



## **JAMYANG SAFEGUARDING POLICY**

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### **PEOPLE DESIGNATED FOR SAFEGUARDING:**

- 1) Onsite person designated for safeguarding (Designated Safeguarding Person/DSP)
- 2) Current chair/deputy of the board

**DATE OF BOARD APPROVAL: 24 January 2021**

**DATE OF POLICY REVIEW: 24 January 2022\***

*\* Updated Policy currently under review. Will be finalized by end of April 2022.*

## 1. INTRODUCTION

**Jamyang is committed to protecting people attending the centre from harm and abuse. We will also ensure that all staff and volunteers work together, in line with this safeguarding policy, and act promptly when dealing with allegations or suspicions of abuse or inappropriate behaviour.**

### **SAFEGUARDING IS EVERYBODY'S RESPONSIBILITY**

We will work together to prevent and minimise the risk of abuse or harm. If we have concerns that someone is at risk being abused or harmed our first duty is to the child or adult concerned.

### **DOING NOTHING IS NOT AN OPTION**

If we know or suspect that someone is at risk, we will respond and ensure our concerns are properly recorded. We will respond according to this policy and other centre procedures.

### **IF YOU HAVE ANY CONCERNS –TELL SOMEONE**

## 2. CONFIDENTIALITY

**Jamyang is committed to respecting the right to confidentiality of everyone at the centre.**

Sometimes it is necessary to share information to ensure a person's wellbeing, for example, sometimes practical information needs to be shared with the staff team. Occasionally, sensitive information may be shared in this way. Such sharing will always be kept to the minimum required. Jamyang Confidentiality Policy gives more information on this issue.

## 3. WHAT IS ABUSE?

**Abuse is a violation of an individual's human and civil rights by any other persons or group of people.**

Abuse may be single or repeated episodes. It is not only harming somebody; it also includes neglect of their basic needs or failure to protect them from harm.

Examples include:

- **Physical:** for example, hitting, slapping, pushing, restraining or uninvited touching.
- **Psychological and emotional:** for example, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.
- **Financial:** including the illegal or unauthorised use of a person's property, money or other valuables, pressure in connection with wills, property or inheritance.
- **Sexual:** such as forcing a person to take part in any sexual activity without his or her informed consent.



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- **Discriminatory:** including racist or sexist remarks or comments based on a person's age, race, sex, national origin, disability, pregnancy, marital status, sexual orientation, medical condition or illness, and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in other cultural activity, services or support networks.
- **Institutional:** the collective failure of an organisation to provide an appropriate and professional service, especially to vulnerable people. This includes a failure to ensure the necessary safeguards are in place to protect people and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers.
- **Misuse of spiritual authority or power.** This can take the form of the all the abuses listed above. Furthermore, all forms of abuse have the potential to cause damage to the individual's emergent spirituality. Holding a spiritual position or role involves differing power relationships and imbalances and these need to be recognised to respect the autonomy or rights of the individual.

Some abuse is *spiritual* abuse because of the context it occurs in or where it invokes status as a teacher or someone of higher spiritual authority, or uses religious teachings to coerce or manipulate people into performing behaviours which meet the needs of the abuser rather than those of the individual concerned. In some cases, it may be well intentioned rather than malicious, but nevertheless is harmful, as it overrides the respect of an autonomous individual's rights to make informed choices regarding their own lives and spiritual practices, for example due to fear, shame, humiliation etc.

#### 4. HOW MIGHT WE NOTICE HARM OR ABUSE?

Concerns about or evidence of abuse or harm can come to us through:

1. A direct disclosure by the person concerned.
2. A complaint or expression of concern by staff, a volunteer, another centre guest, a carer, a member of the public or relative.
3. An observation of the behaviour of the person at risk.

**It is important that staff, volunteers, centre users and members of the public know who to contact if there are any safeguarding concerns at Jamyang. How to access relevant information and who to contact will be available on a notice board on the premises and on the website.**

## 5. OUR COMMITMENT

### **Jamyang is committed to:**

- Identifying abuse and harm.
- Responding effectively to concerns and formal complaints.
- Creating a safe space for everyone at Jamyang.
- Regularly monitoring and evaluating the effectiveness of our policies, procedures and practices for protecting people.
- Ensuring that our policies, procedures and practices stay up to date with good practice and the law in relation to safeguarding.

The centre will use various channels for informing everyone about who are the designated safeguarding persons and how to contact them, along with how to access this policy.

Centre users and guests are entitled to respect and protection from harm. We aim to give everyone a positive and rewarding experience.

The team will aim to respond and offer support in such circumstances. However, it is important for centre users to appreciate the limits of the staff and volunteers' role, time and skills. On some occasions we will suggest that suitable professional support is required.

### **Statutory and legal responsibilities**

There may be serious incidents, involving children under 18 or 'adults at risk of harm' (previously referred to as 'vulnerable adults'). In these cases, there may be a statutory or legal requirement to inform the local authority and other relevant agencies to ensure protection from significant harm or abuse.

*(An adult at risk is defined as a person aged 18 years or over, who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.)*

**This policy covers not only children and adults at risk, but also everyone at Jamyang. However, the response to any incident may vary according to the legal and statutory guidance for different groups.**



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## **6. CODE OF BEHAVIOUR for staff, teachers and volunteers with respect to visiting children and other centre users**

### **Avoid:**

- Spending time alone or making unnecessary physical contact with children or adults at risk.
- Arranging private meetings of students with retreat leaders or teachers anywhere other than in Jamyang's designated meeting areas.
- Non-consensual touching in general.
- Meeting alone with children and adults at risk associated with Jamyang, outside of the work environment.
- Investigative questioning after an allegation or concern has been raised. Instead, listen with an open mind in a caring manner. Then record the information and report it to the designated safeguarding person, who will notify the appropriate authorities if required.

### **You should never (even in fun):**

- Initiate or engage in sexually provocative conversations or activity
- Allow the use of inappropriate language to go unchallenged
- Do things of a personal nature for children or adult at risks that they can do themselves
- Trivialise or exaggerate child or adult at risk abuse issues
- Allow any allegations made by a child or adults, centre users or staff, to go without being reported and addressed
- Make promises to keep any disclosure confidential from relevant authorities

### **Regarding all your relationships within and around Jamyang:**

- Respect everyone's right to privacy.
- Help create a culture in which centre users, staff, volunteers and children feel able to report experiences of harmful uncomfortable attitudes or behaviour.
- Act with discretion with regards to your personal relationships. Ensure your personal relationships do not undermine harmony or impact on your capacity for impartiality.
- Be aware that conflicts of interest can arise, leading to misunderstandings. This can happen particularly where there is an imbalance of power or close personal relationship. Where such potential situations arise, one should discuss this with the director and possibly the team as relevant.
- Be aware of the procedures for reporting concerns or incidents and how to contact the designated safeguarding person.
- Should you find yourself the subject of inappropriate affection or attention from a child or centre user, it is essential to share this with a designated safeguarding person.
- Report any concerns to one of the designated safeguarding people. If neither is available tell another responsible person at the centre.
- Maintain appropriate boundaries with others at Jamyang. Be aware of the scope of your role and when necessary, pass information to those whose role it is to deal with specific matters.



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- Be careful not to give personal or dharma advice to individuals that goes beyond your expertise or role. Respond with empathy and kindness, rather than being drawn in to giving expert advice.
- Study, sign and abide by the FPMT ethical policy.

## 7. PROCEDURES FLOWCHART

### Abuse suspected / disclosed

- Listen, minimum questions
- Record concerns / conversations in writing
- Do not promise confidentiality

Inform designated DSP ASAP

DSP (in consultation with director or chair of trustees) determines route for further action and records action taken and agreed on the **Record of Concern** form (with any supporting documentation).  
Record of concern retained by the centre. Information will be shared with the appropriate bodies, anonymised where possible (see Information Sharing flowchart). Also with wider community members as required.

Allegations involving a guest or member of public not at the centre

If a child or adult at risk involved, DSP to inform and liaise with

- Parent / guardian (unless increases risk to person)
- Local authority Social Care department
- Check and record actions of above, including who reports to police as necessary
- Document all actions

If there is a possible criminal offence report to police. Where appropriate, consider the wishes of the complainant, but legal and statutory guidance to be followed in all cases. A police referral may be already initiated by Social Care but needs to be checked and recorded.

Allegations involving staff, a volunteer or a residential/visiting teacher

All allegations must be investigated. It may be necessary, without prejudice, for the alleged perpetrator to leave the centre, pending investigations and potential disciplinary procedure

Disciplinary procedures as appropriate

Ongoing support plan for all affected



Review of policy and/or procedures; implications for future by team and board

## 8. INFORMATION SHARING DURING / FOLLOWING AN INVESTIGATION

**DSP shares information as soon as possible in conjunction with Director**

- If it is the Director who is the subject of the allegation, this responsibility passes to the Chair of Board of Trustees.
- Action is taken to fulfil legal and statutory requirements and to protect anyone who may be at risk of being harmed.

**Board of trustees**

Anonymised information given to enable the board to fulfil their safeguarding responsibilities as required by the Charities Commission.

Trustees must also manage and minimise the risk of further incidents happening as far as this is reasonably possible, by supporting any necessary changes to policies, procedures and work practices.

Inform **Insurance Company** if required

**Chair of the board of trustees and FPMT UK national co-ordinator.**

**FPMT International Office (IOF)** if the director, SPC, a trustee or teacher is the subject of the allegation

**Director and FPMT UK national co-ordinator**

if the chair of trustees is the subject of the allegation

**Charities Commission** informed in the following circumstances:

- If beneficiaries of Jamyang (adults or children) have been, or alleged to have been, abused or mistreated while under the care of the charity, or by someone connected with the charity, for example a trustee, staff member or volunteer.
- If there has been an incident where someone has been abused or mistreated (alleged or actual) and this is connected with the activities of the charity.
- If there has been a breach of procedures or policies at the charity which has put beneficiaries at risk, including failure to carry out checks which would have identified that a person is disqualified in law, under safeguarding legislation, from working with children or adults

**FPMT International Office (IOF)**

**FPMT IMI Director** if an allegation is made about an ordained sangha member



## 9. GUIDING PRINCIPLES

- Prioritise the wellbeing and safety of all who reside, visit or come into contact with the centre.
- Never promise to keep anything reported confidential. It should be explained at the outset that any disclosure will be shared internally or with external agencies as required. However, the person's privacy will be respected as much as possible.
- For the purposes of recording, it is important to listen. Questions, however, should be kept to the minimum necessary to understand what is being alleged, and leading questions avoided. *(The use of leading questions can cause problems for any subsequent investigation and court proceedings.)*
- All those involved should take great care in reaching conclusions and making decisions. Regarding sharing information within the centre, confidentiality and privacy of all the individuals concerned should be protected as appropriate and feasible. When the process is complete, consideration should be given to what is appropriately shared with the wider Jamyang community.
- Whatever action you may have to take, and even if the authorities are involved, don't lose sight of the person or persons at the centre of the concern.
  - Ensure that there is someone to whom they can turn for support after any allegation or investigation. If they give further information, then go through the process of listening and recording as already described.
- When dealing with adults at risk, their wishes, feelings and mental capacity must be taken into account and people should be supported to make their own decisions and encouraged to give informed consent when possible and safety considerations permit.
- Be aware that although the particular individual that has disclosed abuse may now be safe and protected, it is important to think about the potential risk to others from the alleged perpetrator. If the matter is serious, inform the appropriate agencies as required, but also pass information to those who may need be aware in order to protect others, such as FPMT national coordinator, IOF and IMI and other Centre Directors where relevant.
- It is important to think carefully how best to maximise everyone's their rights to privacy as much as is feasible. There will be people with whom information needs to be shared. In many cases this could be anonymised, and the person's name only be shared with those where this is essential. Consider carefully what is shared by email, particularly bearing in mind GDPR considerations, and again anonymise where feasible or encrypt and password protect documents with names of alleged perpetrators and those who have been harmed.



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- The centre needs to make clear decisions to promote wellbeing and safety of all they come into contact with. However, it is important to maintain equanimity towards all those involved in any allegation and at the same time ensure robust safeguarding procedures. Respect and compassion need to be shown to both the person harmed and the alleged perpetrator, and where appropriate and feasible, care and support given.

## 10. USEFUL CONTACT INFORMATION

### FPMT POLICIES AND GUIDELINES

Ensure **FPMT policies and guidelines** are followed. Links to relevant documents can be found on the FPMT website:

<https://fpmt.org/fpmt/problem-solving/> and <https://fpmt.org/affiliates/>

In particular be familiar with and refer to as required:

- The FPMT Ethical Policy
- Protecting the Vulnerable
- Allegations of Illegal Actions
- Responding to a grievance

### NATIONAL CONTACTS AND RESOURCES

- **Thirtyone:eight**

PO Box 133, Swanley, Kent, BR8 7UQ:

Helpline: 0303 003 11 11

Email: [info@ccpas.co.uk](mailto:info@ccpas.co.uk)

Thirtyone:eight formerly known as CCPAS is consulted by churches and other organisations. They also advise other faith groups and a wide variety of statutory and third sector organisations with safeguarding concerns. They have a 24 hour advice helpline and also offer training and other resources.

- **An Olive Branch** [www.an-olive-branch.org](http://www.an-olive-branch.org)

An Olive Branch was formed in 2011 as a project of the Zen Center of Pittsburgh. Growing out of the need for greater understanding and reduction of ethical misconduct on the part of religious leaders, they provide services to organizations in conflict after a teacher has been accused of misconduct. In the USA they promote understanding and healing and work to strengthen organisations' boards and policies to reduce the likelihood of future misconduct. They also have some information and resources available on their website.

- **NSPCC**

Weston House, 42 Curtain Road, London EC2A 3NH

Help for children/young people: 0800 1111

Help for adults: 0808 800 5000

- **ChildLine**

Free and confidential number: 0800 1111

- **Independent Safeguarding Authority (ISA)**

Helpline – 0300 123 1111

- **Charity Commission**

0845 300 0218 or email directly via the contact link on their website

[www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

## **LOCAL CONTACTS FOR REPORTING ABUSE IF NECESSARY:**

### **Safeguarding children in London**

#### **How to raise a safeguarding concern**

If you have concerns about the safety or welfare of a child, speak to someone immediately:

**Emergency: If a child is in immediate danger or left alone, you should contact the police or call an ambulance on 999.**

#### **Lambeth Safeguarding websites | Lambeth Council**

<https://www.lambeth.gov.uk/community-safety-and.../lambeth-safeguarding-websites>

If you think a child is at risk of being abused or neglected, please contact Lambeth Children's Social Care on **020 7926 5555** (24 hours).

Alternatively regarding all the above concerns, call the **NSPCC 24 hour child protection helpline** on 0808 800 5000

### **Safeguarding Adults London**

#### **How to raise a safeguarding concern**

In an emergency, contact the police, telephone: 999

If the person is not in immediate danger, contact the police, telephone: 101

#### **Lambeth Safeguarding websites | Lambeth Council**

<https://www.lambeth.gov.uk/community-safety-and.../lambeth-safeguarding-websites>

To report a safeguarding concern:

Contact Adult Social Care: 0207 926 5555

Email: [adultsocialcare@lambeth.gov.uk](mailto:adultsocialcare@lambeth.gov.uk)

**RECORD OF CONCERN** (*to be printed on two sides, and if additional pages are required they should be securely attached*)



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<b>Name of the subject of the report</b>	
<b>Contact information</b>	
<b>Person initiating concern</b>	
<b>Concern or incident (information received)</b>	
<b>Date, time and location</b>	
<b>Any relevant additional information</b>	



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<p><b>Action taken immediately (to be completed by designated safeguarding person to whom the report was made)</b></p>	
<p><b>Follow-up plan (by both designated safeguarding people including the director)</b></p> <p><b>State clearly if other agencies were required to be contacted and when this was done</b></p>	
<p><b>Name: [print]</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p>	

***One copy retained confidentially by the centre: duration according to legal advice.***



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***Anonymised copy created by removing identifying details sent to chair of centre board to confidentially share with the trustees.***