

# OXFAM SAFEGUARDING CODE OF PRACTICE



OXFAM

WE  
WON'T  
LIVE  
WITH  
POVERTY

## DO'S

- Do remember that you have agreed to act in keeping with Oxfam's values of Empowerment, Inclusiveness and Accountability
- Do treat all people with dignity and respect
- Do make sure you have completed the safeguarding training/induction appropriate to your role
- Do always follow the supervision requirements for young people (under 18) and adults at risk
- Do always act within professional boundaries
- Do set a good example for others to follow
- Do encourage an open and transparent culture where people can challenge inappropriate attitudes or behaviour
- Do refer or report all allegations, suspicions or concerns immediately
- Do seek parental/carer consent for activities over and above the agreed shifts (community, fundraising or social events)

## DONT'S

- Do not be in online contact with young people (under 18) or add them as friends on social network platforms
- Do not overstep the boundaries between yourself and young people or engage in friendships or sexual relationships
- Do not buy or provide under 18s with alcohol
- Do not give lifts to young people unless there is the equivalent supervision level as in place at work and ensure that the parent/carer has consented to this
- Do not use inappropriate, suggestive or threatening language
- Do not trivialise or ignore abuse or disclosures of abuse

## WHAT TO DO IF...

A young person or vulnerable adult tells you they are being abused

- Remember they have chosen you because they trust you
- Allow them to speak without interruption and accept what they say
- Reflect back what they have told you, be reassuring but don't give your opinion
- If it is a young person, tell them you will have to pass this on but only to people who will help them
- Remember that this is an exception to the "two adults present" guidance
- If it is a vulnerable adult who lacks mental capacity, then tell them you will need to pass this on
- If it is an adult who has the capacity to make their own decisions, then respect their choices but seek guidance from HRBP or Retail Safeguarding Manager
- Make careful notes of what was said using their own words. Record date and time
- Look after yourself and talk to someone if you feel personally affected

## WHAT TO DO IF...?

You are concerned about the wellbeing of a young person or vulnerable adult, or if there's a safeguarding concern or an allegation

- If you feel that a person is at immediate risk of significant harm, or that a violent crime or sexual offence has been committed then phone 999. Then tell your HRBP or Shop Manager that you've done this.
- Otherwise - refer your concern to your HRBP or the Retail Safeguarding Manager
- Make notes of what you witnessed, heard or were told, with the date and time
- Include the full names of those involved
- Look after yourself and talk to someone if you feel affected by what you have heard

**Oxfam is committed to the safeguarding of all our staff and volunteers, particularly in line with our policies on Safeguarding Children and Vulnerable Adults**

Remember! Refer! Do not investigate. It is your duty to refer all safeguarding concerns as a matter of urgency

### Contacts:

- Your HR Business Partner (see Safeguarding poster)
- Retail Safeguarding Manager: **07554 332812**
- "Speak up" email reporting: **SpeakUp@oxfam.org.uk**
- **www.oxfam.org.uk/speakup**