
1. Introduction & Policy Statement

1.1 Unity of Migrant Workers (UMW) believes that:

- All children and adults at risk have an inherent right to protection from abuse, neglect and exploitation.
- Safeguarding is a shared responsibility that requires collective action.
- Inaction is not acceptable.
- Effective safeguarding depends on collaboration with relevant agencies and adherence to local safeguarding procedures.

1.2 UMW is committed to:

- Promoting the welfare, safety and wellbeing of all children and adults at risk who engage with our services.
- Creating a culture where concerns are raised early, taken seriously and responded to promptly.
- Ensuring all staff, trustees and volunteers understand their safeguarding responsibilities and follow this policy and associated procedures.

2. Scope, Roles and Responsibilities

2.1 Scope

2.1.1 This policy applies to:

- All children and adults at risk who receive support, attend activities or otherwise engage with UMW.
- Applicants, participants, tenants, visitors and anyone who may come into contact with UMW services.
- All trustees, staff (paid or unpaid), sessional workers, freelancers, contractors and volunteers.

2.1.2 It aligns with local authority safeguarding procedures in the areas where UMW operates and should be read alongside UMW's:

- Safeguarding procedures (internal guidance and flowcharts)
- Safer Recruitment procedures
- Whistleblowing, Complaints and Disciplinary policies
- Data Protection and Confidentiality policies

2.1.3 Safeguarding is a **collective duty**: everyone connected to UMW shares responsibility for preventing abuse and responding to concerns.

2.2 Roles and Responsibilities

All staff and volunteers must:

- Uphold UMW's commitment to safeguarding children and adults at risk.
- Complete required safeguarding training and refreshers.
- Follow this policy and associated procedures.
- Report any safeguarding concern, disclosure or allegation without delay.

Leadership & Management (Board of Trustees, CEO, senior managers) must:

- Ensure this policy and procedures are implemented, communicated and reviewed.
- Ensure systems exist for safe recruitment, induction, supervision and training.
- Monitor safeguarding issues and serious incident reports and, where necessary, report to external bodies (e.g. Charity Commission, local authorities, police).

Frontline managers / project leads must:

- Make sure all staff and volunteers in their teams understand this policy and how to use it in practice.
- Create a culture where concerns are welcomed and addressed promptly.
- Ensure staff know how and where to report concerns.
- Ensure safeguarding records are kept accurate, confidential and secure.

Failure to report suspected harm or abuse as required under this policy may be treated as collusion with the harm or abuse and as a breach of UMW's code of conduct and disciplinary procedures.

All staff and volunteers working with children or adults at risk **must** familiarise themselves with this policy and detailed safeguarding procedures.

3. Definitions

3.1 Safeguarding

Protecting a person's right to live in safety, free from abuse and neglect, by:

- Preventing abuse and harm.
- Promoting wellbeing and safe, high-quality support.
- Responding effectively to concerns or allegations.

3.2 Abuse

Abuse occurs when the rights of a child or adult at risk are not respected. It includes any action, inaction or behaviour that intentionally or unintentionally causes harm, endangers life or violates a person's rights. Abuse can be:

- Physical
- Emotional or psychological
- Sexual

- Neglect (including self-neglect)
- Financial or material abuse
- Discriminatory abuse
- Organisational/Institutional abuse

Abuse is linked to the misuse of power, control and/or authority and can be committed by individuals, groups or organisations.

3.3 Child

Anyone who has not yet reached their 18th birthday.

3.4 Adult

Anyone aged 18 or over.

3.5 Adult at Risk

An adult who:

- “is or may be in need of community care services due to mental or other disability, age or illness”; and
- “may be unable to take care of themselves or protect themselves against significant harm or exploitation.”

(From “No Secrets” guidance; consistent with later adult safeguarding frameworks.)

3.6 Mental Capacity

The Mental Capacity Act 2005 provides a statutory framework to empower and protect people who may lack capacity to make certain decisions. Key principles include:

- Assume a person has capacity unless proven otherwise.
- Support people to make their own decisions.
- Unwise decisions do not necessarily indicate lack of capacity.
- Decisions made on behalf of someone who lacks capacity must be in their best interests and be the least restrictive.

3.7 Domestic Abuse

Any incident or pattern of controlling, coercive, threatening behaviour, violence or abuse between people who are, or have been, intimate partners or family members, regardless of gender or sexuality.

3.8 Forced Marriage

A marriage where one or both spouses do not (or cannot) give free and full consent, and where there is pressure or abuse (physical, emotional, financial or psychological). No culture or religion justifies forced marriage.

3.9 Violence Against Women and Girls (VAWG)

An umbrella term covering a range of abuses (including domestic abuse, sexual violence, forced marriage, honour-based abuse, FGM, stalking and harassment) that disproportionately affect women and girls.

4. Safeguarding Adults at Risk

4.1 UMW will:

- Implement robust recruitment and selection procedures requiring references, proof of identity and (where appropriate) enhanced DBS checks for staff and volunteers working with adults at risk.
- Recheck DBS for staff in regulated roles at least every three years or in line with current guidance.
- Ensure no individual who is barred from working with adults is employed or engaged in a role involving adults at risk.

4.2 Staff and volunteers working with adults at risk must:

- Be vigilant about the possibility of abuse or neglect involving adults at risk who use UMW services.
- Recognise different types and indicators of abuse (including self-neglect).
- Understand the importance of sharing safeguarding concerns with the Designated Safeguarding Lead (DSL) and external agencies where required.
- Maintain appropriate professional boundaries and avoid behaviour that could be misinterpreted.
- Be aware of risks associated with lone working and follow relevant risk assessments.
- Follow local authority adult safeguarding procedures (or UMW guidance where local procedures are not available).
- Know how and where to report concerns.

4.3 The application of this policy must follow the Mental Capacity Act 2005. Where a person may lack capacity related to a safeguarding issue, staff must:

- Assess capacity for the specific decision (following local guidance where appropriate).
- Involve the person as far as possible.
- Act in their best interests and in the least restrictive way.

4.4 Serious incident reporting processes will ensure the Board is informed of significant safeguarding allegations involving UMW staff, volunteers or trustees.

4.5 Service users will receive information on:

- How to raise concerns, complaints or anxieties.
- Who to contact within UMW.
- How to contact local authority adult safeguarding teams or other external bodies.

5. Safeguarding Children

5.1 UMW will:

- Implement safe recruitment and selection procedures for all roles involving work with children.
- Require enhanced DBS checks (with barred list checks where applicable) for staff and volunteers working with children.
- Recheck DBS at least every three years or in line with guidance.
- Ensure no individual barred from working with children is appointed or engaged in relevant roles.

5.2 Staff and volunteers working with children must:

- Be vigilant about possible abuse or neglect involving children in our services or children of applicants, tenants and visitors.
- Recognise signs of abuse, including:
 - Physical, emotional, sexual abuse and neglect
 - Child sexual exploitation
 - Online grooming and abuse
 - Patterns associated with children going missing
- Understand the importance of sharing concerns with the DSL and, where necessary, external agencies, without delay.
- Maintain professional boundaries at all times.
- Follow local safeguarding children partnership procedures (or UMW guidelines where local procedures are not available).
- Know how and where to report concerns.

5.3 Serious incident reporting procedures ensure that the Board is informed of significant allegations involving staff, volunteers or trustees in relation to children.

5.4 UMW will ensure children and their parents/carers are informed about:

- How and with whom they can share concerns, complaints or anxieties.
- Our safeguarding policy and procedures, provided through:
 - Sign-up and registration processes
 - Induction meetings and welcome sessions
 - Service handbooks, leaflets or posters

6. Safer Recruitment

6.1 Introduction

UMW is committed to safer recruitment to prevent unsuitable individuals from working with, or having unsupervised access to, children and adults at risk, including those affected by VAWG and domestic abuse.

6.2 Policy Statement

We will:

- Create and maintain a safe environment for all participants, volunteers and staff.

- Avoid appointing or engaging anyone who may pose a risk to the safety and wellbeing of children or adults at risk.

6.3 Safer Recruitment Procedures

Job Descriptions and Role Profiles

- Clearly describe duties, responsibilities and required qualifications/experience.
- Explicitly state safeguarding responsibilities and level of contact with children and/or adults at risk.

Selection Criteria and Person Specification

- Based on the demands of the role and safeguarding responsibilities.
- Include skills, knowledge and attitudes needed for safe practice.
- Roles related to VAWG may be restricted to **female applicants only**, where being a woman is a Genuine Occupational Requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

Application Process

- All applicants must complete a written application form including:
 - Full employment/volunteering history (with gaps explained).
 - A declaration of criminal convictions and relevant information.
 - Questions assessing understanding of and commitment to safeguarding.

Identification and Qualifications

- Applicants must provide photographic ID.
- Original qualification and training certificates will be seen and verified; copies retained on file.

Interviews

- Conducted by at least two representatives.
- Must include questions on:
 - Safeguarding and safer working practice
 - Experience with children and/or adults at risk
 - Understanding of VAWG and domestic abuse (where relevant).

References

- At least two references must be obtained, one from the most recent employer (or equivalent).
- References must be verified and include questions about:
 - Suitability to work with children/adults at risk
 - Any safeguarding or conduct concerns.

Criminal Record Checks (DBS)

- Appropriate DBS checks undertaken for all roles involving work with children and/or adults at risk.
- No person barred by the DBS will be employed or engaged in such roles.

Induction and Training

- New staff/volunteers receive an induction covering:
 - This safeguarding policy and procedures.
 - Safer working practice and professional boundaries.
 - How to recognise and report concerns, including VAWG and domestic abuse.

Ongoing Training and Development

- Safeguarding training will be refreshed at least every three years and updated to reflect new guidance or legislation.

Review and Monitoring

- UMW will keep records of recruitment processes and safeguarding training.
- This Safer Recruitment section will be reviewed annually.

7. Responding to Disclosures and Concerns

7.1 If a Child Discloses Abuse

Staff/volunteers must:

- Listen carefully without interrupting or asking leading questions.
- Give the child time and space to talk in their own words.
- Reassure them they have done the right thing by telling someone.
- Take them seriously; do not dismiss or minimise their concerns.
- Not promise absolute confidentiality, but explain you may need to share what they say to keep them safe.
- Not confront or contact the alleged abuser.
- Report the disclosure to the DSL (or deputy) **immediately**.
- Record the disclosure as soon as possible, using the child's own words where possible, and sign and date the record.

7.2 Steps After Any Incident or Concern (Children or Adults)

- **Report as soon as possible** to the DSL or another designated manager.
- If they are unavailable and there is **immediate risk of harm**, contact emergency services or the local authority directly.

Immediate danger: Call **999**.

Non-immediate danger: Consider:

- Non-emergency police number **101**

- Visiting a police station
- Contacting the NSPCC (for child concerns)
- Contacting the local authority children's or adults' social care team

Recording and Reporting:

- Provide a full and honest account of what you have seen, heard or been told.
- Record clearly:
 - Date, time and place
 - Who was present
 - Exact words used where possible
 - Your observations (not assumptions or opinions)
- Sign, date and promptly give the record to the DSL.

Follow up and Escalation:

- Check that the DSL/manager has taken appropriate action; follow up where necessary.
- Ensure no one is placed in a position that increases the risk of further harm.
- If you believe appropriate action has not been taken, escalate:
 - Report directly to the police or local authority, and/or
 - Use UMW's whistleblowing procedure.

Staying Informed:

- Maintain appropriate contact with the DSL and, where relevant, external agencies, while respecting confidentiality and data protection requirements.

8. Operational Safeguarding Practices

8.1 Safeguarding is a **standing agenda item in:**

- Service delivery team meetings
- Operational management meetings

8.2 Operational leaders are expected to:

- Keep up to date with local safeguarding procedures (e.g. via local safeguarding partnership websites).
- Ensure contact details for local authority children's and adults' safeguarding teams are accessible and known to staff.

8.3 UMW will:

- Collaborate with relevant agencies to address individual cases.
- Review learning and best practice from safeguarding incidents.
- Incorporate changes in legislation and guidance into our policies and training.
- Develop strategies that are responsive to the needs of our tenants, clients and communities.

9. Review, Ownership and Status

9.1 This policy is for the sole use of **Unity of Migrant Workers**.

9.2 The Board of Trustees has overall responsibility for this policy and will ensure:

- It is reviewed at least annually or sooner if required by changes in law, guidance or organisational activity.
- Any necessary revisions are approved and communicated to all staff and volunteers.

9.3 Version and review:

- **Last updated:** December 2025
 - **Next scheduled review:** December 2027 (or sooner if legislation/guidance changes).
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10. Safeguarding Leads & Organisation Details

Designated Safeguarding Lead (DSL) – Children

Name: **Zeynep Yelda Saglam**

Email: **zeynepyeldasaglam@gmail.com**

Telephone: **07717 851610**

Deputy Safeguarding Lead – Children

Name: **Ezgi Yildirim**

Email: **ezgi@igeb.org.uk**

(Adults at Risk Lead – you can either use the same names as above or add separate leads when agreed by the Board.)

Organisation details:

Unity of Migrant Workers (UMW)

Registered Charity No: **1213132**

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