

# LOTUS FLOWER TRUST (“LFT”)

UK Charity No 1127316

## SAFEGUARDING POLICY

This policy applies to all Trustees, to the CEO and all employees and agents of LFT, to all volunteers who give services to LFT, and to any invited guests of LFT who travel with LFT to India to visit any of the sites, or completed projects (all defined as “LFT Personnel”).

### Background

**LFT** is a small charity whose sole object is to raise funds for selected clients to build schools for destitute children and homes for vulnerable adults in remote parts of India. All construction work is undertaken by the client’s contractors, who must be approved by **LFT** in advance. **LFT** monitors progress on each project and releases funds upon satisfactory completion of certain stages of construction. Upon completion of the works to **LFT’s** satisfaction the building is handed over to the client, who is then responsible for the running of the school/home (“**Operator**”). **LFT** does not get involved in the running of the school/home and has no responsibility for the future welfare of any of the children or vulnerable adults. **LFT Personnel** do however visit completed projects from time to time to check that they are being operated satisfactorily and/or to deal with any further funding that may be required.

### Safeguarding Policy Statement

**LFT** believes that all those with whom it works must be treated with fairness, courtesy and understanding and must be protected against physical abuse, emotional abuse, sexual abuse, neglect, bullying, harassment and discrimination (all defined as “**Abuse**”)

**LFT** is committed to ensuring that its safeguarding practice reflects statutory responsibilities and government guidelines and complies with best practice. As such **LFT** acknowledges that it has a duty of care towards all **LFT Personnel**, in

particular its Trustees, its staff, its volunteers and its guests. **LFT** also acknowledges that it has a duty of care, indirectly and subject to the qualification set out in the paragraph below, towards the children and vulnerable adults who benefit from the services provided by any of **LFT's** completed projects. **LFT's** policy aims to ensure that all relevant people who are affected by the activities of **LFT** are protected from **Abuse** by any **LFT Personnel** whilst they are on **LFT** business.

This policy is therefore widely promoted to and is mandatory for all **LFT Personnel**.

### **Limited responsibility to children and vulnerable adults in India**

Whilst **LFT** would like to be able to monitor the activities of the **Operator**, it recognises that once the project has been completed it has no direct control over the **Operator**. **LFT** therefore cannot accept any responsibility for any acts of **Abuse** by any **Operator**, or its staff or contractors. **LFT** will however carefully assess the credentials of any proposed **Operator** before it agrees to and provides any funding, or further funding, for a project, which assessment shall include taking reasonable steps to ensure that the **Operator** has an adequate and satisfactory safeguarding policy of its own in place. **LFT** shall also discuss, and satisfy itself on, the implications and practical enforceability of such policy with the **Operator**.

### **Procedures**

Anyone who has any concern about any incident of **Abuse** should discuss it initially with the Chair for the time being of the Trustees, or, if he/she is the subject of the concern, to one of the other Trustees.

Complaints of **Abuse** will be dealt with as serious issues and will be handled fairly, confidentially and sensitively in accordance with **LFT's** Complaints Policy, save as specified below.

## **Investigation**

Complaints will be investigated promptly, objectively and independently.

## **Informal and Formal Action**

If appropriate the matter will be dealt with informally. For example sometimes people are unaware that their behaviour is unwelcome and therefore an informal process and decision can lead to a better understanding and fairer result, which may result in an apology and the offensive behaviour ceasing. More serious cases of **Abuse** will be dealt with formally under **LFT's** Complaints Policy and appropriate and proportionate action will be taken if the complaint is upheld.

## **Unfounded Allegations**

**LFT Personnel** will not be disciplined for making any allegations of **Abuse** unless he/she makes an unfounded allegation of **Abuse** for malicious or vexatious reasons.

## **Review and changes to this safeguarding Policy**

This policy and any procedures will be reviewed regularly to reflect any change of circumstances, or any changes to local or national policy on Safeguarding.

## **Contact**

Questions, comments and requests regarding this Safeguarding Policy are welcome and should be addressed to the Chair for the time being of the Trustees at our offices.