



Indian Futures

Safeguarding Policy

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Introduction

The purpose of this policy is to protect children and adults -who receive Indian Futures' services- from harm. This includes harm arising from: the conduct of staff or personnel associated with Indian Futures, and the design and implementation of Indian Futures' programmes and activities. The policy lays out the commitments made by Indian Futures and informs staff and associated personnel of their responsibilities in relation to safeguarding.

The board of Indian Futures Trustees recognise this policy, and it will next be reviewed on 15/01/23 to ensure its current appropriateness and relevance within the organisation.

Definition

Safeguarding refers to the measures we take to prevent, report, and respond to harm, abuse, neglect and exploitation, and to protect the health, well-being, and human rights of anyone that comes into contact with Indian Futures, whether it is Indian Futures' employees and related personnel, partners, programme participants or communities.

Safeguarding children means:

- protecting children from harm, abuse, neglect and exploitation
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to a range of opportunities

Child protection is a part of safeguarding and promoting welfare. This refers to the activities undertaken to protect individual children identified as suffering or at risk of suffering significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Indian Futures is committed to creating a culture of zero-tolerance of harm to adults which necessitates:

- the recognition of adults who may be at risk and the circumstances which may increase risk
- knowing how adult harm, abuse, neglect and exploitation manifests itself
- being willing to report safeguarding concerns.

This policy applies to anyone working on behalf of Indian Futures, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.



Policy statement

Indian Futures acknowledges responsibility to safeguard and promote the welfare of children and adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the Charity Commission for England and Wales requirements. Indian Futures also upholds the rights of all adults and children to live a life free from harm, abuse, neglect and exploitation.

The policy recognises the six key principles of safeguarding:

- **Empowerment:** It's important for any individual who might be a victim of harm, abuse, neglect or exploitation to feel that they have control over their situation. Support and encouragement are key to effective working with the victim. The responsibility of the staff and volunteers is to ensure that the individual feels empowered to make their own decisions and that they are not being forced to give consent.
- **Prevention:** There are risks of establishing imposing partnerships with aid recipients. It aims to mitigate those risks through internal operational guidelines (like ensuring that the receiving party can report problems if unhappy with the support provided). There are different risks for staff, volunteers and beneficiaries who are overseas.
- **Proportionality:** The response of the trustees, staff and volunteers should be proportionate to each specific disclosure, remembering that the main focus is reassuring and safeguarding the victim.
- **Protection:** The welfare and interests of children and adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, marriage and civil partnership, pregnancy and maternity, socio-economic background, all children and adults have the right to be protected from all forms of harm, abuse, neglect, and exploitation.

Some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

- **Partnership:** Working in partnership with children (and adults), their parents, carers, teachers, and other agencies is essential in promoting children and adults' welfare.
- **Accountability:** The trustees, staff and volunteers are accountable for reporting safeguarding concerns and there must be a culture of transparency when it comes to



reporting such incidences. As such, the policy provides suitable reporting and monitoring processes for any work in the UK and overseas.¹ Indian Futures retains accountability for any such reports until the safeguarding case has concluded.

This policy will address child and adult safeguarding and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies and other relevant documents).

Indian Futures' Safeguarding Commitments

- Implement stringent safeguarding procedures when recruiting, managing, and deploying staff and associated personnel,
- ensure all personnel are aware of our Safeguarding Policy, our expected behaviours and conduct², and how to report wrongdoing,
- ensure all concerns and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately,
- record, store and use information professionally and securely, in line with data protection legislation and guidance³,
- review the policy and procedure every year; this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy,
- undertake safeguarding risk assessments to identify areas of safeguarding and harm, abuse, neglect and exploitation, and child abuse risks, and document steps that are being taken to remove or reduce these risks,
- ensure that multiple mechanisms for reporting safeguarding concerns are accessible and sensitive to the differing needs of anyone wishing to report, including children and adults most at risk, the communities we work with, our partners, and Indian Futures' employees and related personnel,
- ensure that all allegations of harm, abuse, neglect and exploitation by Indian Futures employees and related personnel are thoroughly examined, risk assessed, and where

¹ Indian Futures' personnel operate in the United Kingdom, Spain and India.

² In par with Indian Futures' Safeguarding Code of Conduct

³ [more information about this is available from the Information Commissioner's Office: ico.org.uk/fororganisations]



needed, investigated or referred to another agency for investigation and that the victim is informed,

- ensure that the victim is being kept informed at every stage of the process and their wishes and feelings are taken into consideration at all times,
- provide safeguarding training and refreshers to the trustees, staff and volunteers,
- promote a culture of safeguarding and request that Indian Futures' partners follow the same procedures. Indian Futures will ensure adequate safeguarding assessments as part of due diligence processes when considering new and existing partnerships. We will ensure that when engaging in partnerships, the prospective agreements: a) incorporate this Policy as an attachment or otherwise implement reasonable due diligence and monitoring procedures consistent with this Policy; b) their employees and volunteers abide with a Code of Conduct that is pursuant to the standards of this Policy; and c) expressly state that the failure of those entities or individuals to investigate, report and take corrective actions when harm, abuse, neglect and exploitation shall constitute grounds for Indian Futures to terminate such agreements.

Reporting safeguarding concerns:

Enabling reports

- Indian Futures is committed to provide accessible means of reporting safeguarding concerns to the trustees and volunteers in the UK, and also when volunteers travel to India for monitoring purposes.
- At present, safeguarding reporting is not part of the staff's training in India. Indian Futures is currently planning ways of reaching out to the community, including their staff, to find out their existing knowledge and the processes they already have in place. The next stage will be to decide what the best course of action is in order to enable reporting.
- Any staff reporting such concerns or complaints through formal whistleblowing channels (or if they request it) will be protected as stated by the law⁴.

⁴ Whistleblowing law is located in the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998). For more information on whistleblowing go to: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/415175/bis-15-200-whistleblowing-guidance-for-employers-and-code-of-practice.pdf



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

How to report a safeguarding concern

- Trustees, staff, volunteers and third parties must, as soon as practicable, report any suspicion that an incident has taken place, may be taking place, or could take place. They may do this through direct reporting to their line manager or completing Indian Futures' safeguarding report form⁵. If the staff member does not feel comfortable reporting to their line manager (for example if that person is involved in the concern) they may report to any other appropriate staff member. For example, this could be a senior manager or a Trustee.
- If a person wants to report confidentially, including with anonymity, they may use the safeguarding report form -available on the website- and email it to indianfuturesfundraising@gmail.com or post it to Indian Futures, 10 Sudeley Place, Brighton BN2 1HF.

Response

- All suspected, perceived, potential or actual incidents will be managed through the incident response plan.⁶
- Indian Futures will apply appropriate disciplinary measures to any employee or related personnel found in breach of policy. This may include administrative or disciplinary action, legal action, and/or referral to the relevant authorities for appropriate action, including criminal prosecution, in the abuser's country of origin as well as the host country.

External reporting

- Indian Futures will 1) report any suspicion of a criminal offence to the police or the relevant local authority; 2) meet all donor requirements regarding the reporting of incidents.
- Indian Futures will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

⁵ See Annex for safeguarding report form

⁶ See Annex for incident response plan template



Confidentiality

- It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. 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.

Other relevant documents⁷

Code of Conduct

Safeguarding Incident Response Plan

Safeguarding Report Form

Risk Assessment Template

⁷ See Annex



ANNEX 1 - Indian Futures' Code of Conduct

Introduction

In keeping with its vision and values, Indian Futures is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details Indian Futures' expectations of staff in key areas.

Scope and purpose

This Code of Conduct applies to all trustees, contracted staff, international and local, employed by Indian Futures, volunteers, partners, contractors, and suppliers.

The purpose of this Code of Conduct is to set out the conduct expected of Indian Futures' staff whilst under contract to the organisation, and forms part of all employment and volunteer contracts. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst recognising that local laws and cultures differ considerably from one country to another, Indian Futures is an International Non-Governmental Organisation, and therefore the Code of Conduct is developed from international and UN standards. Indian Futures' staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

Code of Conduct Standards

As an Indian Futures' employee or related personnel, I will:

Uphold the integrity and reputation of Indian Futures by ensuring that my professional and personal conduct is consistent with Indian Futures' values and standards.

- I will treat all people fairly with respect and dignity.
- When working in an international context or travelling internationally on behalf of Indian Futures, I will be observant of all local laws and be sensitive to local customs.



- I will seek to ensure that my conduct does not bring Indian Futures into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed.
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on Indian Futures' premises or accommodation.

Not engage in abusive or exploitative conduct.

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence.
- I will not exchange money, employment, goods, or services for sex, including sexual favours. Other forms of humiliating, degrading or exploitative behaviour are prohibited.
- I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics.
- I will not engage in any commercially exploitative activities with children or adults including child labour or trafficking.
- I will not physically assault a child or adult.
- I will not emotionally or psychologically abuse a child or adult.

Ensure the safety, health and welfare of all Indian Futures' staff members and associated personnel.

- I will adhere to all legal and organisational health and safety requirements in force at my location of work.
- I will comply with any local security guidelines and be proactive in informing management of any necessary changes to such guidelines.
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities we work with.



Be responsible for the use of information, assets, and resources to which I have access by reason of my contract with Indian Futures.

- I will ensure that I use Indian Futures' assets and resources entrusted to me in a responsible manner and will account for all money and property.
- I will not use Indian Futures' IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism.
- I will not use Indian Futures' IT equipment to view, download, create, distribute, or save in any format inappropriate or abusive material including, but not limited to, pornography or depictions of child abuse.

Perform my duties and conduct my private life in a manner that avoids conflicts of interest.

- I will declare any financial, personal, or family (or close intimate relationship) interest in matters of official business which may impact on the work of Indian Futures.
- I will not be involved in awarding benefits, contracts for goods or services, employment, or promotion within Indian Futures, to any person with whom I have a financial, personal, family (or close intimate relationship) interest.
- I will seek permission before agreeing to being nominated as a prospective candidate, or other official role, for any political party.
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my contract with Indian Futures.

Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information, unless legally required to do so.



Complaints and reports

Indian Futures staff are obligated to bring to the attention of the relevant manager any potential incident, abuse, or concern that they witness, are made aware of, or suspect which appears to breach the standards contained in this Code.

Staff members who have a complaint or concern relating to a breach of the Code should report it immediately to their line manager or complete Indian Futures' complaint form. If the staff member does not feel comfortable reporting to their line manager (for example if they feel that person is involved in the concern) they may report to one of the trustees.

Personnel receiving complaints are obliged to action or refer it immediately to the appropriate agency.

ANNEX 2 - Definitions

Children⁸

Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.

Adult at risk/experiencing vulnerability⁹:

Anyone 18 years or over who –

- is unable to take care of themselves/ protect themselves from harm or exploitation; or
- due to their gender, mental or physical health, disability, ethnicity, religious identity, sexual orientation, economic or social status, or as a result of disasters and conflicts, are deemed to be at risk; or
- is in a situation of subordination and therefore experiencing a power differential putting them at risk

Sexual Harassment¹⁰

Any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment, or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the form of a single incident.

Sexual abuse¹¹

The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

⁸ Definition of “children” from Working Together to Safeguard Children 2018

⁹ Definition of “adult at risk” from CARE International Safeguarding Policy

¹⁰ Definition of “sexual harassment” from the United Nations Secretary-General’s bulletin: Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority (ST/SGB/2008/5).

¹¹ Definition of “sexual abuse” from WHO Sexual Exploitation and Abuse Prevention and Response

Sexual Exploitation¹²

Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, threatening, or profiting monetarily, socially or politically from the sexual exploitation of another.

Abuse¹³

A form of maltreatment of a child or adult. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. **Harm** can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children or adults of all forms of domestic abuse. Children and adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Child Exploitation and Abuse (involves one or more of the following)

a) Sexual exploitation¹⁴

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

b) Physical abuse¹⁵

Actual or potential physical harm perpetrated by another person, adult, or child. It may involve hitting, shaking, poisoning, drowning, and burning. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

¹² Definition of “sexual exploitation” from WHO Sexual Exploitation and Abuse Prevention and Response

¹³ Definition of “abuse” from Working Together to Safeguard Children 2018

¹⁴ Definition of “child sexual exploitation” from Working Together to Safeguard Children 2018

¹⁵ Definition of “physical abuse” from NSPCC child protection fact sheet 2010



c) **Emotional abuse**¹⁶

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

d) **Neglect and negligent treatment**¹⁷

Allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in serious impairment of a child's healthy physical, spiritual, moral, and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, shelter, and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child.

Aid recipient/Beneficiary of Assistance¹⁸

Someone who directly receives goods or services from Indian Futures' programme. Note that misuse of power can also apply to the wider community that the NGO serves, and also can include exploitation by giving the perception of being in a position of power.

¹⁶ Definition of "emotional abuse" from Working Together to Safeguard Children 2018

¹⁷ Definition of "neglect and negligent treatment" from NSPCC child protection fact sheet 2010

¹⁸ Definition of "beneficiary of assistant" from BOND Safeguarding definitions and reporting mechanisms for UK NGOs: <https://www.bond.org.uk/resources-support/uk-ngo-safeguarding-definitions-and-reporting-mechanisms>



Survivor¹⁹

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience, and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

¹⁹ Definition of "survivor" from BOND Safeguarding definitions and reporting mechanisms for UK NGOs:
<https://www.bond.org.uk/resources-support/uk-ngo-safeguarding-definitions-and-reporting-mechanisms>



ANNEX 3- Safeguarding Incident Response Plan

Purpose

This incident response plan is a mandatory procedure that ensures Indian Futures:

- manages risks to people when there is reasonable suspicion that an incident has taken place, is taking place, or will take place;
- manages the risks that come from its response to an incident;
- takes opportunities to improve its safeguarding approach.

Scope

This plan applies to:

- All trustees, staff and volunteers;
- All operations carried out by third parties that are funded by Indian Futures in part or in full;
- All incidents of suspected harm, abuse, neglect and exploitation.

Failure to follow this plan may be considered a serious disciplinary matter.

Legislative requirements

There are legislative requirements governing Indian Futures' approach to safeguarding. These requirements will be met in parallel with the actions of this plan and will take precedence.

The legislative requirements are:

- Where a safeguarding breach is out of the scope of Indian Futures' responsibilities, the safeguarding investigator must report to police and/or local authority.
- Where advised by police and/or local authority, the investigator must also report to the Charity Commission of England and Wales. It is for the Charity Commission to provide recommendations to Indian Futures to solve the matter and inform of the potential consequences of such a breach.
- It is Indian Futures' responsibility to follow the Charity Commission's recommendations in such instances.



Defining an incident

Indian Futures' Safeguarding Policy provides the following examples of harm, abuse, neglect and exploitation:

- Sexual harassment, bullying or abuse;
- Sexual criminal offences;
- Threats of, or actual, violence, and verbal, emotional or social abuse;
- Cultural or identity abuse, such as racial, sexual or gender-based discrimination or hate crime;
- Coercion and exploitation;
- Abuse of power.

For the purposes of this plan, an incident begins when there are reasonable grounds to suspect actual, potential, or perceivable cases of harm, abuse, neglect or exploitation that may have occurred, may be occurring, or could occur in connection with Indian Futures or its work.

Responding to a suspicion of an incident

Indian Futures will follow this workflow for all incidents. Indian Futures will follow a survivor-led approach, as laid out in the Safeguarding Policy, in all cases.

At any time during this process, if there is suspicion of imminent harm to a person, contact the police. Indian Futures may refer the incident to the police or local authority at any point.

Phase One: Forming a suspicion

The Safeguarding Policy defines 'reasonable grounds to suspect'²⁰ an incident and creates a requirement for trustees, staff, volunteers and third parties to report that suspicion.

²⁰ There are reasonable grounds to suspect' when a child or adult has suffered harm or is likely to suffer from harm. For more information go to: <https://www.gov.uk/government/consultations/reporting-and-acting-on-child-abuse-and-neglect>, https://www.local.gov.uk/sites/default/files/documents/25.130%20Making%20Decisions%20on%20the%20du ty_06%20WEB.pdf



Failure to report instances, allegations, disclosures or concerns about safeguarding will be viewed as a serious matter that may, depending on the circumstances, result in disciplinary action or dismissal.

Phase Two: Reporting a suspicion

The Safeguarding Policy creates two means by which someone may report a suspicion:

- Overtly: directly reporting to any member of the Board, or their manager or supervisor.
- Confidentially: using the safeguarding report form -available on the website- and email it to indianfuturesfundraising@gmail.com or post it to Indian Futures, 10 Sudeley Place, Brighton BN2 1HF.

The person receiving the report of a suspicion must notify the line manager or any member of the Board, who will be responsible for managing the incident.

Do's and don'ts when receiving a report

DO'S:

- Use active listening, be calm, supportive, and reassuring with any potential victim or witness. Concentrate on making the person providing information feel that they are doing the right thing and that you are there to help them.
- Explain what you will do with the information.
- Explain that you are required to pass the information to their line manager/any member of the board and that Indian Futures will take the matter seriously.
- Include as much detail as the survivor is able to provide, without asking leading questions.

DON'TS:

- Make promises to any person, except to say that Indian Futures will take the matter seriously.
- Investigate the matter yourself.
- Disclose the information to people other than those you are required to tell.



- Approach the suspect about the incident, challenge the suspect or share information about the incident with the suspect.
- Make judgements about the validity, credibility, or veracity of the information.

Phase Three: Managing Indian Futures' response to a suspicion

Upon being notified of the incident, the investigator will:

- ensure that all people, especially any survivor, are safe;
- seek further information to help make decisions;
- let the reporting person know that information will only be made available to people who need to know.

If there is suspicion of imminent physical harm, including sexual abuse, notify the police immediately.

The investigator will convene an Incident Committee to work with them to resolve the incident. The committee will comprise at least 2 of the following people (plus the investigator): Anna Amado, Sushma Clark, Adeline White and/or Gilly Woodley.

The purpose of the Committee is to provide accountability and guidance to the investigator, as well as knowledge and experience across different areas of the charity to help successfully manage an incident.

All incidents require investigation. If a matter has not been referred to the police then, depending on the nature of the matter, the Incident Committee will be guided by the principles of independence and competence:

- What is the best way to carry out an internal investigation independently and objectively?
- What resources are available, internally, or externally, to carry out an investigation to the correct level of competence and fairness?

During the course of this plan, survivors must receive support from Indian Futures. Our priority is to help the survivor to feel as safe as possible and aware that we are putting their needs at the centre of the process. This includes providing the survivor with updates, keeping in mind the need for confidentiality.



Similarly, any person under suspicion must be treated lawfully and with due regard for their own safety, security and needs.

Phase Four: Taking action following a suspicion

The Incident Committee will consider the outcomes following an investigation. Possible outcomes may include:

- No further action
- Disciplinary action
- Seeking criminal prosecution, civil action, or referral to law enforcement.

Following every incident, Indian Futures will document the lessons learned with the aim of improving the way it manages incidents. This will take a holistic approach, framed by the following questions:

- How will we better deter persons from behaving in this way again?
- How could we better detect an incident like this again?
- How could we better manage an incident like this again?
- What went well?

The Incident Committee will be responsible for meeting any obligations to report to an external body.

Phase Five: Concluding the response to a suspicion

To close an incident, the investigator must be satisfied that:

- There are records of the incident that show:
 - How the incident arose and how it was handled
 - The details of the original concern and other relevant information
 - The details of the decisions that were made
 - The evidence collected
 - The details of the actions taken
 - External reporting of the incident (if required).



- Lessons have been documented and used to improve the way Indian Futures manages incidents in the future.

Administering this plan

Any information regarding the effectiveness and performance of this plan must be passed to any of the members of the Incident Committee, as detailed above.

This plan will be reviewed every year. The next review will be on 26/02/23.

ANNEX 4- Safeguarding incident report form

Contact details of child or adult at risk	
Name	
Address	
Contact number	
DOB	
Gender	
Ethnicity	
Communication needs e.g. learning disability, hearing or visual needs, etc.	
Health needs e.g. physical, mental, etc.	
Are they pregnant?	
GP's name & contact details	
For adults only	
Are there any children in the household?	
For children only	
Parents/Guardians' names	
Address	
Contact number	
Siblings' names	
Address	
DOB	



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Has the child or adult at risk given consent to this report being made?	
How has consent been discussed? Consider issues like understanding or capacity	
What has happened? E.g. when/where did the incident happen, were there any witnesses, are they still at risk, did they suffer any injuries	<p>(continue on a different page if necessary)</p>



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Actions taken to reduce risk e.g. calling emergency services, taking the victim to a safe place, etc.	
Any known details about the abuser e.g. name and contact details, description, etc.	
Abuse category i.e. physical, emotional, sexual, financial or any other	

Contact details of person completing the report	
Name	
Address	
Contact number	
Email address	
Relationship to child or adult at risk	
Date of report	

ANNEX 5- Risk assessment template

For any safeguarding risks not mentioned under the section 'Defining an incident' of the Safeguarding Incident Response Plan, please use the following risk assessment template:

POTENTIAL RISK	WHO IS AT RISK?	RISK RATING (1-25)*	MITIGATION/CONTROLS	WHO IS RESPONSIBLE?

*Risk Matrix:



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