



# Child Protection and Safeguarding Policy and Procedures

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## 1. Purpose and aim

AGID is committed to safeguarding and protecting the rights, safety and well-being of children and young people. Against this background, the aim of this document is to set out how the organisation will meet this commitment. For the purposes of this document, 'children' are defined as anyone below the age of 18 years.

## 2. Links to relevant legislation and guidance

The policy and procedures set out in this document reflect the following legislation:

- United Nations Convention on the Rights of the Child (1991)
- Article 69 of the Portuguese Constitution
- Protection of Children and Young People in Danger (PCJP)
- Educational Guardianship (EG)
- General Regulation on Guardianship Proceedings (GRGP).

The policy and procedures set out in this document reflect the International Child Safeguarding Standards with regard to policy, people, procedures and accountability and are based on the over-arching 'do no harm' principle and the following general principles<sup>1</sup>:

- All children have equal rights to protection from harm
- Everybody has a responsibility to support the protection of children
- Organisations have a duty of care to children with whom they work, are in contact with, or who are affected by their work and operations
- If organisations work with partners they have a responsibility to help partners meet the minimum requirements on protection

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<sup>1</sup> [www.keepingchildrensafe.global](http://www.keepingchildrensafe.global)

- All actions on child safeguarding are taken in the best interests of the child, which are paramount.

### **3. Equality statement**

We strive to ensure that the provisions of national policy and legislation on equality – including the National Commission for the Promotion of the rights and Protection of Children and Young People - are adhered to in the work we do, through our 'Equality and Diversity Policy'. In line with this policy, all members of the organization are required to ensure that all children and young people have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We are committed to anti-discriminatory practice and recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

### **4. Who this Policy applies to**

This policy and procedures apply to all staff, including Members, Associates and temporary field staff or anyone working on behalf of AGID.

### **5. Provisions of the Policy**

As part of our safeguarding policy AGID will:

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in AGID. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### **6. Monitoring**

The policy will be reviewed a year after development and then every two years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board,

- as a result of any other significant change or event.

## **6. Accountability**

Strategic oversight and review of Child Protection and Safeguarding policy and procedures is the responsibility of the Designated Members of AGID.

The designated Safeguarding Officer for AGID is Dr Joseph Cullen.

## **7. Code of Conduct**

The Guidelines and Procedures for working with children and young people – including a Code of Conduct - are set out in the AGID 'Data and Ethical Standards Handbook' which provides guidance for researchers, and any other people carrying out work on behalf of AGID, on compliance with the relevant legislation and Guidelines on child protection and safeguarding, as well as the provisions of the Equality Act and avoiding discrimination in carrying out research activities. The Code of Conduct includes procedures on 'whistleblowing'.

## **8. Safe Recruitment Procedures**

AGID strives to ensure that recruitment and selection procedures reduce the risk of harm to children and young people. We have procedures in place to ensure that all people engaged in work on behalf of AGID that involves children and young people:

- are subject to checks to confirm their identity
- are made aware of and sign up to our child protection and safeguarding policy and procedures, as well as data and ethical standards and diversity and equality policies
- are subject to a criminal record check or 'fit person' check.

## **9. Reporting and responding to concerns and allegations**

The management of concerns and or allegations related to AGID staff working with children and young people is as follows:

- Anyone connected to AGID who has a concern about the behavior of an individual working with children and young people is required to report their concern to the designated Safeguarding Officer
- They are required to produce a signed and dated written record of the concern, together with any observations or information received to pass on to the designated Safeguarding Officer
- The designated Safeguarding Officer will decide whether to refer the concern to a relevant Safeguarding Children agency.

## **10. Support and Training**

AGID will undertake a needs assessment of the training needs of staff, associates and field workers. On the basis of this needs assessment, training on child protection and

safeguarding will be delivered for relevant staff through a relevant Safeguarding Children Board or an equivalent.