

SAFEGUARDING POLICY STATEMENT

BAT is committed to safeguard the wellbeing of every person in our community and all people that we work with, through and for. All people without exception have the right to protection from abuse. It is the responsibility of BAT, where relevant, to prevent the physical, sexual, emotional abuse or neglect of every member of our community and particularly the abuse of those most vulnerable among us. We will ensure victims and survivors of safeguarding breaches are at the heart of our safeguarding response.

SCOPE

This approach applies to all staff, board members and anyone working on behalf of BAT. Where applicable, we require our grantee organisations or delivery partners to use their own policies and procedures but the minimum standard set in each 'associated policy' must be met.

1. RESPONSIBILITIES & PREVENTION

Although ultimate responsibility sits with the SMT and Trustees, line managers must ensure that staff members are familiar with the BAT's approach to safeguarding, all associated policies, and the expectations on them.

2. TRAINING

All staff will undergo mandatory safeguarding training to support them to understand of the expectations on them. Relevant staff will receive additional training, tailored to their role as to be determined by the Safeguarding Working Group.

3. ENABLING REPORTS

BAT will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

4. RESPONSE

BAT will follow up on all safeguarding reports and concerns according to all procedures outlined in each associated policy, and legal and statutory obligations. It will also apply appropriate disciplinary measures to staff found in breach of policy.

5. CONFIDENTIALITY

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only and should be kept secure at all times.

CORE SAFEGUARDING PROCEDURES

1. Safeguarding of Beneficiaries
 - Appendix 1: Code of Conduct (Staff, Trustees & Consultants)
 - Appendix 2: Code of Conduct (Visitors to Partners)
 - Appendix 3: Sharing safeguarding standards with partners
2. Trustee Safeguarding Responsibilities

RELATED HR POLICIES

1. Bullying and harassment complaints procedure
2. Whistle-blowing
3. Anti-Bribery
4. Fraud and Anti-Corruption
5. Grievance Policy

This policy will be reviewed on a regular basis and will be updated as required based on sectoral best practice and guidance.