

THE BRITISH INSTITUTE OF PERSIAN STUDIES



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BIPS Safeguarding Policy

Protecting people and safeguarding responsibilities are a governance priority for BIPS, which has a responsibility to ensure that BIPS trustees, staff and volunteers are not harmed.

BIPS trustees must make sure BIPS fulfils this responsibility. Even if trustees delegate some activities to a safeguarding lead or group, trustees retain overall responsibility. Trustees are expected to take responsibility for putting things right if necessary.

Trustees must take reasonable steps to protect from harm people who come into contact with BIPS.

This includes:

- people who benefit from BIPS work
- BIPS staff and volunteers
- other people who come into contact with BIPS through its work.

Trustees should promote an open and positive culture and ensure all involved feel able to report concerns, confident that they will be heard and responded to.

BIPS trustees are expected to make sure BIPS:

- has appropriate policies and procedures in place, which are followed by all trustees, staff, volunteers and beneficiaries
- checks that staff, volunteers and trustees are suitable to act in their roles
- knows how to spot and handle concerns in a full and open manner
- has a clear system of referring or reporting to relevant agencies as soon as concerns are suspected or identified
- sets out risks and how they will be managed in a risk register which is regularly reviewed
- follows statutory guidance, good practice guidance and legislation relevant to BIPS
- is quick to respond to concerns and carry out appropriate investigations both in the UK and in Tehran
- does not ignore harm or downplays failures
- has a balanced trustee board and does not let one trustee dominate its work – BIPS trustees should work together
- makes sure protecting people from harm is central to its culture

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- has enough resources, including trained staff and trustees for safeguarding and protecting people
- conducts periodic reviews of safeguarding policies, procedures and practice

Working overseas

BIPS is also aware that there are occasions where trustees, staff or beneficiaries may be working overseas.

BIPS will also ensure that they:

- be aware of different risks for staff, volunteers and beneficiaries who are overseas
- have suitable reporting and monitoring processes in place for any work overseas
- monitor where trustees, staff or beneficiaries work for any changes or new safety systems which are needed.

It is important to note that the challenges of working overseas include:

- different cultures, practices or legal systems
- an unstable environment, like a conflict zone
- working with many partners.

Reporting Safeguarding risks, concerns and breaches.

All Safeguarding risks, concerns and breaches should in the first instance be reported in confidence to the Chair of the BIPS nominated individual. The Chair will then report the incident to the appropriate agency and trustee board.

The Safeguarding Policy must be reviewed annually by Council.