

SAFEGUARDING POLICY v.2.0.0.2025

INTRODUCTION

The Duke of Edinburgh's International Award Barbados (Award Barbados) is proud to offer a safe and supportive environment where young people can feel accepted, valued and respected. This policy serves to protect all individuals, especially young people and vulnerable adults, involved in the Award. It is designed to inform the governance, management and delivery of all Award activities in Barbados. It stipulates the required standards and methodology for protecting people who encounter the Award and for ensuring children, young people, and vulnerable adults involved are protected and safe from harm.

It is also intended to provide a minimum level of expected practice from organizations, their staff and volunteers, who use and work with the Award. Award Units and Sublicensed organizations are licensed subject to a set of standards. Award Leaders and other adults working with the Award are required to comply with their own organization's safeguarding policy, as well as comply with whatever national laws are in place.

This policy supersedes and replaces the Child Protection and Safeguarding Policy enacted November 24, 2019.

COMMITMENT OF THE AWARD

Award Barbados is committed to:

- Ensuring the interests and well-being of children, young people and vulnerable adults are taken into account, in all our considerations and activities, wherever in the world those may be.
- Respecting the rights, wishes and feelings of the children, young people and vulnerable adults with whom we, our licensees and associated organizations work.
- Take all reasonably practicable steps to protect children, young people and vulnerable adults from neglect, physical, sexual and emotional abuse, and to promote their health, wellbeing and human rights.
- Promoting the welfare of children, young people and vulnerable adults, and their protection within a position of trust.

RESPONDING TO ALLEGATIONS OF ABUSE AND MISCONDUCT

The potential for abuse, harm and violence exists in all countries and sectors. While we work to mitigate risk and minimize harm, when things go wrong, we expect to be judged on the following:

- The measures the Award and its licensed operators have in place to prevent abuse or misconduct from occurring;
- The way they respond to an incident of abuse or misconduct; and
- The actions they take to reduce the risk of the incident being repeated.

COMMITMENT TO SAFEGUARDING

Award Barbados has zero tolerance for harassment, abuse and exploitation. This policy defines how we prevent, respond to and manage safeguarding concerns.

It applies to all individuals involved with the Award, including Participants, Staff, Volunteers and Associated organizations.

Safeguarding refers to protecting all people and the environment from all harm, intended or otherwise. In the context of the Award, it specifically refers to preventing and responding to harm caused by sexual exploitation, abuse, harassment or bullying of any kind. Children, young people and vulnerable adults are at particular risk of harm from exploitation, harassment or abuse and the policy therefore focuses on these groups

The aim of this policy, as well as connected policies and licence agreement, is to minimise the likelihood and impact of these actions on Award beneficiaries and on those working or volunteering for and with the Award and/or licensed Award Operators.

The purpose of the policy is to enable all children, young people and vulnerable adults to have the best outcomes from their Award experience, regardless of sex, gender, age, disability, sexual orientation, race or religion

SCOPE

This policy encompasses all forms of interaction within the Award, whether direct or indirect, including events, training sessions and any activities under the Award's auspices.

DEFINITIONS AND PRINCIPLES OF SAFEGUARDING

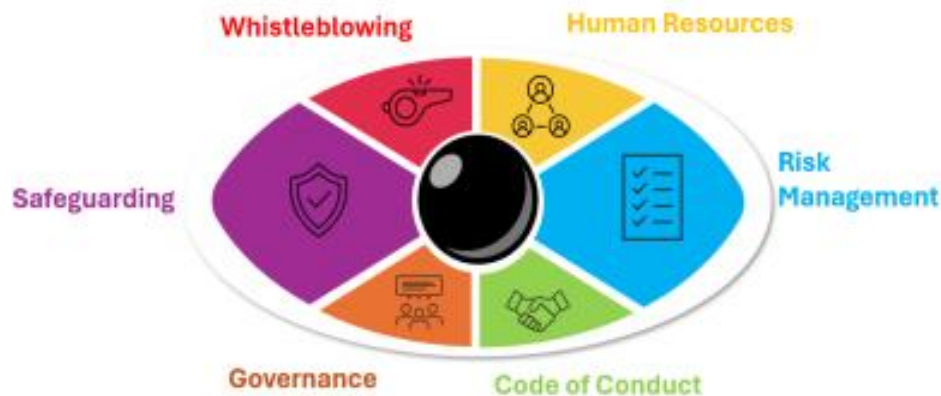
This policy focuses on preventing and responding to harm from abuse, neglect, exploitation, and bullying, emphasizing the protection of children, young people, and vulnerable adults.

Child	A person under the age of 18, as defined by Barbadian law
Vulnerable Adult	An individual over the age of 18 who may require care and support, is experiencing, or is at risk of abuse or neglect, and as a result of those needs is unable to protect themselves.
Award Operating Partner	Any Operating Partner, Award Centre, licensed by Award Barbados
Award Unit/Centre	An entity where the Award programme is administered. It could be a school, youth club, or a community centre that provides support and resources to help participants undertake their activities. The centre is typically responsible for registering participants, organising activities, and providing supervision and assessment.
Adults in the Award	refers to the various adult roles involved in delivering the Award programme. This includes award leaders, coordinators, and volunteers who mentor and support participants through their activities. They play crucial roles in guiding, training, and assessing the young people as they work towards completing their awards.
Award Participant	aged between 13 and 25. For the purposes of the Award, all Award participants are considered to be either a child or young person when considering how they should be treated in regard to contact with adults.
NAO	A National Award Operator, in this case Award Barbados, who is licenced by the International Award Foundation

THE SAFEGUARDING FRAMEWORK

The Award's global approach to maintaining a safe, positive and empowering environment for youth development is encompassed in a safeguarding framework comprising six core areas. This framework is based on The Duke of Edinburgh's International Award Foundation Safeguarding Policy published in November 2022.

The framework sets out the key responsibilities and requirements for any licensed Award Operator and can be summarised in the following graphic:



A. General and Child Safeguarding

Safeguarding shapes the approach, practice and culture of the Award and all its licensed Award Operators, ensuring a comprehensively safe environment for all people who come into contact with the Award, including adults, children, young people and vulnerable adults. All Operators should be able to demonstrate:

- Safeguarding policy/policies:
 - o Must have a child protection policy and/or a vulnerable adults policy in place.
 - o If not overt in the policy, must also have bullying, sexual exploitation and harassment and abuse policies. These may be 'stand-alone' policies.
- Serious Incident Reporting policy, and associated mechanisms
- Appropriate safeguarding training with the national legislation
- A Safeguarding Register
- Appropriate investigation processes
- A disciplinary process

- Adoption and use of the Due Diligence Framework
- Due diligence conducted on downstream partners or funders

B. Whistleblowing

Whistleblowing allows concerns to be raised and resolved at the appropriate level. All Operators should be able to demonstrate in having:

- Whistleblowing policy
- Appropriate training policy for understanding the process
- A complaints process
- Commitment to no reprisals

C. Human Resources

Recruitment and vetting processes should support recruitment of the right people, and on-going safeguarding training should be provided for all staff and volunteers. All Operators should be able to demonstrate that all paid staff, Award Leaders, Adventurous Journey Supervisors, and Award Assessors (or equivalent titles) must:

- Have clear job descriptions; including an identified risk level for each role
- Have competency-based selection procedures for roles working directly with children/young people
- Be 18yrs+
- Be trained, including mandatory safeguarding and whistleblowing training at point of induction
- Be appropriately vetted (according to national standards)
- Be aware of and committed to the vision and values of the International Award
- Be compliant with national child protection guidelines and health & safety legislation
- Conduct ongoing safeguarding and whistleblowing training for staff

D. Risk Management

A risk management framework must set out the Award and Award Operators' approach to risk identification and assessment. All Operators should be able to demonstrate:

- Risk management policy; with safeguarding as a distinct risk category
- Risk assessments conducted on downstream partners
- A Risk register, with safeguarding as a distinct category; maintained and regularly reviewed. It should include mitigating actions and identifiable owners for each risk.
- Process for escalation of safeguarding risks

- Oversight by a designated senior staff member of the organisation [Designated Safeguarding Lead]

E. Code of Conduct

A Code of Conduct describes the ethics and behaviours required of all individuals, to ensure a robust safeguarding environment. All Operators should be able to demonstrate:

- Adoption of the Award Code of Conduct by all staff, volunteers and, where applicable, children/young people/vulnerable adults.
- An operating environment that supports Adults in the Award to adhere to the standards of the Code of Conduct, as a minimum.

F. Governance and Accountability

The Award's Board of Trustees have ultimate responsibility and duty of care for the safeguarding of staff, volunteers and young people who come into direct contact with the Award. In addition, the Board have responsibility for ensuring that sublicensed organizations comply with this policy.

A licensed Award operator's Board has ultimate responsibility for the safeguarding of its Award participants, staff and volunteers. It is vital that the Board is independent in its safeguarding decision making. All operators must be able to demonstrate:

- A designated safeguarding lead at Board level
- Evidence of regular engagement between the designated safeguarding lead and the management of the organisation; evidence of regular reporting could be a standing agenda item in meetings, or through the regular updates to the risk register.

CODE OF CONDUCT

Award Barbados has published a Volunteer Code of Conduct which describes the behaviours expected of individuals and the organizations to which they belong.

All Adults in the Award, regardless of appointment or role, are expected to adhere to this Code of Conduct and treat it as a description of a minimum standard of behaviour, recognising that further standards may be required by their own national legislation or policies set by their own organisations.

Every Adult in the Award, and every Award participant working with children, young people and vulnerable adults, will be provided with a copy of this Code of Conduct as part of their induction to the Award.

All Adults in the Award, will re-sign the Code of Conduct and where appropriate take a refresher version of the online safeguarding guidance on a three-year cycle.

Organisations that work with Award participants should have appropriate policies and procedures in place to ensure, as a minimum, that they allow adults to comply with the Code of Conduct.

SAFEGUARDING DUE DILIGENCE

Award Barbados conducts due diligence when selecting organizations and individuals with whom to partner and license to deliver the Award. This policy requires Award Operators and Award Centres to undergo due diligence before starting to deliver the Award.

REPORTING PROCEDURES

To respond to any incident or incidents of actual, suspected or alleged exploitation, abuse, harassment or bullying that arise, these procedures are to be followed:

1. In the first instance the incident should be reported to the appropriate law enforcement authorities, should that be appropriate.
2. Necessary immediate actions should be taken to remove any actual or alleged victim from threat of imminent (further) harm.
3. If applicable, any incident of concern should also be reported in accordance with the Serious Incident Reporting Policy and associated procedures.

Any contravention of the Safeguarding Policy, or any of the elements of the Safeguarding Framework, should be reported to the Designated Safeguarding Lead (safeguarding@theawardbarbados.com)

If the incident is serious (as defined by the Serious Incident Reporting Policy) this should be reported to the Designated Safeguarding Lead (safeguarding@theawardbarbados.com).

GENERAL COMPLAINTS

This Safeguarding Policy, and the associated Serious Incident Reporting Policy and serious incident reporting procedure, are independent from and do not affect the Award complaints procedure. For general complaints please refer to the Award's Complaints Policy.

This policy was reviewed and approved by the National Award Council on this the 24th day of February, 2025.

Signed on behalf of the National Award Council by

STEPHEN RAE SMITH – National Award Chair

Relevant Policy and Legislature:

Award Barbados Volunteer Code of Conduct
Award Barbados Adults in the Award Policy
Award Barbados Serious Incident Reporting Policy
Award Barbados Health and Safety Policy
Award Barbados Youth Protection Policy
Award Barbados Complaints Policy
Award Barbados Whistleblowing Policy
Award Barbados Insurance and Risk Management Policy
International Award Foundation Licence Agreement