



Safeguarding Policy

Purpose and scope

The purpose of this Safeguarding Policy is to set out Asylum Research Centre Foundation's (ARC Foundation) commitment:

- To protect children and young people, including any other vulnerable groups, who might take part in interviews, focus groups and workshops for research purposes; and
- To provide all persons associated with the functions of ARC Foundation with the overarching principles that guide our approach to safeguarding and child protection.

The policy applies to all persons associated with the functions of or anyone working on behalf of ARC Foundation, including Trustees, contractors, volunteers etc.

The policy has been written within the legal framework of the United Kingdom.

Every Trustee or other person associated with or working on behalf of ARC Foundation is committed to treat all children and young people, including vulnerable groups, equally, with dignity and respect regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, including colour, ethnic or national origins and nationality, religion or belief, sex, or sexual orientation.

The Safeguarding Policy will be reviewed annually but might be updated when and if the need arises. This version was created in September 2018.

If you have any questions about this policy, please email info@arcfoundation.org.uk.

Policy statement

ARC Foundation will seek to keep children and young people, including vulnerable groups, safe by:

- Valuing them, listening to and respecting them
- Appointing a Designated Safeguarding Officer (DSO) amongst our board of trustees for safeguarding
- Adopting child protection and safeguarding practices through designated procedures and a code of conduct for all researchers once and if research projects

involving children, young people or other vulnerable groups have been secured. These would focus on and provide further guidance on informed consent, the concept of 'doing no harm', the importance of voluntary participation throughout the project, and maintaining anonymity and confidentiality .

- Using these safeguarding procedures to share concerns and relevant information with agencies who need to know
- When the need arises recruit staff and volunteers safely, ensuring all necessary checks are made, and ensure existing individuals associated with ARC Foundation dedicated to a particular research project involving interviewing children, young people or other vulnerable groups receive adequate 'safer interviewing skills' training as needed
- Recording and storing information professionally and securely as per ARC Foundation's Privacy Policy
- Using ARC Foundation's existing Complaints Policy to manage any allegations against any action or anyone associated with the functions of or anyone working on behalf of ARC Foundation.

Complaints and Contact

Please view ARC's Complaints Policy for further information on our complaints procedure and how to raise a complaint. The policy can be requested by emailing the Chair at chair@arcfoundation.org.uk.

Any questions and comments regarding ARC Foundation's Safeguarding Policy should be addressed to the Designated Safeguarding Officer (DSO), Kalvir Kaur at safeguarding@arcfoundation.org.uk.

London, September 2018