

MAITS Outline safeguarding procedure concerns

This one-page document outlines what you should do if you have any safeguarding concerns about a child or vulnerable adult or exploitation or abuse.

Concerns arise about the behaviour of a member of staff, volunteer, trainer or organiser towards a child/children or vulnerable adult (suspicions or allegations of poor practice or possible abuse).

Individual who has concerns reports to MAITS designated safeguarding lead Sadia Mirza, Operations Manager who will take a written statement as soon as possible. Your concerns will be recorded.
Contact- telephone: 020-258-8443 or email: sadia@maits.org.uk

In case the designated safeguarding lead is the subject of, or implicated in the allegation, the accusation will be raised directly with the Chair of the Board of Trustees, Meheen Dalamal, at meheen@maits.org.uk. Only complaints that are not made anonymously can be investigated fully.

Safeguarding Lead will alert trustees that a safeguarding concern has been reported. Safeguarding lead to consult with board of trustees, local organisations and an investigation will be carried out. Safeguarding lead determines the route for further action to be taken (e.g. does this matter appear to be poor practice or possible abuse, and records actions taken and agree).

Poor Practice/Breach of Code of Conduct

Concerns dealt with as misconduct issue using complaints/disciplinary procedures as appropriate.

Disciplinary investigation undertaken and hearing held. If the allegation is very serious in nature, we may get an external investigator to carry out the investigation.

Outcome of disciplinary process (e.g. no case to answer, advice or warning given, training/support required, other sanctions, referral to DBS). Decision to be taken as to whether the matter should be referred to membership organisation.

Disciplinary appeals process.

Poor practice/breach of partnership agreement or MoU with partner organisation

If regarding a host organisation, local partner or someone associated with a local partner. In conjunction with local host organisation or organisation receiving training (unless they are the subject of the complaint), carry out an investigation to establish the facts

Outcome of investigation (no case to answer, advice, training or support required, other sanctions, including possible termination of the partnership, referral to local complaints mechanisms)

Possible Abuse of Child or Vulnerable Adult/Criminal Offence

In case of a MAITS' volunteer/staff member/trustee – initiate an immediate temporary suspension without prejudice.

Consult with local statutory agencies, such as the police and social services (NB in certain countries, where the legal framework in places culpabilises the victim of a crime, this may not be appropriate- we will take advice first)

Full disciplinary investigation, hearing held and outcome of investigation (no case to answer, advice, training or support required, other sanctions, including referral to DBS, local registered body such as General Teaching Council, Interpol etc). MAITS will report serious incidents to the Charity Commission as soon as possible. The Chair of Trustees will be responsible for doing this, but they may delegate this responsibility to the Team or another trustee.

**Concerns about children, young persons and vulnerable adults outside of training
(e.g. at home, school or in the community)**

