



## **Kohima Educational Trust ("KET") Safeguarding Policy**

### **Introduction**

The KET exists to support the advancement of education amongst the Naga people as a debt of gratitude to them for their support of British, Indian and Commonwealth troops during the Battle of Kohima.

KET's charitable activities involve interaction with children. Most of the work involving children occurs in India where KET's sister organisation, the Kohima Educational Society ("KES"), manages the distribution of scholarship funds to children of school age. For this reason, this policy has been developed jointly with KES. KET and KES are committed to following best practice in safeguarding children from abuse, harm, neglect or exploitation.

### **Purpose - Protecting Children and/or Vulnerable Adults**

The purpose of this policy is to protect children and to provide stakeholders and the public with the overarching principles that guide our approach to safeguarding. It also outlines the actions that trustees, staff and volunteers are required to take when dealing with safeguarding concerns.

### **Safeguarding Principles**

KET and KES believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of all of our beneficiaries, staff and volunteers, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

### **Policy Statement**

KET and KES are committed to safeguarding the well-being of all individuals who come into contact with the charities and their activities. We commit to ensure:

- All concerns or suspicions of a safeguarding nature arising in the course of KET and KES' work will be taken seriously and responded to swiftly and appropriately.
- All trustees, staff and volunteers are clear about their safeguarding responsibilities and know how to respond to concerns appropriately.
- All children and vulnerable adults, regardless of gender, age, ethnicity, disability, sexuality or beliefs have the right to protection from all types of harm, abuse, neglect or exploitation and the right to be treated with respect and dignity.
- Safe recruitment and appropriate selection of individuals working with KET and KES, whether in a paid or voluntary capacity, is undertaken for all affected positions.
- All grantees share our commitment to safeguarding and we encourage them to have policies and procedures in place which are appropriate to the level of risk of their work.
- We have effective complaints measures in place.
- We create and maintain an anti-bullying environment and ensure that any bullying that does arise is dealt with effectively.
- All personal information is recorded and stored professionally and securely.

### **Safeguarding Policy Applicability**

This safeguarding policy applies to anyone working on our behalf, including our charity trustees and other volunteers both in the UK and in India. Both KET and KES commit to maintaining an awareness of appropriate legislation in their respective countries and to fostering good practice in their areas of operation. In the UK, the applicable legislation is The Care Act 2014 (and subsequent updates); in India the core child protection legislation for children is enshrined in four main laws: The Juvenile Justice Act/Care and Protection (2000, amended in 2015); the Child Marriage Prohibition Act (2006); the Protection of Children from Sexual Offences Act (2012) and the Child Labour Prohibition and Regulation (1986, amended in 2016). KET and KES are also mindful of the guidance provided in the [International Child Safeguarding Standards](#).

### **Accountability and responsibility**

Ultimate responsibility for this policy lies with the trustees.

All trustees, staff and volunteers have duties in relation to safeguarding and to know what action to take if an individual at risk as a result of issues arising in the course of KET or KES' work. It is essential that all trustees, staff and volunteers:

- Take all reasonable steps to ensure that they do not have unsupervised access to children or vulnerable adults during the course of working for KET or KES.
- Consider any potential safeguarding issues when planning new activities and when assessing any potential grantees; and
- Report any safeguarding concerns promptly to the Board of Trustees.

KET and KES will ensure that appropriate procedures are in place for keeping records of any safeguarding concerns reported with due regard to confidentiality and for monitoring areas of activity in which safeguarding concerns have arisen.

This policy will be kept up to date to reflect changes in legislation/best practice and will be reviewed every two years by the Trustees.

## **Types of Abuse**

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. KET and KES will adopt procedures designed to minimise the risk of potential abuse.

## **Areas of activity**

KET and KES have identified three areas of activity where an awareness of safeguarding standards will minimise the risk of abuse:

1. Potential contact between sponsors and sponsored children  
KET will ensure they will not provide sponsors with direct contact with the child(ren) they sponsor. Sponsee contact details will not be given to sponsors and all communications between sponsors and their sponsee(s) will be routed through the KET CEO.
2. Selection of sponsees and distribution of scholarships.  
KES will ensure that all those staff and volunteers involved in selecting scholars and distributing funds are aware of the risks of abuse. Staff and volunteers should ensure that a second responsible adult is always present when meeting sponsees or potential sponsees individually or in a group.
3. Trustee and other KET representative visits to Nagaland.  
Issues of safeguarding should form part of the briefing for KET Trustees and other KET representatives visiting Nagaland and they should be given a copy of this Safeguarding Policy. When in Nagaland, Trustees and volunteers should ensure that a second responsible adult is always present when meeting sponsees or potential sponsees individually or in a group.

## **Reporting Safeguarding Concerns**

All staff and volunteers are asked to raise any concerns regarding safeguarding using any of the following routes:

- Raising them with the manager responsible for the activity.
- Referring the issue to the Board of Trustees.
- If working within a school or other organisation, by reporting the concern to their safeguarding lead officer as well as to KET and/or KES.

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.

If you are a beneficiary, or member of the public, make your concerns known to a KET or KES staff member, Trustee or volunteer, who will alert a senior member of the charity.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of [Serious Incident Reporting](#) and, if applicable, other regulator. They are aware of the Government [guidance on handling safeguarding allegations](#).

## **Trustee Safeguarding Responsibilities**

Responsibilities should be made clear and individuals provided with any necessary guidance and resources to enable them to carry out their role. They should be reflected as applicable in Committee ToRs, job descriptions, annual plan and appraisal objectives (if and when we have appraisals), reporting to the Trustee Board and other procedures, as necessary.

### **Trustees.**

The attention of Trustees will be drawn to the Charity Commission guidance on [safeguarding and protecting people](#) and also the [10 actions Trust boards need to take](#) to ensure good safeguarding governance.

KET's Governance and Compliance sub-committee has responsibility for the oversight of all aspects of safeguarding. This will include:

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- Ensuring safeguarding risks are included in the Trust's Risk Register.
- Engaging staff, volunteers and others and involving them as appropriate.
- Responding to any concerns sensitively and acting quickly to address these.
- Making staff, volunteers and others aware of:
  - Our safeguarding procedures and their specific safeguarding responsibilities, with regular updates/reminders, as necessary.
  - How to report safeguarding concerns.

Review and maintenance of the policy is the responsibility of the Governance and Compliance sub-committee. The committee will review the policy every 2 years.

Further questions about KET's Safe-Guarding Policy should be sought through the CEO via email [sylvia@kohimaeducationaltrust.org](mailto:sylvia@kohimaeducationaltrust.org), or by post at the following address:

The Thatched Cottage, Newbury Road, East Hendred, OX12 8LG

### **Responsible sub-committee: Governance and Compliance**

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| This policy was last reviewed in:                                   | November 2024 |
| This policy was reviewed by the Governance and Compliance Committee | November 2024 |

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| This policy was approved by the Board of Trustees | 25 November 2024 |
| Date of next Renewal:                             | November 2026    |