

SAFEGUARDING POLICY

McAnderson Associates Limited

1. Introduction

At **McAnderson Associates Limited**, safeguarding is a shared responsibility. We are committed to creating a safe, respectful, and supportive environment for all learners, clients, staff, and associated stakeholders, especially children and adults at risk. We comply with statutory obligations, government guidance, and best practices to ensure protection from all forms of abuse and harm.

This policy applies to all McAnderson staff (including freelancers and contractors), learners, mentors, facilitators, and volunteers involved in training programs, events, and client engagements.

Failure to comply with this policy may result in disciplinary action, including dismissal or termination of contracts.

All staff, facilitators, and mentors are expected to:

- Read and act in accordance with this policy.
- Maintain professional boundaries and adhere to safeguarding best practices.
- Report any safeguarding concerns or disclosures immediately to the Designated Safeguarding Lead.
- Participate in mandatory safeguarding training.
- Promote a culture of openness, responsibility, and trust within McAnderson learning communities and client engagements.

This policy should be read alongside related documents:

- Health and Safety Policy
- Code of Conduct
- Complaints Policy
- Safer Recruitment Policy
- Whistleblowing Policy
- Allegations Management Procedure

2. Definitions

Child

A person under the age of 18, as defined by the Children Act 1989.

Adult at Risk

Defined by the Care Act 2014 as a person who:

- Has needs for care and support, and
- Is experiencing or at risk of abuse or neglect, and
- Is unable to protect themselves due to their care and support needs.

Harm

Includes ill-treatment or impairment of health and development, both physical and emotional. Harm can result from actions or omissions, including witnessing the abuse of others.

Abuse

Abuse can occur in any setting — online, physical, educational, domestic, or institutional. It can be perpetrated by individuals known or unknown to the victim.

3. Types of Abuse

For Children

- **Physical Abuse** – Inflicting physical harm or fabricating symptoms.
- **Emotional Abuse** – Persistent emotional maltreatment such as belittling or ignoring the child.
- **Sexual Abuse** – Involves forcing or encouraging sexual activity.
- **Neglect** – Persistent failure to meet basic needs.
- **Domestic Abuse** – Witnessing or experiencing abuse in a domestic setting.
- **Peer-on-Peer Abuse** – Bullying, harassment, or sexual misconduct among children or young people.

For Adults at Risk

- **Physical Abuse** – Assault, restraint, or misuse of medication.
- **Sexual Abuse** – Any unwanted sexual activity.
- **Emotional Abuse** – Verbal abuse, threats, or humiliation.
- **Neglect and Acts of Omission** – Ignoring medical needs, failing to provide food or care.
- **Financial Abuse** – Theft, fraud, or coercion around finances.
- **Discriminatory Abuse** – Unequal treatment due to age, gender, disability, or race.
- **Institutional Abuse** – Poor care practices in training or service settings.

4. Responsibilities

McAnderson Associates Limited will:

- Ensure this policy is accessible and reviewed annually.
- Appoint and train a DSL and DDSL.
- Provide regular safeguarding training to all staff.
- Maintain safe recruitment practices.
- Record, report, and manage safeguarding concerns in line with legal requirements.

Staff, Facilitators, and Contractors must:

- Recognize signs of abuse.
- Respond sensitively and confidentially to disclosures.
- Report immediately to the DSL or DDSL.

- Avoid inappropriate relationships or contact with learners or clients.
- Participate in safeguarding induction and refresher sessions.

5. Reporting Procedure

If you suspect abuse or receive a disclosure:

1. **Listen carefully**, remain calm, and do not promise confidentiality.
2. **Record the disclosure** using factual language (time, date, names, what was said).
3. **Report immediately** to the DSL or DDSL.
4. **Do not investigate** the matter yourself.

All concerns will be dealt with confidentially and with the appropriate escalation to external safeguarding authorities when necessary.

6. Contact and Escalation

In case of an immediate risk of harm, call **emergency services: 112/911** (Nigeria).

For non-urgent concerns, contact the DSL directly.

If the DSL or DDSL is unavailable and there is a risk to a child or adult at risk, you may contact your **local safeguarding authority** or **child protection services** directly.

Approved by:

Akindayo Akindolani

CEO/Managing Partner, McAnderson Associates Limited

Date: January 2, 2025.

Date policy issued: 02/01/2017

Date policy last reviewed: 02/01/2025

Next review due: 02/01/2026