

Policy Name:	Safeguarding Policy – protecting children and vulnerable adults
Policy Ref:	POL/SG/CC/SG/0002
Who it applies to:	CILEX Employees, Board and Committee members, trustees, volunteers, and associated persons
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Policy Type:	Corporate
Policy Owner:	Corporate Compliance Manager
Approved By:	Corporate Policy Review Panel
Equality Impact Assessment Screened	Yes
Contractual Terms and Conditions, which will be changed following legal requirements.	Yes
Company Policy relates to:	Group

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Introduction

This Policy forms part of the Chartered Institute of Legal Executives' (CILEX) internal control and corporate governance arrangements. CILEX means here the Chartered Institute of Legal Executives and its subsidiaries.

This policy will enable CILEX to demonstrate its commitment to safeguarding children and vulnerable adults it comes in to contact with during the course of its business. The policy documents the roles and responsibilities and outlines the main reporting procedures.

This policy and associated procedure set out CILEX's approach to safeguarding and promoting the welfare of children and vulnerable adults. This policy explains who a child is and who is a vulnerable adult, how to report a concern, and how allegations against an employee/representative will be handled.

The Group Board of CILEX is committed to ensuring that effective policies, including anti-slavery and human trafficking procedures operate throughout CILEX. CILEX is committed to carrying on business fairly, openly and honestly with a zero tolerance approach to bribery and corruption.

This policy is not contractual but is intended as a statement of current CILEX policy and its commitment to operate a fair procedure, taking into account statutory and other guidelines. CILEX therefore reserves the right to amend this policy and procedure as necessary to meet any changing requirements.

This policy applies for everyone in CILEX who are in direct contact¹ with children under 18 and vulnerable adults. All allegations will be taken seriously and handled in accordance with this guidance as CILEX recognise that safeguarding is everyone's responsibility. All referrals will be investigated by the Group Safeguarding Officer and when the allegations are against a CILEX employee, the Human Resources Director will also be involved.

Purpose and scope of policy

This policy will enable CILEX to demonstrate its commitment to keeping children and vulnerable adults safe when its employees and representatives come into contact with them during the course of their work.

A child is any person under the age of 18. A vulnerable adult is aged 18 or over and might, for example, be vulnerable due to a learning, physical or mental disability.

The statutory guidelines issued by the Department for Education, 'Working together to safeguard children', define safeguarding 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.

¹In this document, direct contact means any kind of communication with children and vulnerable adults face-to-face, on-line (any kind of electronic communications, which include but is not limited to: email, video conference, social media platforms, etc), by telephone, letter, or any other type of communication.

The Care and Support Statutory Guidance, issued by the Department for Health, define safeguarding for vulnerable adults 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 the adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their circumstances and therefore potential risks to their safety or well-being.

Prevent is a strand of the Government's counter terrorism strategy, which raised an awareness of the specific need to safeguard children, young people and families from violent and non-violent extremism.

Prevent works with a wide range of sectors where there are risks of radicalisation which need to be addressed, including the education sectors, criminal justice, faith groups, the internet and health service.

You should not come across Prevent in your day to day working but should be aware of it. If you have any questions about Prevent, please refer them to the Group Safeguarding Officer (privacyofficer@CILEX.org.uk).

Responsibilities

It is the responsibility of the Executive Committee to ensure that a rigorous recruitment process is in place and where appropriate, employees are provided with relevant training.

It is the responsibility of every employee and representative to be familiar with this policy and know how to act and respond to allegations of abuse.

It is the responsibility of the Group Safeguarding Officer to ensure that this document is up to date and reviewed annually. The role of Group Safeguarding Officer is held by the Corporate Compliance Manager.

Questions or concerns relating to this document should be addressed to the Group Safeguarding Officer. Email: privacyofficer@CILEX.org.uk

Legal Obligations

This policy takes account of the [Children Act 1989](#), [Data Protection Act 2018](#) (General Data Protection Regulation 2016), [Safeguarding Vulnerable Groups Act 2006](#), Protection of Freedoms Act 2012, [Working together to safeguard children \(Department for Education\)](#), Care and support statutory guidance (Department of Health and Social Care).

References

The policy complements the following policies and procedures:

- Archive, Retention and Destruction Policy and procedure
- Data Protection Policy and procedure
- Privacy Policy and procedure

- Whistleblowing Policy and procedure
- Social Media Policy and procedure
- Modern Slavery Policy and procedure