



**FUTURE
LEADERS
BERMUDA**

SERVICE • STUDY • MENTORING & EMPOWERMENT

**VULNERABLE PERSONS POLICY
OF
FUTURE LEADERS BERMUDA**

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Contents

Table of Contents	1
1. Adoption of the Vulnerable Persons Policy	2
2. Safeguarding and Vulnerable Persons Protection Policy Statement	3
3. Guidance for ALL PERSONS connected with Future Leaders Bermuda	3
4. Good Practice Guidelines	3
Culture	3
Concerns	4
Safeguarding Training	5
Handling Concerns, Reports or Allegations	5
Handling an allegation from a CHILD OR VULNERABLE PERSON	5
Recording and Handling Information	6
Cooperation with Authorities	7
Referral to Authorities	7
Handling the media	7
Reporting Procedures	7
5. Useful Contacts	9
6. Local Resources	9
7. Sample Memo for Recording Information	11
8. Appendix A: Good Practice Guidelines	12
9. Appendix B: What is Child Abuse?	13
10. Recognising Abuse	14
11. IF YOU ARE CONCERNED	15
12. Appendix C: Template for Statutory Reporting to Registrar for Vulnerable Persons	16

1. Adoption of the Vulnerable Persons Policy

The Children Act 1998 defines any person under the age of 18 as a 'child'. In this document and in day to day communications the terms 'children' and 'young people' are both used, recognizing that the relevant population may prefer not to be referred to as 'children'. The term 'Future Leaders' is also used colloquially regarding young persons participating in our educational 'Future Leaders Programme' and associated activities.

The safeguarding principles in these guidelines also apply to 'vulnerable adults', encompassing adults who have learning disabilities, or who have difficulty communicating, or who rely on others to provide personal care.

FUTURE LEADERS BERMUDA has adopted the following policy and procedures for several reasons, including to:

- Safeguard our Future Leaders from physical or emotional harm, at school, at home and in their communities
- Assure parents that their children are as safe at FUTURE LEADERS BERMUDA organized events as they are when taking part in any other school, sport or leisure activity
- Raise awareness amongst all of our members, volunteers and employees such that they know what to do if they are concerned about a child, whether the concern relates to: the child's welfare at FUTURE LEADERS BERMUDA events or something happening outside FUTURE LEADERS BERMUDA that a child discloses to someone they trust within FUTURE LEADERS BERMUDA.
- Protect board members, members, staff or volunteer helpers by offering practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- Protect FUTURE LEADERS BERMUDA, by demonstrating we have taken 'all reasonable steps' to provide a safe environment.

FUTURE LEADERS BERMUDA has taken the following steps:

1. Adopted a policy statement that defines FUTURE LEADERS BERMUDA's commitment to providing a safe environment for children.
2. Produced a simple code of practice and procedures governing how FUTURE LEADERS BERMUDA operates.

This covers the:

- Safe recruitment of staff/volunteers who will be in contact with FUTURE LEADERS BERMUDA
- Good practice guidelines to ensure the safety and welfare of children at all times whilst at FUTURE LEADERS BERMUDA organized events and activities
- Handling of concerns, reports or allegations

FUTURE LEADERS BERMUDA informs new employees/officers of this policy at the point of onboarding and existing employees/officers annually. All FUTURE LEADERS BERMUDA employees/volunteers/members have access to this policy and supporting procedures

through electronic communication and other means. FUTURE LEADERS BERMUDA requires those with direct contact with vulnerable persons to be familiar with FUTURE LEADERS BERMUDA policy and procedures.

Abuse is defined as actions to deliberately annoy, bother, cause trouble or touch someone without their consent. Actions may be considered abusive if they intentionally cause injury or a series of injuries, are neglectful, sexually molest and/or emotionally abuse another person. Abuse may fall into four main categories; (a) physical, (b) neglect, (c) emotional or verbal, and (d) sexual.

2. Safeguarding and Vulnerable Persons Protection Policy Statement

It is the policy of FUTURE LEADERS BERMUDA to safeguard all persons, especially young persons, involved in FUTURE LEADERS BERMUDA activities from physical, sexual or emotional harm. FUTURE LEADERS BERMUDA will take all reasonable steps to ensure that, through appropriate procedures and training, young persons participating in FUTURE LEADERS BERMUDA activities do so in a safe environment. We recognise that the safety and welfare of our Future Leaders is paramount and that all members of the public and all persons participating in our activities, irrespective of sex, age, disability, race, religion or belief; sexual identity or social status, have a right to protection from abuse.

All employees, officers, volunteers and agents of FUTURE LEADERS BERMUDA should be aware of the policy.

3. Guidance for **ALL PERSONS** connected with Future Leaders Bermuda

Good Practice Guidelines

All persons acting in connection with any activities of FUTURE LEADERS BERMUDA should follow the good practice guidelines outlined below:

Culture

It is important to develop a culture within FUTURE LEADERS BERMUDA where both the Bermudian public and visitors to Bermuda and employees/volunteers/members feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

Some members of the Bermudian public and visitors to Bermuda may be more vulnerable to abuse or find it more difficult to express their concerns. For example, a disabled child who relies on a caregiver to help them do things or get around may worry that they won't be able to attend events any more if they report the caregiver. A deaf child may not be able to express themselves or speak confidentially if they need an interpreter. An ethnic minority child who has experienced racism may find it difficult to trust an employee/ volunteer/ member from a different ethnic background.

- Examples: Children with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can LGBT+ young people, or any child who has a characteristic that marks them out in others' eyes as 'different'.

FUTURE LEADERS BERMUDA will promote good practices to minimize situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone — including the Bermudian public and visitors to Bermuda, employees /volunteers /members.

These common-sense guidelines are made available to everyone within FUTURE LEADERS BERMUDA:

- Avoid spending any significant time working with Future Leaders and other young persons in isolation or without the presence of other individuals
- Avoid transporting any children of the above-mentioned population in a car alone where possible
- Do not take children to your home as part of any FUTURE LEADERS BERMUDA event or activity

Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of a FUTURE LEADERS BERMUDA executive member and the child's parent/guardian.

- Design events that are within the ability of the above-mentioned population in attendance.

One should never:

- Engage in rough, physical or sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children of the above-mentioned population to use inappropriate language unchallenged, or use such language yourself when with the above-mentioned children
- Make sexually suggestive comments to any child, even in fun
- Fail to respond to an allegation made by a child; always act
- Do things of a personal nature that children can do for themselves

It may sometimes be necessary to do things of a personal nature for the above described children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the children (where possible) and their parent/caregiver. In an emergency situation which requires this type of help, parents/caregivers should be informed as soon as possible. In such situations it is important to ensure that any adult present is sensitive to the children and undertakes personal care tasks with the utmost discretion.

Concerns

Anyone who is concerned about a child, should inform a director or officer of FUTURE LEADERS BERMUDA immediately, in strict confidence. The officer of FUTURE LEADERS BERMUDA will follow the attached procedures. Any member of FUTURE LEADERS

BERMUDA failing to comply with this Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action.

Safeguarding Training

In many cases, the staff of FUTURE LEADERS BERMUDA are already SCARS certified or have obtained similar qualifications by virtue of meeting the qualifications necessary to obtain their position of employment.

In particular: as a policy, the Future Leaders Programme gives preference in employment to persons who are employed within the Bermuda Education system and thus already equipped to handle sensitive situations. In other cases, a criminal background check should be conducted for employees/members serving in positions involving training or supervising all children or in positions of trust or authority over children's welfare.

Nevertheless, FUTURE LEADERS BERMUDA will ensure that all staff or volunteers working with children have undertaken training appropriate to their role, which may address the following:

- What abuse is and how to spot abuse
- Reporting requirements and procedures
- What "duty of care" means and how FUTURE LEADERS BERMUDA fulfils that requirement
- How client confidentiality of vulnerable persons is addressed

Handling Concerns, Reports or Allegations

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within FUTURE LEADERS BERMUDA. It may involve the behaviour of a volunteer or employee, or something that has happened to the child outside of Future Leaders activities; perhaps at home or at school. Any child or vulnerable person may confide in staff/volunteers they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a vulnerable person or child may be being abused, it is not your responsibility to investigate further individually, but it is your responsibility to act on your concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix B.

Handling an allegation from a CHILD OR VULNERABLE PERSON

Always:

- Stay calm, ensure that the child or vulnerable person is safe and feels safe
- Show and tell the child or vulnerable person that you are taking what he/she says seriously
- Reassure the child or vulnerable person and stress that he/she is not to blame
- Be careful about physical contact, it may not be what the child or vulnerable person wants

- Be honest, explain that you will have to tell someone else to help stop the alleged abuse
- Make a record of what the child or vulnerable person has said as soon as possible after the event, using the child or vulnerable person's own words
- Follow the child or vulnerable person protection procedures laid out in this policy

Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep (e.g. You won't tell anyone)
- Ask leading questions (see 'recording and handling information' below)
- Take sole responsibility — consult someone else (ideally the FUTURE LEADERS BERMUDA director or compliance officer) so that you can begin to protect the child or vulnerable person and gain support for yourself

You may be upset about what the child or vulnerable person has said, or you may worry about the consequences of your actions. Sometimes people worry about children or vulnerable people being removed from their families as a result of abuse, but in reality, this rarely happens. However, one thing is certain you must act and not ignore it.

Recording and Handling Information

If you suspect that a child or vulnerable person may have been the subject of any form of physical, emotional or sexual abuse or neglect, consult with the Director or relevant FUTURE LEADERS BERMUDA executive in order to determine whether it is in the best interest of the child or vulnerable person to refer the allegation to the Department of Child and Family Services or the Police as soon as it is reasonably practicable. They have trained experts who will handle the situation.

Do not ask leading questions which may jeopardize any formal investigation. A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the child or vulnerable person to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'

You may ask questions which enable you to confirm that you need to refer the matter to someone else. Use open questions such as 'what happened next?'

Listen to and keep a record of anything the child or vulnerable person tells you or that you have observed and pass the information on to the statutory authorities (included in Supporting Documents).

All information must be treated as confidential and only shared with those who need to know. The protection of the vulnerable person is the most important consideration.

If the allegation or suspicion concerns someone within FUTURE LEADERS BERMUDA, only the child or vulnerable person's parent/caregiver, the FUTURE LEADERS BERMUDA Director/Compliance Officer (unless they are the subject of the allegation), the relevant authorities should be informed. If the alleged abuse took place outside a FUTURE LEADERS BERMUDA event, the Police or Child and Family Services will decide who else needs to be informed, including the vulnerable person's parent/caregiver. It should not be discussed by anyone within the organisation other than the person who received or initiated

the allegation and, if different, the FUTURE LEADERS BERMUDA Director/Compliance Officer.

(If relevant) Confidential information must be stored securely. It is recommended that it should be retained for at least 7 years and destroyed by secure means.

Cooperation with Authorities

If FUTURE LEADERS BERMUDA is contacted by the Police or Child and Family Services concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct. See also 'Handling the Media' below.

Referral to Authorities

If FUTURE LEADERS BERMUDA permanently dismisses or removes an employee /volunteer /member from involvement with FUTURE LEADERS BERMUDA activities, or would have dismissed them if they had not resigned, because they have harmed a vulnerable person or placed them at risk of harm, FUTURE LEADERS BERMUDA will refer them to Child and Family Services, and/or the Bermuda Police Service, as appropriate.

Handling the media

If there is an incident which attracts media interest, or if you are contacted by the media with an allegation concerning a FUTURE LEADERS BERMUDA member or employee, do not respond and instead, contact the FUTURE LEADERS BERMUDA Director or Compliance Officer immediately.

Reporting Procedures

1. If you are uncertain what to do at any stage, contact FUTURE LEADERS BERMUDA's Director/Compliance Officer.
2. Ensure that the vulnerable person is safe and away from immediate risk of harm or danger.
3. If the young or vulnerable person requires immediate medical attention, call ambulance and inform attendants there is a vulnerable person's protection concern
4. Make a record of anything the young or vulnerable person has said and/or what has been observed, if possible with dates and times.
5. Report your concern directly if possible and/or by submitting a Referral Form (included in Supporting Documents) as soon as possible to the Director or Compliance Officer.
6. The FUTURE LEADERS BERMUDA Director/Compliance Officer will decide on the appropriate action to be taken, such as:

- a. If the alleged is a minor poor practice, determine disciplinary procedure, including possible temporary suspension.
 - b. If the alleged is serious poor practice or alleged young or vulnerable person's abuse, contacting Child and Family Services or the Police.
7. The FUTURE LEADERS BERMUDA Director/Compliance Officer will report any protection issues to the Executive and will securely store a copy of the incident report for a minimum of seven years.

Details of additional resources are included in Useful Contact Section of this document.

4. Useful Contacts

Local Resources

911 — if in immediate danger or for the Sexual Assault Response Team.

Bermuda Police Service

441-295-0011 or 441-247-1678

www.bps.bm

Child and Family Services

441-278-9111 or 441-294-5882

Bermuda Islands Association of the Deaf

441-238-8116

Centre Against Abuse Women’s Hotline

441-297-8278

www.abusefree.org

Centre Against Abuse Men’s Hotline

441-332-1293

www.abusefree.org

Centre on Philanthropy

441-236-7706

www.centreonphilanthropy.org

Coalition for the Protection of Children

441-295-1150

www.coalition.bm

Family Centre

441-232-1116

www.tfc.bm

Mid Atlantic Wellness Institute

441-236-3770

SCARS: Saving Children Revealing Secrets

441-297-2277

www.scarsbermuda.com

Women’s Resource Centre

441-295-3882 (main)

441-7273 (hotline)

www.wrcbermuda.com

5. Sample Memo for Recording Information

Memo

To: Insert name of Director/Compliance Officer, Position

From: Insert name of author, Position within the charity Contact Number:

Date: Date of composition

Re: Safeguarding and Protection Referral

Insert date and time of incident:

Insert Name and position of person about whom report, complaint or allegation is made:

Insert Name and age of vulnerable person involved:

Insert Nature of incident, complaint or allegation (continue on separate page if necessary).

Insert Action taken (continue on separate page necessary)

Insert if Police or Child and Family Services contacted, name, position and telephone number of person

handling case:

Insert Name, organisation and position of person completing form

Contact phone number -

THIS MEMO SHOULD BE SENT, MARKED 'PRIVATE AND CONFIDENTIAL', TO THE FUTURE LEADER BERMUDA DIRECTOR/COMPLIANCE OFFICER AND, IF ADVISED, TO THE STATUTORY AUTHORITIES (IF THEY HAVE BEEN INFORMED OF THE INCIDENT) WITHIN 48 HOURS OF THE INCIDENT.

6. Appendix A: Good Practice Guidelines

Example:

This guide only covers the essential points of good practice when working with young persons and vulnerable persons. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Do not take children – particularly younger children - alone in a car if avoidable, however short the journey
- Do not take children to your home as part of your organisation's activity.

Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation and the child's parent/guardian

- Design training programmes that are within the ability of the individual child

You should never:

- Engage in rough, physical or sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged, or use such language yourself when with children
- Make sexually suggestive comments to a child, even in fun
- Fail to respond to an allegation made by a child
- Do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for young persons and vulnerable persons, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/caregivers. In an emergency situation which requires this type of help, parents/caregivers should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

7. Appendix B: What is Child Abuse?

Based on the UK Government statutory guidance 'Working Together to Safeguard Children' 2015, abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children inflicting physical harm:

- By Hitting, Shaking, Throwing, Poisoning, Burning Or Scalding, Drowning Or Suffocating
- Giving Children Alcohol Or Inappropriate Drugs
- In Sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- Conveying to a child that they are worthless, unloved or inadequate
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Imposing expectations which are beyond the child's age or developmental capability i.e. Overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction
- Allowing a child to see or hear the ill-treatment of another person
- Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- The exploitation or corruption of children
- Emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- Physical contact (e.g. Kissing, touching, masturbation, rape or oral sex)
- Involving children in looking at, or in the production of, sexual images
- Encouraging children to behave in sexually inappropriate ways or watch sexual activities

- Grooming a child in preparation for abuse (including via the internet) sport situations which involve physical contact (e.g. Supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or caregiver failing to:

- Provide adequate food, clothing and shelter
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision
- Ensure access to appropriate medical care or treatment
- Respond to a child's basic emotional needs
- Neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Bullying (including 'cyber bullying' by text, e-mail, social media etc.) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons — being overweight, physically small, having a disability or belonging to a different race, faith or culture.

The acronym STOP: Several Times On Purpose - can help you to identify bullying behaviour.

Recognising Abuse

It is not always easy, even for the most experienced caregivers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- Sexually explicit language or actions
- A sudden change in behaviour (e.g. Becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- The child describes what appears to be an abusive act involving him/her
- A change observed over a long period of time (e.g. The child losing weight or becoming increasingly dirty or unkempt)

- A general distrust or avoidance of adults, especially those with whom a close relationship would be expected
- An unexpected reaction to normal physical contact
- Difficulty in making friends or abnormal restrictions on socialising with others

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the child's friends, then parents or care givers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

IF YOU ARE CONCERNED

If there are concerns about sexual abuse or violence in the home, talking to the parents or caregivers might put the child at greater risk.

Consult the FUTURE LEADERS BERMUDA Director or Compliance Officer at first instance. It is this person's responsibility to make the decision to contact Child and Family Services or the Police.

It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

8. Appendix C: Template for Statutory Reporting to Registrar for Vulnerable Persons

Insert Date [within 2 working days of alleged incident]

The Registrar General
The Registry General's Office
Government Administration Building
1 st Floor
30 Parliament Street
Hamilton HM12

Dear Registrar:

STATUTORY REPORTING FOR VULNERABLE PERSONS

[Insert name of Charity] hereby notifies the office of the Registrar General and the Charity Commissioners that we have reported an allegation of [insert description] of a vulnerable [minor, senior, person who is physically challenged etc.] to the following agency/s:-

- Department of Child & Family Services
- National Office for Seniors and the Physically Challenged
- Bermuda Police Service
- Other, please specify: _____

This action is in compliance with [insert name of charity]'s Vulnerable Person Policy.

Total Reports during this fiscal year:

Total Reports Substantiated during this fiscal year:

Total Reports Un-Substantiated during this fiscal year:

Insert name of reporter

Signature of reporter

Insert date of signature

Insert name of Director/Chair

Signature of Director/Chair

Insert date of signature
