

**Policy title:** Safeguarding Adults  
**Date issued:** April 2023  
**Policy objective:** The aim of this policy is to set out the Commission's procedure for safeguarding adults under UK legislation, as well as outlining our safeguarding principles and scope.  
**Policy owner:** Executive Director

## **Introduction**

The US-UK Fulbright Commission recognises the right of every individual associated with the Commission's programmes, to stay safe.

- < Organisational abuse
- < Neglect and acts of omission
- < Self-neglect

This policy also considers online safety, hate crime, sexual exploitation, radicalisation, forced marriage and other acts or threats as part of safeguarding.

## **Purpose and scope**

The purpose of this policy is to:

- < protect those with whom the Commission has dealings from harm, arising from the conduct of staff, grantees and event participants or from the design and execution of the Commission's programmes, events and activities
- < increase awareness of safeguarding issues, promoting good practice and assisting members of staff and others to make informed and confident responses in relation to safeguarding issues
- < ensure that everyone who is associated with the Commission understands their responsibilities about safeguarding and support them in meeting their safeguarding obligations
- < establish a secure framework for the reporting and investigation of any safeguarding related incidents and subsequent action

This policy applies to all Commission staff, grantees, event participants and alumni, as laid out in Definitions (Appendix 1), when engaged in work or activities for the Commission, including where those activities are delivered virtually via an online environment. Commission staff, grantees and event participants will be asked to confirm their acceptance of and willingness to adhere to this policy.

The scope of this Safeguarding Policy is broad ranging, and in practice it will be implemented via a range of policies and procedures within the organisation. These include dignity at work, whistleblowing, complaints, etc. Concerns and investigations will be shared with, or referred on to, partner organisations where they do not fall within the scope of the Commission's work or activities, or where safeguarding responsibility is shared.

This policy is made available on the Commission's website for the benefit of our partner organisations and the entire Fulbright Community.

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## **ROBUST PRACTICES**

The Commission will adhere to the following practices and values to ensure a robust safeguarding culture.

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- ◁ Professionalism, respect and fairness: All involved will be treated professionally and fairly, adhering to best practice, and with respect, including individuals against whom an allegation has been made
- ◁ Responsiveness: All allegations and concerns reported under this policy will be taken seriously and dealt with in a timely manner. All safeguarding concerns will be acknowledged within 3 working days.
- ◁ Confidentiality and information sharing: Information will be received, gathered, recorded, and stored in accordance with data protection legislation. All staff must be aware that they have a professional duty to share information with other agencies to safeguard vulnerable adults. However, information will be shared on a need-to-know basis only, as judged by the Designated Safeguarding Lead (DSL).
- ◁ Adherence to all relevant legislation and Charity Commission pronouncements: The Commission, in applying this policy, will always comply with relevant legislation and industry best practice.
- ◁ Training: All staff who, through their role, are in contact with vulnerable adults will have access to safeguarding training at an appropriate level.
- ◁ Support: We recognise that involvement in situations where there is risk or actual harm can be stressful for those concerned. Staff dealing with safeguarding concerns and those involved will have access to confidential support through our Employee Assistance Programme and DSL.

## **Monitoring**

The Commission will monitor the following Safeguarding aspects:

- ◁ Safer recruitment practices including DBS checks where relevant
- ◁ Records made and kept of safeguarding supervision sessions
- ◁ Training – register/ record of staff training on safeguarding
- ◁ Monitoring whether concerns are being reported and actioned
- ◁ Checking policies are up to date and relevant
- ◁ Reviewing the current reporting procedure that is in place
- ◁ Role of the Designated Safeguarding Lead

## **Reporting and investigating incidents or concerns**

To facilitate the reporting and investigation of safeguarding concerns or incidents, the Commission has designated Junaina Pirbhai as its DSL for Adults. Any individual having dealings with the Commission who has any safeguarding concern in relation to Commission business is encouraged to report to the Commission's DSL or Executive Director via the Reporting a Safeguarding Concern Form (Appendix 2) where possible.

DSL Adults: Junaina Pirbhai: [Junaina@fulbright.org.uk](mailto:Junaina@fulbright.org.uk), 020 7498 4020

DSL Children and Young People: Rowena Boddington, [Rowena@fulbright.org.uk](mailto:Rowena@fulbright.org.uk), 020 7498 4019

Executive Director and Designated Senior Manager for Safeguarding: Maria Balinska, [Maria@fulbright.org.uk](mailto:Maria@fulbright.org.uk), 020 7498 4011

Board of Commissioners Safeguarding Lead: [boardsafeguarding@fulbright.org.uk](mailto:boardsafeguarding@fulbright.org.uk)

Any concerns sent in by post should be addressed to:

Safeguarding at the US-UK Fulbright Commission

Camelford House, Unit 302, 3rd Floor 89, Albert Embankment, London SE1 7TP

All safeguarding concerns, allegations or reported incidents are to be taken seriously and fully investigated.

Investigations will be pursued as set out below:

- ◁ Any allegation or incident which involves only members of staff will be dealt with under the Commission's HR Disciplinary policy
- ◁ Any allegation or incident which involves a grantee but not a staff member and which allegedly occurred on the premises of a host institution will be passed, with any relevant consents, to be investigated in the first instance under the procedures of that host institution



**Appendix 2**  
**Form: Reporting a Safeguarding Concern**

US-UK Fulbright Commission

1. This form should be completed for all safeguarding concerns, regardless of perceived severity.
2. This form should be completed as soon after the incident as possible.
3. This form should be emailed to the Designated Safeguarding Lead (DSL) for Adults as soon as possible.
4. The US-UK Fulbright Commission may conduct an investigation.
5. Completed forms will be stored in line with data protection policy.

**About you**

Your name:	Click or tap here to enter text.	Your title/role:	Click or tap here to enter text.
Your email:	Click or tap here to enter text.	Were you witness to the concern?	

**Nature of concern:**

Safeguarding	Misconduct
Harassment/Bullying	
Accident	Other

concern

**Safeguarding Concern:** Please provide details of the concern you have, including dates, times, descriptions of events, full names and whether the information is first-hand or the accounts of others.

Click or tap here to enter text.

**Time and date of concern/becoming aware of concern** Don't worry if you can't provide an exact date. Just give some idea of when the incident might have happened. And if you believe this is an ongoing incident, give some idea of how often you think itahink

Click or tap here to enter text.