Kickstart Coffee CIO Safeguarding Policy

1. Policy Statement

Kickstart Coffee CIO is committed to safeguarding the welfare of all individuals we work with, especially children, young people, and vulnerable adults, across our UK and Ugandan operations. Our safeguarding approach is proactive, preventative, and rooted in respect, dignity, and empowerment.

We recognise our duty of care and responsibility under UK charity law, and we follow the Charity Commission's guidance, including "Safeguarding and protecting people for charities and trustees (CC28)."

2. Scope

This policy applies to:

- Trustees, staff, and volunteers of Kickstart Coffee CIO
- Partners, contractors, and suppliers, particularly those working in Uganda
- Any person representing Kickstart Coffee in a professional or voluntary capacity

It covers safeguarding risks across all our activities, including education programmes, community visits, farm engagement, and charitable giving.

3. Our Commitment

We are committed to:

- Zero tolerance for abuse, harm, exploitation, or neglect
- Creating safe environments for children and vulnerable adults
- Raising awareness and ensuring all staff and partners understand safeguarding responsibilities
- Responding promptly to concerns, disclosures, or allegations
- Ensuring safeguarding is embedded in all areas of governance, operations, and decision-making

4. Roles and Responsibilities

Stephen Munday is the Safeguarding Lead Trustee for Kickstart Coffee CIO.

Board of Trustees

- Ensure safeguarding is discussed at board meetings
- Monitor compliance with this policy and oversee annual reviews
- Appoint a designated Safeguarding Lead Trustee

Safeguarding Lead Trustee

- Acts as the point of contact for safeguarding issues
- Ensures concerns are escalated appropriately and confidentially
- Oversees training and reporting systems

Partner Organisations in Uganda

- Must adhere to equivalent safeguarding standards
- Must have their own safeguarding or child protection policies in place.

5. Training and Awareness

Mandatory safeguarding training is required for all individuals who are in contact with children or who visit Uganda. This may be delivered through face-to-face or e-learning platforms.

We will provide:

- Mandatory safeguarding training for UK-based and in-country team members
- Cultural training for UK visitors to Uganda to understand local safeguarding risks
- Ongoing updates as legislation or risks evolve

6. Safe Practices

To help keep everyone safe, Kickstart Coffee will:

- Carry out DBS checks for anyone in the UK or Uganda who has unsupervised contact with children or vulnerable adults, and seek guidance from the DBS government website on which level of check is appropriate.
- Give staff and volunteers safeguarding briefings before they travel
- Encourage an open culture where concerns can be raised straight away

7. Reporting and Response

If a safeguarding concern arises, we will:

- Respond immediately to ensure safety
- Report the concern to the Safeguarding Lead
- Record the incident in a secure, confidential safeguarding log

- Refer serious incidents to local authorities or child protection services where appropriate
- Report serious incidents to the Charity Commission under serious incident reporting duties

All safeguarding concerns, disclosures, or incidents should be reported directly to the Safeguarding Lead Trustee, Stephen Munday, via stephen.munday@kickstartcoffee.org.

Reports can be submitted verbally or in writing. A written report should include: the name and role of the person reporting, date and time of the concern or incident, names of those involved (if known), a description of the concern or incident, and any action already taken (appendix 1).

Upon receiving a report, the Safeguarding Lead will assess the concern and determine appropriate next steps. If there is an immediate risk to a child, authorities will be contacted without delay. Investigations will be handled with discretion, and where appropriate, expert safeguarding or legal advice will be sought. All actions and outcomes will be recorded and securely stored.

8. Monitoring and Review

This policy will be:

- Reviewed annually by the Safeguarding Lead Trustee
- Updated following any serious incidents, legal changes, or operational shifts
- Embedded into Kickstart Coffee's broader risk and governance framework.

Policy Approval & Review

This Safeguarding Policy was reviewed and approved by the trustees of Kickstart Coffee CIO.

Policy version: 1.0

Date of approval: 1st October 2025

Review cycle: Annual (next due October 2026)

Appendix 1

Kickstart Coffee CIO – Safeguarding Concern Reporting Form

This form must be completed as soon as possible after a safeguarding concern, disclosure, or incident arises. Completed forms should be sent securely to the Safeguarding Lead Trustee at: **stephen.munday@kickstartcoffee.org**

1. Reporter Details

Name:

Role (e.g. trustee, staff, volunteer, partner):

Date of Report:

2. Details of Concern

Date and time of concern/incident:

Location (e.g. school, farm, community):

Name(s) of child/young person/vulnerable adult involved:

Age (if known):

3. Description of Concern

(Please record factually what happened or what was said. Avoid assumptions or interpretations. Use exact words where possible.)

4. Immediate Actions Taken

(E.g. provided reassurance, contacted local staff, moved child to a safe space, etc.)

5. Next Steps

Referred to (tick all that apply):

- ☐ Safeguarding Lead Trustee
- ☐ Local partner / school safeguarding lead
- ☐ Local authorities / child protection services
- ☐ Other (please specify):

6. Reporter Signature

Signed:

Date:

Guidance on Using This Form

- Complete the form immediately after the concern arises (ideally the same day).
- Send the completed form by secure email to the Safeguarding Lead Trustee (Stephen Munday).
- If the child or vulnerable adult is at immediate risk of harm, take urgent steps to ensure safety and contact the local authorities straight away before completing the form.
- Keep the report factual, clear, and confidential.