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**The Military Vehicle Trust  
CHILD & VULNERABLE ADULT  
SAFEGUARDING POLICY**

# **Child & Vulnerable Adult Safeguarding Policy**

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#### Contact Reference Sheet

*This reference sheet is designed to ensure that relevant local information is available to facilitate the implementation of this policy. Military Vehicle Trust (MVT) officers, trustees, managers and area administrators are accountable for ensuring that it is completed when the policy is issued, and reviewed at least once a year.*

<b>Organisation</b>	<b>The Military Vehicle Trust</b>		
<b>Completed by</b>	Alan Rawsterne	<b>Date</b>	17 <sup>th</sup> January 2020
<b>Reviewed by</b>		<b>Date</b>	

Organisation Details	
<b>Address</b> <i>(address, telephone number, etc.)</i>	The Military Vehicle Trust Shorrock House 1 Faraday Drive Fulwood Preston PR2 9NB
<b>Lead trustee for Safeguarding</b> <i>(name, position &amp; contact details)</i>	Peter Hamblin Trustee Phone: 0333 321 8977 and selecting option 6 to leave a message or email: <a href="mailto:report@mvt.org.uk">report@mvt.org.uk</a>
<b>Chair of the Military Vehicle Trust</b> <i>(name &amp; contact details)</i>	Simon Johnson Email: <a href="mailto:chairman@mvt.org.uk">chairman@mvt.org.uk</a>

Emergency References	
<b>Emergency reporting details</b> <i>(the authority you should contact in an emergency, and how to contact them)</i>	You can call the NSPCC on 0808 800 5000  If someone is in immediate danger, call the police (999)
<b>Information on child and vulnerable adult protection</b> <i>(references to relevant legislation &amp; reporting requirements)</i>	<p><b>What not to do:</b></p> <ul style="list-style-type: none"> <li>- Don't ignore it</li> <li>- Don't disbelieve them</li> <li>- Don't promise to keep secrets</li> </ul> <p><b>What to do:</b></p> <ul style="list-style-type: none"> <li>- Listen</li> <li>- Make a record of what was said as soon as possible</li> <li>- Pass this on as soon as is possible</li> <li>- Make sure the person is safe.</li> </ul>



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Information Sources	
<p><b>Further guidance</b> <i>(contact details of agencies with expertise in child and vulnerable adult protection)</i></p>	<p>If you have a concern that someone is being drawn into or supporting terrorism, you should ring the General Secretary on 0333 321 8977 and select option 2, or email: <a href="mailto:report@mvt.org.uk">report@mvt.org.uk</a></p> <p>If a child or vulnerable adult is not in immediate danger, but you want to talk to the Police you should ring 101</p> <p>In situations involving the safety and wellbeing of yourself, that you feel you are not able to discuss, please contact an organisation such as The Samaritans on 08457 90 90 90.</p> <p>Guidance on handling safeguarding allegations in a charity can be found at <a href="https://safeguarding.culture.gov.uk">https://safeguarding.culture.gov.uk</a></p>
<p><b>Referral services</b> <i>(contact details of agencies or services that can provide support or advice to survivors of abuse and exploitation)</i></p>	
<p><b>Legal advice</b> <i>(contact details of agencies or service providers that can offer legal advice in relation to child and vulnerable adult protection and case management)</i></p>	
<p><b>Investigation support</b> <i>(details of agencies, consultants or service providers that can offer support with internal investigations regarding child and vulnerable adult protection)</i></p>	
<p><b>Psychological support</b> <i>(contact details for psychological support services that Trust officers, trustees, managers, area administrators, members and volunteers could access if required)</i></p>	



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#### 1.0 Introduction

The Military Vehicle Trust (MVT) is established for the public benefit and to advance the education of the public without distinction of ability, sex, sexual orientation, race or political, religious or other opinions. The charity's objects are specifically restricted to the following:

- The Trust is established for the purpose of restoring and preserving military vehicles of historical interest and the preservation of books, drawings, records, documents, sound and visual recordings, films, photographs and other media and ephemera relating to such vehicles, their history and development, and promoting and encouraging the same aim in others.

In furtherance of the above objects but not otherwise the directors shall have the power to:

- To organise, sponsor and support military vehicle and such other shows and events and encourage the appearance of historic military vehicles at public events and shows for the provision and stimulation of information, education and interest in such vehicles.

We take our responsibility seriously to keep people safe, including their rights to protection from violence, exploitation, abuse, neglect and harm. We continually strive to embed good practice across the organisation and beyond.

For information on our work, please visit our website [www.mvt.org.uk](http://www.mvt.org.uk)

Alternatively, you can contact us using the details in the MVT Contact Sheet at the beginning of this policy.

#### 1.1 Legal Context

This document and the Military Vehicle Trust's commitment to safeguarding, reflect the principles contained within United Nations Convention on the Rights of the Child (UNCRC) ratified by the United Kingdom in 1991 and the Human Rights Act 1998.

This policy, and all following procedures work towards providing protection for children as outlined in The Children Act 1989 (2004) - reflecting the understanding that the welfare of the child is always of paramount concern.

This policy looks to provide a safe and effective method for escalating concerns to the Local Authority or the Police as appropriate - as outlined in Working Together to Safeguard Children (2015) . This legislation requires an organisation's procedures and policy to be in line with Local Children Safeguarding Board and to that end, this document and all other Military Vehicle Trust safeguarding documents will operate from the understanding of abuse outlined in this document.

#### 1.2 Purpose and Scope

The purpose of this policy is to protect people, particularly children and vulnerable adults, from harm that may be caused as a result of their contact with the Military Vehicle Trust. This includes harm arising from:



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- The conduct of officers, trustees, managers, area administrators, members and volunteers, as well as those in our partner organisations and other persons associated with The Military Vehicle Trust
- The design and implementation of the Military Vehicle Trust's events and activities.

This policy does not cover:

- Sexual harassment or bullying – this is dealt with in our Equality & Diversity Policy.
- Protection concerns in the wider community, which do not have any direct relation to the activity or actions of the Military Vehicle Trust or its associates.

This policy applies to all areas of the Military Vehicle Trust and is global in its application. It is intended to give guidance to officers, trustees, managers, area administrators, members and volunteers, as well as all individuals, organisations and groups that are in contact with the MVT.

In some situations, we may ask individuals and organisations with which we work to adopt this policy or, if more appropriate, adapt it to their context. This is likely to occur where those individuals and organisations do not have their own Child & Vulnerable Adult Safeguarding Policy, or equivalent; or where this exists, but does not fulfil the standards held by the Military Vehicle Trust. A refusal to do so may, at the discretion of the MVT's trustees, result in individuals being expelled from the MVT and / or the termination of any partnership agreements.

Everyone has a role to play in keeping people safe. We expect officers, trustees, managers, area administrators, members and volunteers to sign the declaration in Appendix 6 to confirm that they have read, understood and agree to adhere by this policy. We will also include this policy within formal partnership and other agreements with individuals and organisations external to the Military Vehicle Trust, to ensure that everyone who interacts with us upholds our standards.

### 1.3 Definitions

Common understandings are essential if we are to ensure everyone has a shared aim of keeping people safe. The Military Vehicle Trust applies the following definitions for key terms used in this policy and our wider activities:

**Child** – refers to any young person under the age of 18, as defined by the United Nations Convention of the Rights of the Child (CRC).

**Vulnerable adult** – is a person aged 18 or older who, by reason of mental or other disability, age or illness, is or might be unable to take care of themselves, or, is or might be unable to protect him or herself against significant harm, abuse or exploitation.

The protection of children and vulnerable adults is a component of wider efforts to safeguard all those who come into contact with the activities of the Military Vehicle Trust. We recognise that it can be confusing to use the terms “safeguarding” and “child and vulnerable adult protection” interchangeably, and we are also aware that there may not be clear translations for these terms in some areas of the community we interact with. For clarity, we define these terms in the following way:



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**Safeguarding** – We understand safeguarding to be about ensuring the safety and wellbeing of everyone involved in the Military Vehicle Trust and with whom we associate and as a means of preventing them from experiencing harm. This involves recognising the types of harm that could occur within our activities, putting in place strategies to stop these from happening and fostering a culture that promotes safety for all.

**Child & Vulnerable Adult Protection** – This is part of our safeguarding approach, but has a specific focus. It relates to the processes which exist for taking action on behalf of those children and vulnerable adults who are suffering, or are at risk of suffering, significant harm as a result of abuse, exploitation or neglect. It involves reporting concerns where these are identified and ensuring that these concerns are acted on.

#### 1.4 The Military Vehicle Trust Safeguarding Practice

The Child and Vulnerable Adult Safeguarding Policy details procedures, tools and resources designed to support officers, trustees, managers, area administrators, members and volunteers to prevent harm from occurring within our events and activities.

This policy sets out how to deal with protection concerns and the responsibilities of everyone in the Military Vehicle Trust in relation to child and vulnerable adult protection. You must refer to other policies to learn about the systems and procedures in place to deal with related topics, such as how to manage general complaints. Please refer to the list below for more information on some key policies and their content. Please contact our lead trustee for Safety and Safeguarding if you need any further information or guidance.

Policy	Topics covered
Volunteer Policy	Safeguarding considerations within the volunteering process
Whistleblowing Policy	Raising a concern or reporting poor practice within the MVT, free from fear of reprisal
Equality & Diversity Policy	Measures for respecting and promoting diversity within the MVT, including ensuring that everyone is treated equally
Complaints Policy	How to manage a complaint and the procedure that individuals and groups external to the MVT can use to complain about issues related to our activities

#### 1.5 Policy aims

The Military Vehicle Trust is committed to protecting the people with whom we associate. This policy aims to:

- Establish that all children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from harm
- Make clear our commitment to safeguarding children and vulnerable adults and our zero tolerance approach to abuse, exploitation and harassment

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- Equip our officers, trustees, managers, area administrators, members and volunteers to make informed and confident responses to specific child and vulnerable adult protection issues
- Emphasise that all officers, trustees, managers, area administrators, members and volunteers, as well as all individuals, organisations and groups that are in contact with the MVT have a responsibility to uphold the Child Protection and Vulnerable Adult Safeguarding Policy, and that everyone has a role to play in keeping people safe
- Set out the procedure that must be used by officers, trustees, managers, area administrators, members and volunteers and others in contact with the Military Vehicle Trust to report any concerns
- Demonstrate that all suspicions and allegations of abuse or exploitation will be taken seriously and responded to swiftly and appropriately

This policy is divided into three parts:

- **Our approach:** How the Military Vehicle Trust approaches protection, including relevant background information about people's rights and forms of abuse
- **Protection in practice:** Procedures to ensure that children and vulnerable adults are protected, and that concerns are dealt with appropriately
- **Protection responsibilities:** Information on our expectations in relation to behaviour and the role that everyone plays in ensuring that children and vulnerable adults are adequately protected

Given that contacts relating to safeguarding generally, and child and vulnerable adult protection specifically, may vary between areas of the country, we require documents created specifically for a project, event or activity, to detail contact that are available locally and for those policies and procedures being reviewed at least annually.

The MVT Contact Sheet at the beginning of this policy contains specific information on national requirements, contact points and other relevant considerations. This document can be saved and amended to reflect local information.

## 2.0 Our approach

**This section sets out how we approach safeguarding generally and child and vulnerable adult protection specifically. It also provides information on the principles that underpin our approach, the evidence that informs our understandings, and the knowledge required when dealing with this topic.**

### 2.1 Our commitment

Every person has the right to protection from harm. Our approach to safeguarding involves promoting a culture of safety for all and practising this in every aspect of the Military Vehicle Trust's day-to-day activities. This includes:

- the design and implementation of events and activities
- the recruitment and training of officers, trustees, managers, area administrators, members and volunteers
- selection of external, contracting and partnering organisations



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- the way in which we gather, store and utilise information

It also involves taking action for and on behalf of children and vulnerable adults who are suffering, or are at risk of suffering, significant harm as a result of abuse, exploitation or neglect. The Military Vehicle Trust has a zero tolerance approach to bullying, harassment, violence, exploitation and abuse, and so we have made the following commitments:

- Our officers, trustees, managers, area administrators, members and volunteers will maintain the highest standards of conduct and practice
- We will support our partner organisations and others to build and endorse good practice
- We will listen to all safeguarding concerns that are reported to us and take appropriate action
- We will proactively champion meaningful participation in safeguarding activities

You can read our Safeguarding Statement by visiting our website at:

[www.mvt.org.uk/policies](http://www.mvt.org.uk/policies)

Alternatively, please contact our lead trustee for Safety and Safeguarding using the details in the Contact Sheet at the beginning of this policy.

#### 2.2 Rights frameworks

We uphold a rights-based approach in all elements of our events and activities, which means that we endorse international rights conventions including the UN Convention on the Rights of the Child (CRC) and the UN Convention on the Rights of Persons with Disabilities (CRPD).

The right of children to protection is set out in article 19 of the United Nations Convention on the Rights of Child, which makes clear that:

- appropriate measures must be taken to protect children from all forms of abuse, neglect, maltreatment and exploitation
- support should be given to children and those who care for children to prevent harm from occurring
- there must be systems in place for reporting concerns

The right of children and adults with disabilities to protection is set out in article 16 of the United Nations Convention on the Rights of Persons with Disabilities, which makes clear:

- persons with disabilities should be protected from all forms of exploitation, violence and abuse both within and outside the home

Both the CRC and CRPD contain a number of principles that are relevant to the protection of children and vulnerable adults. You can read more about these in Appendix 1.

#### 2.3 Duty of care

The Military Vehicle Trust has a legal and moral obligation to protect everyone that comes into contact with our organisation. We are particularly concerned with the protection of children and vulnerable adults present at our events and / or other activities. This is because we know that they are at risk from sexual, physical and emotional abuse, exploitation, neglect and other forms of inappropriate interactions perpetrated by adults and, in some

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cases, older children. We recognise that this is often the result of unequal power relationships and that they may experience heightened risk factors resulting from the situations in which they live, the relationships that they may have with others, and the social environment surrounding them.

As an organisation we see our duty of care as a responsibility to put in place measures to prevent foreseeable harm from occurring and to act in the best interests of the people with whom we interact.

#### 2.4 Understanding abuse

Children and vulnerable adults are at risk from exploitation, abuse and neglect. For some, vulnerability to abuse may be heightened by their gender, ethnic origin or socio-economic status. Additional risk factors are associated with situations of insecurity, instability or the displacement of people, as well as in places where inequality, unemployment and poverty are concentrated. Children and vulnerable adults can be exposed to cultural and social practices of a harmful nature, such as bullying, corporal punishment, child labour, slavery, female genital mutilation (FGM), child marriage or forced marriage, gang violence, and trafficking. Further vulnerability is experienced where a weak legal process, limited services, and fear around reporting mean that few cases of violence, exploitation and abuse are reported. The result is that perpetrators are not held accountable or prosecuted in line with the law<sup>1</sup>.

In recognition of these issues, and the urgency to address them, the UN included targets to end abuse, exploitation, trafficking and all forms of violence in Goal 16 of the Sustainable Development Goals<sup>2</sup>.

Given the nature of the Military Vehicle Trust's activities, it is important for us to understand the particular protection issues experienced by children and adults with disabilities. A recent global study conducted by the UNFPA (2018)<sup>3</sup> concluded that children with disabilities are almost four times more likely to be subjected to abuse than their non-disabled peers, and that both boys and girls with disabilities are nearly three times more likely to experience sexual violence. Young people with multiple impairments, including sensory impairments, intellectual impairments, and communication difficulties, are most vulnerable to all forms of violence – a finding that has been echoed elsewhere, including in a study conducted by Plan International (2016)<sup>4</sup>.

Further research highlights that women and girls with disabilities are more likely to experience violence throughout their life than their male peers with disabilities or women and girls without disabilities (UNFPA, 2019)<sup>5</sup>. They may also encounter difficulties in accessing help and support services due to discrimination and accessibility issues, as well as social norms that discourage the reporting of violence and abuse, especially among socially marginalised groups.

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<sup>1</sup> Further information about risk factors for violence, exploitation and abuse can be found on the UNICEF website: [www.unicef.org/protection/](http://www.unicef.org/protection/) (accessed 15/05/19)

<sup>2</sup> Further information on SDG16 can be found on the UN website: [sustainabledevelopment.un.org/sdg16](http://sustainabledevelopment.un.org/sdg16) (accessed 15/05/19)

<sup>3</sup> UNFPA (2018) *Young Persons with Disabilities: Global Study on Ending Gender-Based Violence and Realising Sexual and Reproductive Health and Rights*

<sup>4</sup> Plan International (2016) *Protect Us! Inclusion of Children with Disabilities in Child Protection*

<sup>5</sup> UNFPA (2019) *State of World Population 2019: Unfinished Business – the pursuit of rights and choices for all*



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According to the UNFPA (2018), violence against children and vulnerable adults with disabilities may be more prevalent due to factors such as:

- Social attitudes towards disability
- Lack of knowledge about disability
- Isolation and exclusion from the community
- Parents becoming over-burdened or lacking sufficient support
- Overextended and/or untrained care personnel
- Risk factors associated with perpetrators seeing children with disabilities as “easy targets”

In addition to the points above, risk may be further heightened for persons with deaf-blindness due to:

- Dependence on family members and others to provide support
- Difficulties in understanding and interacting with the surrounding environment
- Communication challenges, or varied communication methods
- Developmental delays
- Lack of access to information and services

#### 2.5 Forms of abuse

Abuse can occur within many situations, including the home, at school, on the street, etc. Those who exploit children and vulnerable adults may include parents and other family members, community members, teachers, health care professionals, tourists and volunteers or officials within support organisations. It is important to recognise that some individuals will actively seek employment or voluntary work with children and vulnerable adults in order to harm them.

Our Volunteer Policy provides information and guidance on the checks that can be carried out to prevent such individuals volunteering within our organisation.

Exploitation and abuse can take many forms. These include:

**Sexual Abuse:** Forcing or coercing a child into any sexual act, including physical contact of a penetrative or non-penetrative (such as oral sex) nature; partaking in or watching of pornographic material/sexual acts; encouraging children to behave in a sexually inappropriate way.

**Physical Abuse:** Any act that physically harms a child, including hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

**Emotional Abuse:** Any negative emotional ill treatment of a child, causing them to feel inadequate, unloved, unworthy, frightened or in danger - This can include verbal abuse, imposing developmentally inappropriate expectations on the child or restricting their participation in age-appropriate activities and normal social interaction.

**Neglect:** Persistent failure or denial to meet a child’s physical and psychological needs. This can take the form of failing to provide food and water, shelter, supervision and medical care and/or failing to protect a child from physical, sexual or emotional harm or danger.

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Poverty may leave families unable to provide many basic necessities to their children. This inability is not deliberate, and so is different in nature to intentional neglect. Despite this, officers, trustees, managers, area administrators, members and volunteers with a particular concern for certain children or adults with whom they have contact, should contact our lead trustee for Safety and Safeguarding using the details in the Contact Sheet at the beginning of this policy, to determine the best course of action to address the concern.

**Sexual exploitation:** A form of sexual abuse that involves children or vulnerable adults being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status or anything else that they or their family needs. It often involves manipulation or coercion.

**Commercial exploitation:** Exploiting a person in work or other activities for the benefit of others and to the detriment of physical or mental health, education, moral or social-emotional development.

This list of definitions is not exhaustive. More information, including some common signs and symptoms of abuse, can be found in Appendix 2.

### 3.0 Protection in practice

**This section sets out what systems and procedures are in place to protect children and vulnerable adults who come in contact with our events and activities, and explains what you should do if you have a concern or suspect that abuse has taken place.**

#### 3.1 What to do if you have a concern

You might suspect abuse, or have concerns about a child or vulnerable adult if you recognise some of the symptoms detailed in Appendix 2. You may have concerns if you see someone behaving in a way that raises your suspicions.

Alternatively, a family member, volunteer, friend or member of the public might tell you they are concerned about abuse. A child or vulnerable adult might also communicate concerns about abuse or their safety to you. Remember that communication may be non-verbal; for example, a child or adult with deaf-blindness moving away from a person, expressing fear, or acting out an abusive action.

Whether you have a concern, or someone has raised a concern with you, you have an obligation to take action according to the process set out below.

#### **This is what you should do:**

- **Ensure that the child or adult's immediate safety and medical needs are met.** In some cases, this may mean that you need to urgently contact the emergency protection services in your area. Please refer to the Contact Sheet at the beginning of this policy for details of who to contact and how to do this
- **If you are told about a suspicion, listen carefully to what is being said.** Do not make assumptions or accusations. Take what is being said seriously. Find out the basics of what happened, but do not investigate the matter. It is your responsibility to report what has been said, but not to establish whether it is true. These enquires should be carried out by trained investigators

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- **Make a clear record of what has been said or seen.** You can include diagrams if it would help to explain what happened. Write the date and time on the record and sign it
- **If you observe non-verbal disclosure or see something that concerns you, make clear notes.** Your notes should describe what you saw - do not make assumptions or accusations. Take what you see seriously and report your concerns, but do not investigate the matter for the reasons mentioned previously
- **Do not ask leading questions.** A leading question is a question that contains part of the answer. For example: "That man/woman hurt you on Wednesday, didn't he/she?" In this example, it would be more appropriate to ask an open question such as: "Can you tell me what happened on Wednesday?" or "Can you give me more detail?"
- **Do not guarantee confidentiality.** When a protection concern has been disclosed or is suspected, it is not always possible to keep everything confidential. You can assure the person who tells you about their concern that you will only share the information with people if they need to know about it. You should never promise to keep the information a secret
- **You must tell someone.** This is very important and it is your responsibility as someone representing the Military Vehicle Trust. You must report concerns to the Military Vehicle Trust, but also to external authorities if you believe that a crime has been committed

#### If you are an officer, trustee, manager, area administrator, member or volunteer, this is how you should report a concern:

- **Speak to the Military Vehicle Trust's designated lead for safety and Safeguarding detailed in the Contact Sheet at the beginning of this policy.**
- If they are not available, or if the alleged abuse is about them, you should report the concern to the Chair of the Military Vehicle Trust or the General Secretary whose contact details can be found in the Contact Sheet at the beginning of this policy
- If you feel uncomfortable discussing the issue with these people, you can report the concern to the Military Vehicle Trust by email: [report@mvt.org.uk](mailto:report@mvt.org.uk)
- **Contact an external authority:** Details of who to contact in relation to a protection concern within your local area should be available in a local version of the Contact Sheet at the beginning of this policy.

Discussing the concern with the lead trustee for Safety and Safeguarding will help to determine when external reporting and support is required; however, this will generally happen whenever a crime is suspected to have been committed.

- **Notify donors and sponsors where this is a grant requirement:** Many donors and sponsors require organisations to report safeguarding incidents directly to them where these occur within the context of projects, events and activities that are financed through their grant funding or sponsorship. You may need to refer to the grant and/or sponsorship contract for more information on the expected procedure. You must notify the Military Vehicle Trust before you contact donors or sponsors, so



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as to ensure joined-up decision making and information management, and to ensure agreed channels of communication are maintained.

**If you are from a partner organisation, or if you have been contracted to work with or for the Military Vehicle Trust, this is how you should report a concern:**

- **Speak to your Line Manager or Military Vehicle Trust contact:** Any concerns arising in the context of work underway in the Military Vehicle Trust projects, events or activities should be reported directly to the Military Vehicle Trust. You may choose to discuss the concern first with your Line Manager (or equivalent); however, you must also notify your contact at the Military Vehicle Trust, in accordance with any procedures that have been set out in your partnership agreement, memorandum of understanding, letter of understanding, contract, or similar. If your Line Manager or Military Vehicle Trust contact is unavailable, you should refer the concern directly to the designated Military Vehicle Trust lead trustee for Safety and Safeguarding using the details in the Contact Sheet at the beginning of this policy.
- **Contact an external authority:** Details of who to contact in relation to a protection concern can be found in Contact Sheet at the beginning of this policy. Discussing the concern with your Military Vehicle Trust contact may help to determine when external reporting and support is required; however, this will generally be required whenever a crime is suspected to have been committed.

If you feel uncomfortable discussing the issue directly with your Military Vehicle Trust contact, you can report the concern to the Military Vehicle Trust by email:

[report@mvt.org.uk](mailto:report@mvt.org.uk)

Alternatively, you can contact the Military Vehicle Trust lead trustee for Safety and Safeguarding or the General Secretary by ringing: 0333 321 8977 and selecting option 2 to leave a message.

### 3.2 How concerns will be handled

We will always treat reported concerns seriously and will take appropriate action in line with the procedure set out below:

**This is how reports will be handled:**

- **Your Military Vehicle Trust contact will decide what happens next.** If you have reported the concern to someone different, such as the MVT lead trustee for safety and Safeguarding, then they will decide the next steps.

**Your Military Vehicle Trust contact should:**

- Make further checks to ensure that the individual about whom the concern has been raised is in no immediate danger and that any medical assistance has been sought, if this is necessary. These checks should happen as soon as possible
- Inform relevant authorities, as appropriate. This will depend on the nature of the concern. In general, if a crime has been committed, then this should be reported to relevant external authorities. The Contact Sheet at the beginning of this policy contains more information on who to contact and how to contact them. These

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authorities will be able to provide more information on whether the matter should be investigated

- Ensure that the Military Vehicle Trust is informed. This should take place within 72 hours of the concern being raised
- Report immediately to the lead trustee for Safety and Safeguarding of the Military Vehicle Trust if allegations have been made against any of the Military Vehicle Trust's officers, trustees, managers, area administrators, members and volunteers, or any members of partner organisations directly involved with the Military Vehicle Trust's projects, events or activities. Contact details are included in the Contact Sheet at the beginning of this policy
- **Your Military Vehicle Trust contact will ensure that the concern is documented.** Working with the person that raised the concern, they will complete the Safeguarding Incident Reporting Form included in Appendix 3. They will also ensure that all information and documents relating to the report are saved into a limited-access, confidential report file and recorded in a limited-access Report Log. If necessary, they may receive assistance from the Military Vehicle Trust lead trustee for Safety and Safeguarding to complete this process
- **Your Military Vehicle Trust contact is responsible for providing feedback to the person that raised the concern.** This is necessary if the person who made the report has not been directly involved in the process described above. Information shared should be on a "need-to-know" basis, respecting confidentiality

#### This is what happens when reports are received in the by email

- **Your email will be received in a confidential mailbox.** Only three trained trustees (Chair, General Secretary and lead trustee for Safety and Safeguarding) have access to the mailbox. When they receive your message, they will acknowledge receipt within 72 hours.
- **The report will be discussed.** This discussion will consider the support needs that exist, and whether any action is required; this might include informing the Charity Commission, donors, sponsors or other organisations or authorities. Information will only be shared on a "need-to-know" basis
- **A course of action will be agreed in consultation with those involved.** The course of action will depend on the nature of the concern raised. In some cases, action will be needed – for example, where the concern involves officers, trustees, managers, area administrators, members and volunteers or a significant reputational risk to the organisation is identified. In this case, the person who raised the concern will be informed of the action underway within 5 working days of the date when their concern was first acknowledged
- **Details of the reported concern and agreed actions will be logged in the Report Log.** All information and documents relating to the report, including a copy of the Safeguarding Incident Reporting Form will be saved into the limited-access, confidential report file
- **The Military Vehicle Trust General Secretary will update the risk register.** If a reputational risk exists, this will be done in consultation with the Military Vehicle Trust Chair. A reactive media statement may also be prepared



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- **The Military Vehicle Trust lead trustee for Safety and Safeguarding will be informed.** Information shared will be on a “need-to-know” basis.

A pictorial representation of this process – is available in Appendix 4.

#### 3.3 What to do if you feel that your concern has not been resolved

Sometimes, it is not possible or appropriate to involve the person who reported the concern in the follow-up actions taken. There will also be times when no further information will be provided by external authorities regarding the concerns that have been raised. This might be due to the formal investigations underway, or other constraints affecting the information that can be shared.

If, however, you feel that a concern has been inadequately addressed, or if your concerns about an individual persist despite the actions taken, it is important that you raise this.

**You should discuss your continuing concerns with the Military Vehicle Trust lead trustee for Safety and Safeguarding.** If this is not appropriate, or they are unavailable, you should discuss the matter with the Military Vehicle Trust General Secretary. You can also contact Military Vehicle Trust by sending an email to: [report@mvt.org.uk](mailto:report@mvt.org.uk)

If possible, these discussions should aim to agree further follow-up actions to address the remaining concerns. In some cases, the lack of resolution may be a result of weak or inadequate systems at local level. In these situations, the Military Vehicle Trust must do everything within its power to ensure the safety of the person at risk of harm. You should try to identify the actions that fall within the control of the organisation, as well as the risks involved for all stakeholders, in discussion with your Military Vehicle Trust contact, the lead trustee for Safety and Safeguarding or the General Secretary.

**If your concern relates to your Military Vehicle Trust contact’s handling of a report, you should speak to a more senior member, such as the Chair or General Secretary.** You can also contact the Military Vehicle Trust by sending an email to: [report@mvt.org.uk](mailto:report@mvt.org.uk) In the case of concerns about malpractice within the organisation, you should refer to the Whistleblowing Policy for further guidance on what to do.

#### 4.0 Protection Responsibilities

We all have a responsibility to ensure the safety and wellbeing of people who are in contact with the Military Vehicle Trust’s projects, events and activities. Reporting and following-up on concerns using the procedure set out in section 3 of this policy is a vital part of protecting the people with whom we associate; however, our responsibilities go much further.

##### 4.1 Responsibility for reporting

Officers, trustees, managers, area administrators, members and volunteers must report any concerns or suspicions of abuse to the appropriate person without delay. Suspicions of abuse must not be ignored. Anyone involved with the Military Vehicle Trust who does not act on such information will face investigation according to the Code of Conduct. This includes instances where officers, trustees, managers, area administrators, members and volunteers fail to act on information reported to them in line with the procedure set out in this policy.



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External organisations that hold partnership agreements (or similar) with the Military Vehicle Trust, and individuals and organisations contracted to work with or on behalf of Military Vehicle Trust, also have a duty to report any concerns or suspicions of abuse. Failure to do so could result in termination of any contractual agreements.

#### **4.2 Responsibility to uphold good practice**

Our behaviour, both within our roles and in our everyday lives, is vital in ensuring that good practice is upheld and endorsed within the Military Vehicle Trust and beyond. The Military Vehicle Trust has a Code of Conduct, which must be observed by all officers, trustees, managers, area administrators, members and volunteers. The conduct and practices highlighted below constitute good practice for the protection of children, vulnerable adults, and others; it is also consistent with the UN Secretary General's Bulletin on Special Measures for protection from sexual exploitation and sexual abuse (ST/ SGB/2003/13). It must be observed at all times.

**Officers, trustees, managers, area administrators, members and volunteers and those working with or on behalf of the Military Vehicle Trust (including national partners and consultants) must always:**

- Respond to safeguarding concerns that they have, or that are reported to them
- Report evidence of misconduct or breaches to this policy, or other policies referenced in the Safeguarding Practice
- Complete mandatory safeguarding training and attend any training courses deemed necessary due to the nature of their role
- Complete refresher training every 3 years
- Familiarise themselves with the Military Vehicle Trust reporting procedure and be aware of local procedures specific to their operating context
- Inform the Military Vehicle Trust General Secretary if they have any existing official convictions or cautions, or immediately at the time that they receive any convictions or cautions
- Respect the dignity of project, event and activity participants and seek to uphold this at all times, including in the gathering of photographic or video material
- Gain informed consent for inclusion in photographic and video material, and the use of these materials, observing Military Vehicle Trust guidance on this matter
- Maintain confidentiality when handling sensitive personal information relating to protection concerns, in line with data protection principles, including information about projects, events and participants and other Military Vehicle Trust activities
- Create and maintain an environment that prevents exploitation and abuse from occurring

**Officers, trustees, managers, area administrators, members and volunteers, and those working with or on behalf of the Military Vehicle Trust (including national partners and consultants) will never:**

- Commit any abusive or harmful acts, as defined in section 2.4 and Appendix 2
- Engage in sexual activity with anyone under the age of 18

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- Exchange money, employment, goods or services for sexual activity. This includes any exchange of services or support that is due to beneficiaries of the Military Vehicle Trust's activities
- Engage in any commercially exploitative activities with children or vulnerable adults, including child labour or people trafficking
- Seek or create abusive images of children or vulnerable adults, or engage in any form of Internet abuse, as defined in appendix 2
- Assume that someone else will pass on information, which might be critical to the safety and wellbeing of a child or vulnerable adult
- Hide or cover-up information relating to suspected or actual abuse or harm
- Work with children or vulnerable adults without the consent of their caregiver
- Work alone with children. A second adult should always be present
- Arrange to meet with a child or vulnerable adult outside specific project, event or activity
- Engage in sexually provocative games or make sexually suggestive statements about or to a child or vulnerable adult
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Do things of a personal nature for children or vulnerable adults that they can do for themselves
- Take photographs or videos without ensuring that informed consent is in place, according to the organisational guidance on this matter
- Invite into their home children or vulnerable adults with whom they associate

**Officers, trustees, managers, area administrators, members and volunteers and those working with or on behalf of the Military Vehicle Trust (including national partners and consultants) should refrain from:**

- Using personal phones to contact project or event participants, or to take photos or videos of children and vulnerable adults. Where this is not possible (because a phone supplied by the Military Vehicle Trust is unavailable), personal phones should only be used to contact project and event participants during normal working hours and all images or videos should be downloaded and removed at the first available opportunity. This includes removal of data from any "cloud" storage services to which the device may be linked
- Transporting project and event participants in their personal vehicle. This should only occur in an emergency situation where this is unavoidable due to other forms of transport being unavailable. Children should never be offered transport without the presence of a caregiver or a second adult
- Meeting with project and event participants outside of regular office hours. In the case that this is required, the arrangement should be discussed with your Military Vehicle Trust contact (as appropriate) and should only occur with the full consent of those involved

The Military Vehicle Trust acknowledges that, in some cases, officers, trustees, managers, area administrators, members and volunteers and others working with or on behalf of our organisation may be family or caregivers of the children and vulnerable adults participating

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in our projects, events and/or activities. In this case, some elements of the Code of Conduct may need to be adjusted in order to reflect their role and relationship to individuals participating. These adjustments should be discussed between the individual and their Military Vehicle Trust contact, as appropriate, and documented in writing.

#### **4.3 Responsibility of officers, trustees, managers and area administrators.**

Officers, trustees, managers and area administrators of the Military Vehicle Trust have specific responsibilities in relation to upholding good safeguarding practice and ensuring that children and vulnerable adults are protected.

**In addition to the behaviour detailed in section 4.4, officers, trustees, managers and area administrators must:**

- Ensure that their fellow officers, trustees, managers and area administrators understand this policy, and other key Military Vehicle Trust policies
- Discuss safeguarding practice as part of regular meetings in order to identify any risks or deal with arising issues
- Carry out reporting procedures as described in section 3 of this policy, and respond to further requests for information and action, as appropriate
- Champion good safeguarding practice, leading by example
- Support and develop systems that maintain a positive environment and uphold a culture of safety for all

#### **4.4 Responsibilities of individuals with specific safeguarding roles**

A number of individuals within the Military Vehicle Trust hold specific safeguarding roles, including officers and trustees. The Accountability Matrix in Appendix 5 provides a summary of key responsibilities for individuals with these roles. Terms of Reference are available for officers and trustees and should be shared with all individuals agreeing to take on these roles.

#### **4.5 Responsibility for whistleblower protection**

The Military Vehicle Trust assures all officers, trustees, managers, area administrators, members, volunteers, and those working with or on behalf of the organisation, that it will fully support anyone who, in good faith, reports their concern that abuse, exploitation or malpractice may be taking place. Further information relating to this assurance can be found in the Whistleblowing Policy.

#### **4.6 Responsibility for accused person protection**

The Military Vehicle Trust assures all officers, trustees, managers, area administrators, members, volunteers, and those working with or on behalf of the organisation that all details of any accusation will be kept strictly confidential and relayed on a “need to know” basis to others within the organisation and the relevant authorities. The Military Vehicle Trust also assures that whilst respecting the need to protect children and vulnerable adults, full regard will be given to the rights of the individual and the possibility of error in the reporting of concerns.



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#### 5.0 Next Steps & Further Information

If you would like further information about this policy and its implications, you should speak to your Military Vehicle Trust contact. You can also speak to the Military Vehicle Trust lead trustee for Safety and Safeguarding.

#### 5.1 Declaration

All officers, trustees, managers, area administrators, volunteers are required to sign the declaration in Appendix 6 demonstrating that they have read, understood and accept this policy. They will be asked to re-read the policy and re-sign the declaration every time that the policy is reviewed, which will take place every 2 years.

In signing contracts or partnerships agreements that reference this policy, partner organisations, consultants and other individuals and organisations working with or on behalf of the Military Vehicle Trust will indicate agreement with this declaration.

#### 5.2 Sharing this policy

An important step towards implementing this policy is ensuring that everyone who comes into contact with the Military Vehicle Trust knows that it exists and understands what it contains. The following actions should be implemented in order to share the policy and encourage wider engagement on child and vulnerable adult protection:

- The policy, and most especially the reporting procedure, should be explained to project and event participants, including (but not limited to) partners or organisations (where partnership agreements or contracts are not signed directly with the Military Vehicle Trust) at the outset of projects and events. Further guidance will be made available to support this process as learning from experience informs best practice.
- The policy will be made available on the Military Vehicle Trust website

#### 5.3 Building skills & knowledge

There are lots of ways in which you can build your skills and knowledge in relation to good safeguarding practice. You may find the following references and resources of interest:

- Keeping Children Safe: [www.keepingchildrensafe.org.uk/](http://www.keepingchildrensafe.org.uk/)
- Bond Safeguarding Resources: [www.bond.org.uk/ngo-support/safeguarding](http://www.bond.org.uk/ngo-support/safeguarding)
- National Society for the Prevention of Cruelty to Children: [www.nspcc.org.uk/](http://www.nspcc.org.uk/)
- CHS Alliance Protection from Sexual Exploitation or Abuse Handbook: [www.chsalliance.org/files/files/PSEA%20Handbook.pdf](http://www.chsalliance.org/files/files/PSEA%20Handbook.pdf)
- Good governance for safeguarding: A guide for UK NGO boards [www.bond.org.uk/sites/default/files/resource-documents/good\\_governance\\_for\\_safeguarding.pdf](http://www.bond.org.uk/sites/default/files/resource-documents/good_governance_for_safeguarding.pdf)
- DFID Enhanced Standards: [www.gov.uk/government/publications/dfid-enhanced-due-diligence-safeguarding-for-external-partners](http://www.gov.uk/government/publications/dfid-enhanced-due-diligence-safeguarding-for-external-partners)

Remember, if there is anything that you would like to discuss further, or a particular issue that you would like to raise with the Military Vehicle Trust, you can get in touch by emailing: [report@mvt.org.uk](mailto:report@mvt.org.uk)



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#### 6.0 Accessibility

If this document is not available in your first language, or you require an accessible version of this document, please speak to a member of the Military Vehicle Trust using the details included in the Contact Sheet at the beginning of this policy. We will either arrange for the document to be translated or tell you what it means, using an interpreter if necessary.



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#### References

This policy was created in December 2019 with reference to the following sources:

- Bond (2018) 'Our commitment to change in safeguarding'
- CHS Alliance (2017) 'PSEA Implementation Quick Reference Handbook'
- DFID (2018) 'Enhanced Due Diligence: Safeguarding for External Partners'
- Keeping Children Safe (2014) 'Understanding Child Safeguarding: A Facilitator's Guide'
- Plan International (2016) Protect Us! Inclusion of Children with Disabilities in Child Protection
- NSPCC website <https://www.nspcc.org.uk/preventing-abuse/>
- Sense (2018) Safeguarding Children & Young People Procedure (England)
- Sightsavers (2019) 'Disability Inclusive Development – Safeguarding: Best Practice Approach'
- UN Convention on the Rights of the Child (1989)
- UN Convention on the Rights of Persons with Disabilities (2006)
- UN website: <https://sustainabledevelopment.un.org/sdg16>
- UN (2003) Secretary-General's Bulletin: Special measures for protection from sexual exploitation and sexual abuse
- UNFPA (2019) State of World Population 2019: Unfinished Business – the pursuit of rights and choices for all
- UNFPA (2018) Young Persons with Disabilities: Global Study on Ending Gender-Based Violence and Realising Sexual and Reproductive Health and Rights
- UNICEF website: <https://www.unicef.org/protection/>

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#### **Appendix 1: A rights-based approach to protection**

The Military Vehicle Trust upholds a rights-based approach in all elements of our activities, which means that we endorse international rights conventions including the UN Convention on the Rights of the Child (CRC) and the UN Convention on the Rights of Persons with Disabilities (CRPD).

The following principles within the CRC are relevant to the protection of children and prevention of harm:

- The best interests of the child should be a primary consideration in our activities (article 3)
- Children should be given opportunities to express their views freely, and their views must be respected (articles 12-13)
- Appropriate measures must be taken to protect children from all forms of abuse, neglect, maltreatment and exploitation (article 19)
- The needs of children with disabilities should be met, enabling them to enjoy a full, decent and dignified life (article 23)
- Every child has the right to the best possible standard of health (article 24).
- All children should be able to access an adequate standard of living to facilitate their development (article 27)
- Every child has the right to an education on an equal basis and respecting their human rights (articles 28-29)
- Children must be protected from exploitation, including employment that may be harmful to their development, sexual exploitation and sexual abuse (articles 32, 34 and 36)
- Children must not be tortured, sentenced to the death penalty or suffer other cruel or degrading treatment (article 37)
- Support that promotes the physical and psychological recovery of children that have experienced any form of neglect, exploitation or abuse should be provided (Article 39)

The following principles contained within the CRPD are relevant to the protection of children and adults with disabilities and prevention of harm:

- All persons are equal and should receive equal protection without discrimination (article 5)
- Women and girls with disabilities may experience multiple discrimination and so additional measures may be required to ensure the realisation of their rights (article 6)
- Children with disabilities should enjoy their rights on an equal basis with other children, including the right to express their views freely (article 7)
- Measures should be taken to ensure the full accessibility of environments, services, systems, technology and information (article 9)
- All persons have the right to life and its enjoyment (article 10)
- Persons with disabilities have the right to be recognised before the law and to access judicial systems (articles 12-13)



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- Persons with disabilities must not be subjected to torture or cruel, inhuman or degrading treatment (article 15)
- Persons with disabilities should be protected from all forms of exploitation, violence and abuse both within and outside the home (article 16)
- Persons with disabilities have the right to full inclusion in the community, including access to community services and facilities (article 19)
- Measures should be taken to ensure that persons with disabilities can freely express their opinion and seek, receive, and impart information through the use of their communication format of preference (article 21)
- All persons with disabilities have a right to an education that promotes their participation in society and develops a sense of dignity and self-worth (article 24).

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#### Appendix 2: Definitions of abuse and harm and signs and symptoms of abuse

##### Definitions of abuse

**Physical abuse:** 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 or vulnerable adult.

Possible signs and symptoms:

- Frequent bruising, fractures, cuts, burns and other injuries
- Torn clothing
- Bite marks, burns or welts
- Inadequate and inappropriate clothing (possibly to hide injuries)
- Lack of supervision
- Low self esteem
- Lack of peer relationships
- Bruises in places difficult to mark e.g. behind ears, groin
- Undue or unnecessary fear
- Aggressiveness or withdrawn
- Avoiding being at home

**Sexual abuse:** forcing or enticing a child or vulnerable adult to take part in sexual activities that he or she does not fully understand and has little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include involving children or vulnerable adults in looking at, or producing sexual images, watching sexual activities and encouraging children or vulnerable adults to behave in sexually inappropriate ways.

Possible signs and symptoms:

- Over affectionate or inappropriate sexual behaviour
- Inappropriate sexual knowledge given the child's age, which is often demonstrated in language, play or drawings
- Fondling or exposure of genital areas
- Hints about sexual activity
- Unusual reluctance to join in activities which involve undressing, such as sports activities or swimming
- Avoidance of being alone with a specific person, or fear of a person
- Anal or vaginal soreness, or an unusual discharge
- Sexually transmitted infection
- Pregnancy

**Sexual exploitation:** a form of sexual abuse that involves children or vulnerable adults being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. It usually involves an individual being manipulated or coerced, which may involve befriending them, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and

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perpetrator involves an imbalance of power where the victim's options are limited. It is a form of abuse that can be misunderstood by children and adults as consensual.

Sexual exploitation manifests in many ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods. It may also involve opportunistic or organised networks of perpetrators who profit financially from trafficking young victims between different locations to engage in sexual activity with multiple men.

Possible signs and symptoms:

- Many of these will be the same as for sexual abuse
- In exploitative situations, a child or vulnerable adult may obtain money, food or items of value that they would not otherwise be able to afford or gain access to.

**Neglect and negligent treatment:** allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child or vulnerable adult's basic physical and /or psychological needs, which is likely to result in serious impairment of their 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 person with disabilities.

Possible signs and symptoms:

- Poor appearance and hygiene
- Inadequate or dirty clothing
- Frequent minor or serious injuries
- Untreated illness or injuries, including dental issues
- Poor muscle tone or prominent joints
- Skin sores, rashes, flea bites, scabies or ringworm
- Hunger or lack of nutrition
- Tiredness
- Poor language, communication or social skills
- Failure to meet developmental milestones (known as 'failure to thrive')
- Unsupervised or left alone for long periods of time

**Emotional abuse:** persistent emotional maltreatment that impacts on a child's emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

Possible signs and symptoms:

- Unreasonable mood and/or behavioural changes;
- Aggression, withdrawal or an 'I don't care attitude';
- Lack of attachment
- Low self-esteem

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- Attention-seeking
- Depression or suicidal thoughts/attempts
- Persistent nightmares, disturbed sleep, bedwetting or reluctance to go to bed
- A fear of adults or particular individuals
- Excessive clinginess to parents/carers
- Anxiety
- Panic attacks

**Commercial exploitation:** exploiting a child or adult in work or other activities for the benefit of others and to the detriment of the individual's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labour.

#### Other forms of abuse

**Internet abuse and abusive images of children:** abusive images of children (commonly known as child pornography) is defined as any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for sexual purposes. Technology has also meant that children are now subject to additional abuse and cyber bullying through the Internet and other forms of social media. Digital and mobile phone cameras have made it possible for some children's images to be distributed across the Internet without their knowledge and there is also a trade in the transmittal of abusive images of children. Children may also be at risk of coming in to contact with people who want to harm them through their use of the Internet.

**Abuse linked to belief in 'possession' or 'witchcraft':** abuse linked to the belief in 'spirit possession', 'witchcraft' or other spiritual beliefs can occur when communities or individuals believe that a child or an adult is in possession of evil spirits. In the case of child abuse it generally occurs when the child is being viewed as 'different'; the child could be disobedient, ill or disabled. The accuser believes they need to "punish" the allegedly possessed child or free/exorcise him or her of the spirit. Such beliefs can result in extremely cruel practices to children, including severe beating, burning, starvation, isolation, cutting or stabbing. They can even cause death of the child. Ritualistic ceremonies or other practices to hurt children can also be part of this harmful practice. The belief in "possession" and "witchcraft" is widespread. It is not confined to particular countries, cultures or religions.

**Abuse of trust:** a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. An abuse of trust can be committed by, for example, a teacher, humanitarian or development worker, sports coach, youth group leader or faith leader. It is vital that those in a position of trust understand clearly the power this gives them over those they care for and the responsibilities this carries. They must be given clear guidance to ensure they do not abuse their position or put themselves in a position where allegations of abuse, whether justified or unfounded, can be made. This is particularly important in the context of humanitarian aid, when those in positions of power also control aid and resources.

**Persons with disabilities:** indicators of abuse may be masked or confused by certain impairments and/or by the way that disability is viewed or perceived. This may lead to statements including:



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- injuries are self-inflicted
- behaviour is symptomatic of the disability
- a person's allegation is false because he or she does not know what they are talking about
- a person with disabilities has to be treated in a certain way for his or her own good, for instance by restraining, chaining up or not feeding them.

It is important to recognise that persons with disabilities can be abused and harmed, and that there have been many cases worldwide of children and adults with disabilities being wrongly treated and abused. In some instances, the effects of abuse may be more dangerous for a person with disabilities than for others. For instance, not feeding a person who cannot feed themselves will ultimately lead to death. The protection of children and adults with disabilities therefore may need extra thought and attention, especially when a community or society does not recognise their human rights.

References: The definitions of abuse and harm included in this document are taken (and in some cases, adapted) from the 'Keeping Children Safe – Facilitator's Guide' (2014, p24-26). Signs and symptoms are taken from the NSPCC website: [www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/](http://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/)



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#### Appendix 3: Safeguarding Incident Reporting Form

This form must be used to record information about reported protection concerns. Please refer to the guidance in section 3.2 on the use of this form.

It is important to note that this form contains sensitive information, which means that it must be treated confidentially. The form must be stored in a limited-access file on a password-protected device. If you do not know where to store the information, please speak to the Military Vehicle Trust lead trustee for Safety and Safeguarding.

If you have to share the form via email, you must follow this protocol:

- Password-protect the document using the ‘protect document’ option in the ‘File’ menu.
- Send the form using the following subject heading: **“URGENT: Attention, please treat this email confidentially”**
- Send the password in a separate email to the recipient so that they are able to access the file. You should use the subject heading: **“ATTENTION: Further information”**

As you complete this form, please provide as much information as possible. Areas where you have nothing to report should be left blank.

#### 1. Please indicate the nature of your concern (*tick any that apply*)

1a. Concerns that specific children or adults may have been harmed or are at risk of harm if no action is taken	Tick if relevant
<b>You have evidence that an adult or child has been, or may be at risk of, being harmed, abused, or exploited.</b> <i>(e.g. eyewitness accounts, visible injuries, victim has confided in someone)</i>	
<b>You are concerned about someone’s behaviour towards an adult or child.</b> <i>(e.g. displays of aggression, obsession, or unhealthy interests have been observed)</i>	
<b>You are concerned for the safety or welfare of an adult or child.</b> <i>(e.g. signs or indicators of harm/abuse have been observed)</i>	
<b>How did this concern come to your attention?</b>  <i>Please give details, including whether you observed it in person, if someone else reported it to you, or if the victim told you directly:</i>	



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1b. Concerns about general behaviour, practices or infrastructure, that could be putting people at risk	Tick if relevant
<b>Concern about someone's general behaviour.</b> <i>(e.g. breaking a condition of the Code of Conduct)</i>	
<b>Concern about the infrastructure, protocols or practices of a school, hospital, clinic or other organisation, which could be putting people at risk.</b> <i>(e.g. unclean/unsafe facilities, use of corporal punishment, lack of fire exits etc.)</i>	
<b>How did this concern come to your attention?</b> <i>Please give details, including whether you observed it in person or if someone else reported it to you:</i>	

#### 2. Information about you

<b>Name:</b>	
<b>Position:</b>	
<b>Organisation:</b>	
<b>Address:</b>	
<b>Phone no:</b>	
<b>Email:</b>	



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# The Military Vehicle Trust

## CHILD & VULNERABLE ADULT

### SAFEGUARDING POLICY

#### 3. Information about your concern

**Nature of concern/suspicion/incident:**

*Describe your concerns or what you have witnessed or what has been reported to you. Give as many details as possible; take as much space as needed.*

**Location where the incident or concern has arisen:**

**If the incident/concern is linked to a MVT project or event, please give project or event details:**

**Date (or time period) of the incident or concern:**

**Is there a concern that specific individuals still are, or could be, at risk of harm?**

*If yes, please provide details below.*



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# The Military Vehicle Trust

## CHILD & VULNERABLE ADULT

### SAFEGUARDING POLICY

#### 4. Observations and actions

##### Conversation report

*(If the concern was reported to you by someone else, or if you have spoken to any individuals who are directly affected, please describe here what he or she told you, and what you said.)*

##### Observations

*(Such as injuries, emotional state of the child or adult affected, or the physical state of facilities.)*

##### Specific factors

*(Please mention any specific factors that need to be taken into consideration e.g. gender, disability, culture.)*

##### Action taken

*(Have any measures been taken, for example to improve the safety of facilities, and/or to protect any affected individuals? If so, please describe).*



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**Any additional measures not yet undertaken**

*(Do you feel that any other measures – in addition to those already undertaken – are necessary, to ensure people’s immediate safety? If so, please give details.)*

**What communication (if any) have you had with the suspected individual/organisation (if relevant) regarding this concern?**

**What communication (if any) have you had with the victim (if relevant) and/or any authorities/bodies regarding this incident?**

**Your signature:**

**Date:**

*This reporting form was created by the Military Vehicle trust and has been taken from Annex 4 of the Disability Inclusive Development (DID) programme “Safeguarding: Best Practice Approach”.*

# The Military Vehicle Trust CHILD & VULNERABLE ADULT SAFEGUARDING POLICY

## Appendix 4

### Reporting a Safeguarding Concern

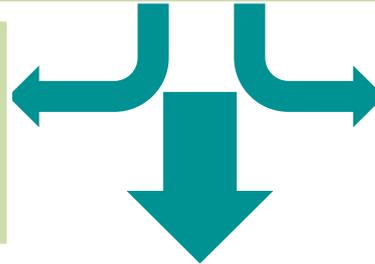
A concern arises

**REPORT IT!**

*Reports are treated as confidential*

**Telephone:** General Secretary  
Phone: 0333 321 8977 and  
selecting option 2 to leave a  
message

Email to: [report@mvt.org.uk](mailto:report@mvt.org.uk)



Emails / telephone messages received by:

**Main contact: General Secretary**

**Alternatively: Lead Trustee for Safety and Safeguarding**

**Your report will be acknowledged within 72 hours**

**Main discussant**

*Unless there is a clear reason why  
inappropriate*

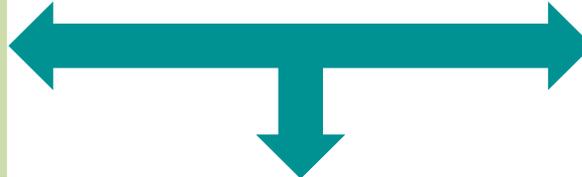
**Simon Johnson  
MVT Chair**

**Then discussion on action with:**

**Secondary discussant**

*If inappropriate to discuss with  
MVT Chair*

**MVT lead trustee for Safety  
and Safeguarding**



**Trustees**

Inform trustees on a  
"need-to-know" basis.

**Decide  
COURSE OF ACTION**



**If a reputational risk exists...**

- Update risk register in consultation with the Chair.
- Prepare a reactive media statement in consultation with Comms colleagues

**Report back**

Inform the person who raised  
the concern of action  
underway.

*Within 5 working days of  
confirming receipt of report*

**Log report & action**

- Enter report details into the Report Log.
- Save related information and documents in the limited-access, confidential, report file.

# The Military Vehicle Trust

## CHILD & VULNERABLE ADULT

### SAFEGUARDING POLICY

#### Appendix 5: Safeguarding Responsibility Matrix

*It is the responsibility of all Military Vehicle Trust officers, trustees, managers, area administrators, members and volunteers to uphold good practice in relation to safeguarding, and to report all arising protection concerns. However, certain individuals hold specific responsibilities which are summarised below. Note that the list provided is not exhaustive, but illustrative of expected roles and responsibilities.*

Position	Key roles & responsibilities
<b>Military Vehicle Trust Chair</b>	<ul style="list-style-type: none"> <li>Accountable for the implementation of safeguarding policies and procedures across the Military Vehicle Trust</li> <li>Liaison with the lead trustee for Safety and Safeguarding when reports are received by email to: <a href="mailto:report@mnt.org.uk">report@mnt.org.uk</a></li> <li>Liaison with General Secretary and the lead trustee for Safety and Safeguarding (as appropriate) regarding safeguarding issues and serious incidents, including reporting to the Charity Commission, DFID (and/or others), as required</li> </ul>
<b>Military Vehicle Trust General Secretary</b>	<ul style="list-style-type: none"> <li>Accountable for implementation of safeguarding policies and procedures, including annual update of the "Contact Sheet" included in all other relevant policies</li> <li>Review and update of the organisational risk register in response to safeguarding considerations</li> <li>Liaison with the Chair and the lead trustee for Safety and Safeguarding (as appropriate) regarding serious incidents, including implementation of any statutory reporting mechanisms</li> <li>Assist in the management of reputational risk arising from suspected or actual incidents</li> </ul>
<b>MVT lead trustee for Safety and Safeguarding</b>	<ul style="list-style-type: none"> <li>Provide support to the Chair and/or General Secretary, as appropriate</li> <li>Ensure that any incidents are appropriately reported to relevant authorities</li> <li>Ensure that safeguarding forms a regular agenda item at trustee meetings and that any relevant issues are reported to the trustees (as appropriate)</li> <li>Support officers, trustees, managers and area administrators to build understanding and knowledge of good safeguarding practice</li> <li>Represent the Military Vehicle Trust at external meetings and events with a focus on safeguarding</li> <li>Receive and review reports of incidents and protection concerns sent by email</li> <li>Respond to individuals reporting concerns within the agreed response times</li> <li>Collaborate with officers, trustees, managers, area administrators, members, volunteers to adjust policies and procedures</li> <li>Seek relevant training opportunities for officers, trustees, managers, area administrators, members, volunteers</li> </ul>
<b>MVT officers, trustees, managers and area administrators</b>	<ul style="list-style-type: none"> <li>Ensure that officers, trustees, managers, area administrators, members, volunteers and partner organisations are aware of reporting procedures</li> <li>Ensure that safeguarding is considered within project, event and other activity design and implementation</li> </ul>



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# The Military Vehicle Trust

## CHILD & VULNERABLE ADULT

### SAFEGUARDING POLICY

#### Appendix 6: Child & Vulnerable Adult Safeguarding Declaration

##### Declaration

I declare that I have read and understood the Military Vehicle Trust's Child and Vulnerable Adult Safeguarding Policy. I agree to abide by and uphold the policy throughout the duration of my association with Military Vehicle Trust.

I confirm that I have discussed any questions relating to the content of this policy with my Military Vehicle Trust contact.

I understand that this policy forms part of the Military Vehicle Trust's wider suite of policies, procedures, tools and resources designed to support and inform good safeguarding practice. I have been made aware of how to access other policies.

**Signed:**

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**Full Name:**

**Date:**

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*This declaration must be signed and returned to your Military Vehicle Trust contact before undertaking any activities with the organisation. The original copy will be held on record. You will be asked to re-sign the declaration every time the policy is reviewed and/or updated*