be accounted for
- Initiate physical contact with a child or adult at risk (including hugging, picking them up). This also includes digital contact.
- Engage in any physical abuse of a child or adult at risk (including hitting, slapping, shaking, throwing, pushing or otherwise causing physical harm)
- Engage in any sexual activity (contact or non-contact) with a child or adult at risk (including indecent exposure, exposure to pornographic material, sexual teasing or innuendo, inappropriate touching including penetrative or non-penetrative acts, or use of adult sex workers)
- Engage in any form of financial or material exploitation (including stealing, fraud, misuse or misappropriation of property, possessions or benefits) behaviour through or during my work with the Collaborative
- Perform tasks of a personal nature for a child or adult at risk
- Endorse the participation of a child or adult at risk in abusive activities (e.g. bullying, neglect, withholding medication, food or shelter, or ignoring medical, physical or emotional needs)
- Emotionally or psychologically abuse a child or adult at risk by acting in a way that shames or degrades them (including threatening to hurt or abandon, humiliating, blaming, controlling, overprotecting, isolating or intimidating)



# **SIGNING THE SAFEGUARDING STATEMENT**

**NAME:**

**YOUR ROLE:**

**COLLABORATIVE PROJECT:**

**SIGNATURE:**

**DATE:**



@dataforchildren



[www.linkedin.com/company/  
dataforchildrencollaborative/](http://www.linkedin.com/company/dataforchildrencollaborative/)