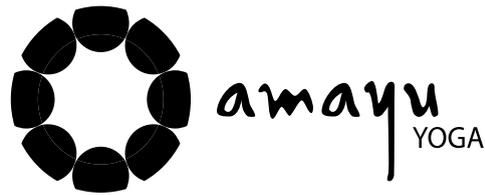


Children, Young People and Adults Safeguarding Policy



Vision and purpose

Amāyu Yoga believes that everyone has a right to contribute to and receive support from society free from the fear of abuse or harm and to be able to work or volunteer with children, young people or adults without the risk of good intentions being misconstrued.

This policy sets out the approach we will take to safeguard the welfare of those who use or deliver our services, or those peripheral to us.

This policy applies to anyone working for or in the name of Amāyu Yoga in whatever capacity that may be; including but not limited to members, volunteers, paid members of staff, interns, students, teachers, trainees or teaching assistants.

This policy should be read in conjunction with the following documents:

- Code of Ethics and Safe Spaces
- Practitioner – Teacher Guidelines
- Whistleblowing Policy
- Grievance Procedure

Key principles

1. The safety of children, young people and adults is paramount.
2. All children and adults regardless of age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity can exercise their right to protection from harm or abuse when working with Amāyu Yoga.
3. All suspicions and allegations will be taken seriously and responded to swiftly and appropriately.
4. Amāyu Yoga employees will undertake risk management of programmes and individual risk assessments for specific activities as appropriate.
5. All employees and volunteers at Amāyu Yoga will have safeguarding training and understand how to report concerns through the appropriate channels.

Policy statement

Amāyu Yoga recognises that when working with children, young people and adults, it is the individual's welfare that is paramount, and our over-riding aim is to conduct our activities in a way which will keep them safe from harm and exploitation and uphold their rights.

In the legal context, Amāyu Yoga will uphold the rights of everyone as prescribed in the legislation pertaining to the country of location, this may be different in different countries and it is your duty to check whether there are any significant differences if you travel:

United Kingdom - Human Rights Act 1989, Children's Acts 1989, 2004 & 2006, Human Rights Act 1998, Education Act 2002, Mental Capacity Act 2005, Safeguarding Vulnerable Groups Act 2006, Equality Act 2010, The Care Act 2014, Modern Slavery Act 2015, Counter-Terrorism & Security Act 2015

Definitions

For the UK context:

Children - for the purposes of this policy and our related procedures, the term 'child' means any person under the age of 18 years.

Abuse - "A form 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 (e.g. via the internet). They may be abused by an adult or adults, or another child or children."

Source: Working Together to Safeguard Children 2018

Adult - Safeguarding duties apply to an adult who:

- Has needs for care and support whether or not the Local Authority is meeting any of those needs, and;
- Is experiencing or is at risk of, abuse or neglect and;
- As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect. (Care Act guidance 14:2)

'Abuse is a violation of an individual's human and civil rights by another person or persons. This could be a single act or repeated over time and may be deliberate or happen by mistake. The individual may not fully understand the consequences of what is happening to them.'

Source: No Secrets 2000

Roles

- Employee – refers to a person undertaking a paid role within or for Amāyu.
- Teacher – refers to any Amāyu faculty member, teacher, studio, volunteer or trainee teacher who is offering the yoga practice to another person.
- Trainee – refers to a person who is currently undertaking a programme of study leading to a teaching certificate.
- Practitioner – refers to a person undertaking a yoga practice.
- Volunteer – refers to a person undertaking a role that is unpaid.
- Member – refers to a person who pays a membership fee to Amāyu.

1. General Responsibilities

All Amāyu employees, volunteers, teachers and trainees are required to work within Amāyu Yoga's Code of Ethics and Safe Spaces and Scope of Practice designed to safeguard people from harm and follow the procedures contained in this policy in reporting concerns. This means being able to:

- Recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns
- Respond appropriately to a disclosure
- Respond appropriately to allegations against staff or volunteers, other adults and against themselves
- Understand and implement safe practice in carrying out their duties.

Those responsible for carrying out work with children, young people or adults on behalf of Amāyu are required to carry or have access to their copy of the procedures, with details of local contacts, at all times when involved in activity on behalf of Amāyu. It is the responsibility of the Amāyu affiliated teacher or studio to investigate the legal framework relating to safeguarding appropriate for their country and amend this policy accordingly.

All employees, volunteers, teachers and trainees should be clear on the boundaries of their roles. Becoming too involved with or supportive of an individual can be counter-productive for that person and can lead to accusations of improper behaviour. To avoid this employees, volunteers, teachers and trainees should always discuss situations with their mentor or the Amāyu designated Safeguarding Officer wherever they are being asked or encouraged to go beyond the advertised service offered by Amāyu Yoga.

2. Specific responsibilities

Whilst recognising that all employees, volunteers, teachers and trainees have safeguarding responsibilities under this policy, we have identified that certain roles have additional or

enhanced responsibilities as follows:

Amāyu outreach programme team

This team are the most likely to be working with children, young people and adults who may be at risk of or have experienced abuse or harm. Safeguarding should be discussed regularly at team meetings and they should set a personal example in treating safeguarding issues with due seriousness.

Designated safeguarding officers

These roles have responsibility for the reporting and management of safeguarding concerns or reports. See attached role profile at Appendix 4.

3. Identifying safeguarding concerns

For children & young people, there may be concerns around neglect, sexual exploitation, emotional or physical harm. Employees, volunteers, teachers and trainees should also be aware of and look out for, warning signs around female genital mutilation or radicalisation which can occur within any groups or individuals regardless of religious, national or cultural identity.

For adults in the UK this list has been extended, under the Care Act 2014, to include concerns of abuse around neglect, self-neglect, sexual abuse, psychological harm, physical harm, domestic abuse, modern slavery, organisational abuse, financial or material abuse and discrimination.

Generally, indicators of suspected abuse may include visual signs such as bruising, burn marks, torn clothing; behaviour signals such as a change in attitude or language; or symptoms such as complaining of being unwell or in pain.

There may also be disclosures of abuse or issues which raise safeguarding concerns and Amāyu employees, volunteers, teachers and trainees should be aware of how to report these in a sensitive manner.

Please remember that the disclosure of a criminal act such as sexual abuse, perpetrated against a child or adult who does not fall under the definition of an adult to whom safeguarding duties apply (see page 2), should be reported directly to the Police.

4. Reporting safeguarding concerns

Amāyu employees, volunteers, teachers and trainees, along with members of the public have a responsibility to take action if the welfare of a child, young person or adult causes concern.

It is important that employees, volunteers, teachers and trainees recognise that if the words, actions or behavior of a child, young person or adult gives them reason to believe that there may be an issue, it is their responsibility to report their suspicions to the Amāyu Designated Safeguarding Officer (DSO) – Emma Rowse emma@amayuyoga.com, 07763 625138.

It is also important that those same employees, volunteers, teachers and trainees understand that they will not be expected to investigate further or make any decisions about the next steps.

The responsibility of responding to and investigating referrals for situations where children, young people or adults are thought to have experienced abuse or neglect, or may be at risk of abuse lies with the Police and the relevant Local Authority.

"Professionals who fail to report cases of abuse or neglect may not currently face criminal penalties for non-reporting; however, they may be subject to professional disciplinary proceedings or held to account through Serious Case Review reports or professional negligence cases."

Source: NSPCC

Where allegations concern an employee, volunteer, teacher or trainee as a perpetrator the same procedure should be followed and reported to the DSO.

Where allegations concern the DSO as a perpetrator, the report should be made to another of the Amāyu co-founders whose details are below:

Scott Johnson (UK) – 07590 110784, scott@amayuyoga.com

Greg Nardi (USA) - +1 (305) 766-3279, greg@amayuyoga.com

Wherever allegations are made against an Amāyu employee, volunteer, teacher or trainee, these must remain confidential (notwithstanding the possible need to question staff or volunteers as part of the investigation process) to ensure the person is not adversely affected should the allegations not be upheld.

Everyone should follow the reporting procedure outlined in Appendix 1 below using the reporting form in Appendix 3.

5. Training and checks

All Amāyu employees, volunteers, contractors, studios, teachers and trainees will be expected to confirm in writing they have read this policy and procedure.

All Amāyu employees, teachers, volunteers and trainees will be expected to undertake an element of safeguarding training appropriate to their role. People who hold specific roles may be required to attend additional training appropriate to their responsibilities.

For those working or volunteering in regular and close contact with children, young people and/or vulnerable adults or holding a DSO role, there will be access to higher level online safeguarding training which will be refreshed every 3 years (or sooner if appropriate).

No person working for or in connection with Amāyu Yoga will be permitted to work where they have been barred from working with children, young people or adults at risk.

6. Links to other policies

Any investigation will involve discussion with other members, trainees, practitioners, volunteers or teachers. This will be done with discretion and any records held in line with the Privacy Policy

Written records of any safeguarding investigation will be kept and anonymised data used to feedback learning points for Amāyu.

Signed: 

Date: 16th August 2019

Insert Job Title: Amāyu co-founder

On behalf of Amāyu Cooperative

Review Date: 16th August 2020

The Amāyu Designated Safeguarding Officer is: Emma Rowse

Appendices

Appendix 1 – Safeguarding reporting procedures

Appendix 2 – Referral flow diagrams

Appendix 3 – Cause for concern form

Appendix 4 – DSO role profile

We gratefully acknowledge and appreciate drawing on the work of [True Yoga](#) and [Volunteer Cornwall](#).

Appendix 1 - Amāyu Safeguarding Reporting Procedures – United Kingdom

Procedure when there is a safeguarding concern

Employees and volunteers must refer their children, young people or adult safeguarding concerns to Amāyu's Designated Safeguarding Officers (DSO)

Currently (as at 01/09/19) they are:

United Kingdom

Emma Rowse - 01872 572620 (mobile telephone number **07763 625138**)

The DSO will pass on details to the relevant local authority contacts:

- MARU (Multi Agency Referral Unit) for concerns around children and young people
- Adult Safeguarding Triage Team or Access Team for concerns around adults (18 and over)

The action may vary according to the situation. For example, if a person is injured, medical attention may be required immediately or if a crime is suspected the police must be informed. Contact the emergency services- 999.

In all cases contact the DSO. Action must always be taken as soon as possible as delay can put a child, young person or adult in serious danger.

Procedure when abuse is disclosed

Wherever there is a need for medical attention this should be the first priority. The child, young person or adult should be taken to the nearest casualty department or an ambulance called and the situation explained to the medical staff. The medical staff will then contact the relevant Safeguarding Authorities. Check that they agree to do so and give your name and contact telephone number to pass on. Report the incident to Amāyu's DSO.

Guidance for when a child, young person or adult wants to confide in you

DO

- Listen carefully and let them tell their own story, clarifying details where you need to (using T.E.D. questions **only**- tell me, explain to me or describe).
- Take very seriously what they are trying to tell you, they are saying it for a reason.
- Reassure them that they are doing the right thing by talking about what has happened.
- Try and remain calm and do not show too much emotion.

DO NOT

- Promise you can keep it a secret, this must be reported.
- Make a judgement on your own about whether a vulnerable person is telling the truth.
- Interrupt or jump to conclusions.
- Ask leading or suggestive questions.
- Ask them to repeat the information to someone else.
- Ask to see marks/bruises that will involve them removing any clothing.
- Say it will be ok- it might not be for that child, young person or vulnerable adult.

Five suggested things to tell a child, young person or adult who decides to confide in you.

1. "What you are saying is important and I will treat it as such"
2. "It's not your fault"
3. "I'm glad you were able to talk to someone."
4. "I will help you as best I can"
5. "This is so important I need to talk to someone about it"

Make careful records of what was said as soon as possible, *but not in front of them*, as this could deter them from making a full and frank disclosure.

Record **verbatim** what was said by both of you, where it took place, who else was present and the demeanour of the vulnerable person.

The reporting areas to cover are as follows;

- Name of child, young person or adult
- Parent's/guardian/carers details and other people at home if known
- Child, young person or adult's address
- Relevant telephone numbers you may know
- What is said to have happened or what was seen
- When it occurred and where
- Who else was there
- What was said by those involved
- Whether there is any actual evidence e.g. bruising, bleeding, changed behaviour
- Who has been told about it
- Was the person able to say what had happened?
- For adults – what would they like to happen next?

For adults there is an assumption that you have informed consent from the person or guardian/carer. If this is not acquired you may need to explain why you believe the person does not have the mental capacity to have understood the concern. In the case of an adult it is essential to ask what they would like to happen with the referral.

In the first instance complete the Amāyu Cause for Concern form, as soon as possible. The form will be available in all offices or by email from the DSO. (Appendix 1)

Next, contact the Designated Safeguarding Officer (DSO)

Discuss concern with a DSO.

United Kingdom

Emma Rowse - 01872 572620 (mobile telephone number **07763 625138**)
emma@Amāyuyoga.com

Initiate the start of the Cause for Concern Form (Log) and email marked "Private and Confidential" to Designated Safeguarding Officer.

Once you have reported your concerns the DSO will take any necessary action. *In some cases, The Safeguarding Authorities may wish to contact you to clarify information that you have given.*

The flow charts (Appendix 1) outline what to do if the person suspected of abuse is a member of staff or volunteer, a Designated Safeguarding Officer or a member of the Amāyu cooperative within Amāyu Yoga.

Wherever allegations are made against an employees or volunteer, these MUST remain confidential (notwithstanding the possible need to question staff or volunteers as part of the investigation process) to ensure the person is not adversely affected should the allegations not be upheld.

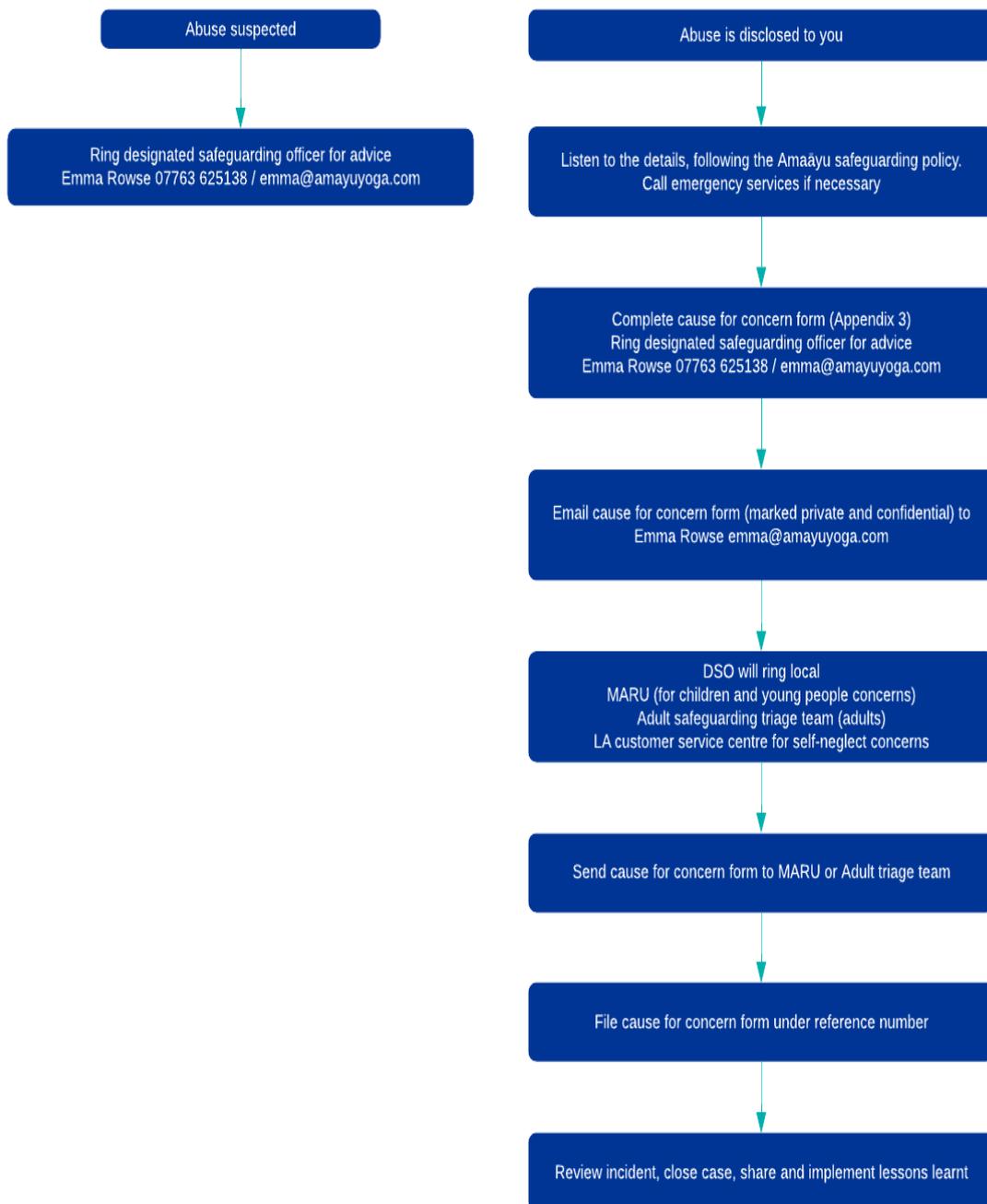
Support for Staff and Volunteers

Any employees, volunteers, teachers or trainee who reports a safeguarding concern will be supported by Amāyu Yoga. Depending on the nature of the incident or report, this could range from feedback (so that they know their report has been acted on) to an informal debrief by the DSO through to the offer of external counselling in the most serious of cases. The aim is to enable the person to have closure and to be able to move on from the episode without negative emotions such as guilt or anxiety.

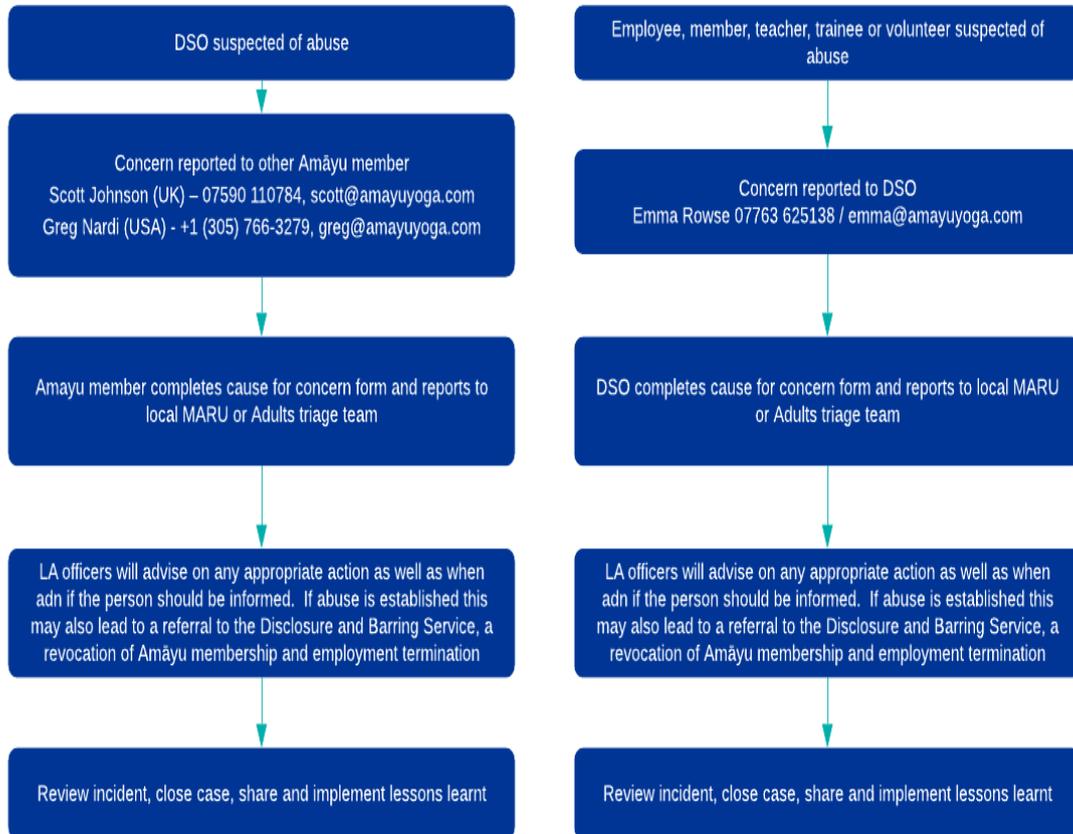
Where the case involves an employee, volunteer, teacher or trainee from Amāyu Yoga, the impact could be wider than just the person reporting it and support may be needed by a wider group of colleagues. Amāyu Yoga should always respond sympathetically to any request for support from staff or volunteers but should also be proactive in offering it and not necessarily wait for it to be requested.

Appendix 2 – Referral flow diagram

What to do if abuse is suspected or disclosed to you



Procedure if an allegation is made against an employee, member, teacher, trainee or volunteer



Appendix 3 - Amāyu Yoga - Cause for Concern Form

At Amāyu Yoga we take safeguarding extremely seriously. As a member of Amāyu Yoga you should adhere to our safeguarding policy. If you have a cause for concern you should ring the DSO (see below for details).

Date of discussion with DSO		Ref:
Date of incident		
Name of referrer		
Phone number		
Role: <i>employee, volunteer etc</i>		
Name of individual concerned		
Contact details		
Age		Gender M / F / other
Incident: <i>provide as much detail as possible, dates/times, location and use the persons words where possible. What was seen, said or heard</i>		
Record of involvement: <i>who was involved and in what way?</i>		
Identify of alleged abuser (if known)		
Were parents/carers/family informed? <i>If yes give details of when</i>		
Consent to report	Y / N	
For adult referrals only: do you know what the adult would like to happen now? If yes please describe		
Decision: <i>Provide rationale (e.g. no further action needed; immediate referral to</i>		

MARU or Adult Safeguarding Triage etc)		
Referral Y / N to whom & by whom		
Action: what & by whom	What	By who
Follow up required	Y / N If yes by whom?	
Lessons learnt from the incident		

Confidentiality

All Amāyu Yoga workers and volunteers understand the need for confidentiality. Matters on this form should be kept confidential. These issues should only be discussed with the Relevant Safeguarding Authorities and the DSOs.

Amāyu Yoga's Designated Safeguarding Officers are:

United Kingdom

Emma Rowse - 01872 572620 (mobile telephone number **07763 625138**)
emma@Amāyuyoga.com

Please ring when you have completed this form. When you have made the call please email the form marked 'Private and Confidential' to the DSO.

Appendix 4 - Amāyu Designated Safeguarding Officer Role Profile – United Kingdom

The role of Designated Safeguarding Officer (DSO) is part of Amāyu Yoga's commitment to ensuring the rights of children, young people and adults to live a life free from abuse or harm.

The main duties of the DSO are as follows:

- To be the main point of contact for any report of concerns, disclosures or allegations and to report these to the relevant authorities. Also to report them confidentially as quickly as possible to the key individuals within Amāyu Yoga.
- To be the main point of contact for any report of concerns, disclosures or allegations in the case of *employees, volunteers, teachers or trainees* and to report these to the relevant authorities. Also to report them confidentially as quickly as possible to the key individuals within Amāyu Yoga.
- To review the Safeguarding Policy on an annual basis
- To receive completed cause for concern forms and pass those concerns on to the appropriate authority.
- Be available to give advice and support to employees, volunteers, teachers or trainees within Amāyu Yoga on all safeguarding matters.
- Keep accurate records of any actions take including the timeline involving safeguarding issues and keep these logs secure.
- Be trained and keep updated with current information pertaining to safeguarding in the relevant country in which they operate.