

Edinburgh University Model United Nations Society **Safeguarding Policy & Equality Statement**

All Edinburgh University Model United Nations Society (EdMUN) Committee Members, Secretariat Members and volunteers (including appointed members) are responsible for ensuring that those benefiting from, or working with, their charity are not harmed in any way through contact with it. They have a legal duty to act prudently and this means taking all reasonable steps within their power to ensure that those benefiting from or interacting with the charity are not harmed in any way. It is particularly important where beneficiaries are vulnerable persons or children.

Trustees are expected to find out what the relevant law is, how it applies to their organisation, and to comply with it where appropriate. They should also adopt best practice as far as possible. This policy applies to all those involved in the EdMUN, including, but not exclusively, administrators, trustees and committee members, volunteers, young people, and third party suppliers.

Safeguarding & Child Protection

The term child protection has been changed to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. It may be defined as: doing everything possible to minimise the risk of harm to children and young people. Safeguarding is about being proactive and putting safety measures in place in advance of any contact with children or vulnerable adults. This should include:

1. ensuring staff/volunteers are properly checked when they are recruited
2. guidelines for those who come into contact with children or vulnerable adults as part of their role to ensure they know how to keep people safe
3. guidelines for planning an event or activity which may include children and putting measures in place to minimise the risk of safeguarding issues occurring.

Anti-Bullying Policy

EdMUN recognises that it has a responsibility to protect staff, volunteers and stakeholders from bullying and to have policies and procedures in places to do so. Bullying in any form, physical or emotional should be challenged by trustees, committee members, and volunteers and reported to the relevant authorities if appropriate.

Social Media/Private Messaging Policy

EdMUN recommends that staff/volunteers use their common sense in what they post on social media related to internal and external issues. A rule of thumb policy is - if it is in the public domain, we can comment on it; if it isn't in the public domain, we should check the situation prior to commenting. The above applies regardless of whether the comments are made in private or 'work' time.

If anybody has a concern about any message posted on a social media site or website they should contact the EdMUN Trustees immediately. Full details can be found in the EdMUN Social Media Policies for Volunteers and Committee/Secretaria Members respectively.

Safeguarding Policy Statement

EdMUN is committed to best practice, which protects and promotes the safety of our colleagues at all times. To achieve this we will:

- Adopt people centred and democratic styles of working.
- Adopt Safeguarding guidelines through codes of conduct for trustees, committee members, volunteers and members.
- Ensure good recruitment, selection and management procedures. These procedures will include regular support to staff/volunteers.
- Ensure complaints, grievance and disciplinary procedures are included and available to all.
- Be involved in training made available through various agencies and strengthen links with these agencies; e.g. SCVO and EVOC.
- Review our Safeguarding policies every two years at minimum
- Have procedures relating specifically to bullying, using personal information, publicity and the use of photography.
- Have an induction document available for volunteers and members clearly outlining their responsibilities and rights.

The Safeguarding policy statement is available on request. Background knowledge in relation to abuse, the general principles of Safeguarding and the ability to recognise and respond to abuse are important issues. EdMUN's primary concern is the issue of the Safeguarding of our staff, volunteers and stakeholders.

Equality Statement

EdMUN is committed to ensuring that equality is incorporated across all aspects of its development.

- EdMUN respects the rights, dignity and worth of every person and will treat everyone equally regardless of age, physical ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- EdMUN is committed to everyone having the right to enjoy their time at the EdMUN in an environment which is free from threat of intimidation, harassment or abuse.
- Staff, trustees, committee members, volunteers, members and third party suppliers, and members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- EdMUN will deal with any incidence of discriminatory behaviour seriously, according to disciplinary procedures.

Further information can be obtained in the Statement of Inclusion and Equal Opportunities, which is freely available to anyone upon request.

Confidentiality Statement

Information of a confidential nature will only be communicated on a "need to know" basis. Personal information held about members, trustees, committee members and volunteers is deemed to be confidential and will not be shared with anyone, apart from statutory bodies who have a right to see them, in compliance with our Data Protection Policy. Further, information will not be shared with other organisations and remains the property of EdMUN. Anyone misusing this information - or using it for personal purposes, or for the purposes of another organisation, shall be deemed to have 'stolen' this information and will be subject to disciplinary procedure.

Considerations of confidentiality will not be allowed to override the rights of individuals to be protected from harm.

Ownership Statement - including the use of personal computers

All works and activities carried out for the EdMUN as a member of staff or volunteer will remain the property of EdMUN - unless agreed in writing PRIOR to the initiation of the activity. No information shall be shared with a third party, without express permission in writing to do so.

Work carried out on a personal computer should be authorised; should not be stored on a personal computer; and the security of the data must be ensured. Any data should be returned to EdMUN and then wiped off personal computers. EdMUN expects that all documents and data should be stored on portable devices, which belong to EdMUN and should only be used for EdMUN purposes. These will be provided if the use of personal computer is authorised.

Signed _____

Date _____

Printed Name _____

Position _____