

**TAXATION  
DISCIPLINARY  
BOARD**

**SAFEGUARDING POLICY**

**August 2020**

# **SAFEGUARDING POLICY – TAXATION DISCIPLINARY BOARD**

## **1. PURPOSE**

The purpose of this Safeguarding Policy ('the Policy') is to protect people, particularly children and at-risk adults, from harm that may be caused due to their contact with The Taxation Disciplinary Board Ltd. and the Taxation Disciplinary Board (jointly described in this document as the TDB).

Children are defined as all those who are under 18 years of age. An at-risk adult is one who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation either temporarily or permanently.

This includes harm arising from:

- The conduct of the TDB's Board ('the Board'), Directors, staff, panel members consultants and contractors ('Members') acting on behalf of the TDB;
- The design and implementation of the TDB's activities.

The Policy lays out the commitments made by the TDB and informs Members of their responsibilities in relation to safeguarding.

The Policy does not cover:

- Safeguarding concerns in the wider community not perpetrated by the TDB or associated personnel;
- Routine Health and Safety arrangements;
- Members who are not acting on behalf of the TDB.

The Policy will address both child safeguarding and adult safeguarding.

## **2. WHAT IS SAFEGUARDING?**

Safeguarding means protecting people's health, wellbeing, and human rights, and enabling them to live in safety and free from harm, abuse, and neglect. It is a preventative and precautionary approach to planning and the procedures needed to protect individuals from any potential harm.

In our organisation we understand it to mean protecting people, including children and at-risk adults, from harm that arises from contact with Members, or the design and implementation of TDB activities.

## **3. SCOPE**

This Policy is concerned with actions and omissions by Members.

It is appreciated that the level of direct control over the actions of those above will vary with the nature of the relationship that they have with the TDB but nevertheless the TDB will seek either

directly to control, or to influence, the behaviour of those associated with it and acting on its behalf to achieve its safeguarding aims.

## **4. POLICY STATEMENT**

The TDB believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. The TDB will not tolerate abuse and exploitation by its Members.

The TDB commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## **5. PREVENTION**

### **5.1 TDB responsibilities**

The TDB will:

- Ensure all staff and associated personnel have access to, are familiar with, and know their responsibilities within the Policy;
- Design and undertake all its activities in a way that protects people from the risk of harm that may arise from their contact with the TDB. This includes the way in which information about individuals on our activities is gathered and communicated;
- Implement safeguarding procedures proportionate to the risk when recruiting, managing, and deploying its Members who will come into contact with children and /or potentially at-risk adults;
- Ensure its Members receive training on safeguarding at a level commensurate with their role in the organisation;
- Follow up on reports of safeguarding concerns promptly and according to due process;
- Ensure Safeguarding is considered as part of the TDB's risk assessments and risk register;
- Review policies and safeguarding practices for effectiveness annually.

### **5.2 Staff and associated personnel responsibilities**

#### **5.2.1 Child safeguarding**

Members must not:

- Ignore safeguarding practices;
- Subject anyone to physical, emotional, financial, or psychological abuse or neglect;
- Use TDB sanctioned activities to develop unauthorised personal relationships with children;
- Compromise child safety by the provision of alcohol/drugs or by placing them in unsafe settings;
- Engage in any commercially exploitative activities with children including child labour or trafficking;

- Engage in sexual activity (paid or unpaid) or sexting (or pressuring others to do so) with anyone under the age of 18 if in a position of authority or trust over them as a result of a role for the TDB;
- Engage in any sexual activity of any type, including sexting, with children under the age of 16.

### **5.2.2 Adult safeguarding**

Members must not:

- Ignore safeguarding practices;
- Subject anyone to physical, emotional, financial or psychological abuse, or neglect;
- Refuse to assess and possibly adapt processes to enable potentially at-risk adults to participate;
- Use TDB activities to develop relationships with potentially at-risk adults for personal gain;
- Place potentially at-risk adults in unsuitable or unsafe settings;
- Engage in any commercially exploitative activities with potentially at-risk adults including trafficking;
- Sexually abuse or exploit potentially at-risk adults.

### **5.2.3 Children and At-Risk Adult safeguarding**

Additionally, the TDB's Directors, staff, and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Policy;
- Report any concerns or suspicions regarding safeguarding violations by a TDB staff member or associated personnel to the safeguarding lead officer (see section 9.1).

## **6. ENABLING REPORTS AND COMPLAINTS**

The TDB will ensure that safe, appropriate, accessible means of reporting a safeguarding complaint and concern are made available to Members and the public. The TDB also accepts complaints and concerns from external sources, including members of the public, partners, and official bodies.

### **6.1 How to report a safeguarding concern**

#### **6.1.1 The Board, Directors, staff, panel members, consultants and contractors, collectively 'Members'**

Members who have a complaint or concern relating to safeguarding should report it immediately to the safeguarding lead officer (see section 9.1).

#### **6.1.2 Members of the public**

Members of the public who have a complaint or concern relating to safeguarding should report it as soon as practical to the safeguarding lead officer (see section 9.1).

## **7. COMPLAINT OR CONCERN RESPONSE**

The TDB will follow up safeguarding reports according to policy and legal and statutory obligations. The TDB will notify statutory authorities and cooperate with any investigation. The TDB may collate information but will not attempt to investigate allegations or formally interview witnesses or complainants or take independent action so as not to hinder statutory body investigations unless permitted to do so.

The TDB will apply appropriate disciplinary measures to staff and action may be taken against a Member who is found to be bringing the profession into professional disrepute.

The TDB will offer appropriate support to enable complainants to engage with the complaints process and will consider how best to communicate with them in a way that meets their needs. Discussions and decisions regarding the nature of the support needed to enable participation will involve the complainant, child or at-risk adult.

## **8. CONFIDENTIALITY**

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.

## **9. SAFEGUARDING LEAD PERSONNEL AND ASSOCIATED POLICIES**

### **9.1 Safeguarding lead personnel**

The Safeguarding Officer is Susan Humble, Chair of TDB (email: [suehumble@tax-board.org.uk](mailto:suehumble@tax-board.org.uk))

### **9.2 Associated Policies**

Code of Conduct for Panel Members and Assessors

Complaints Policy

Whistleblowing Policy

**August 2020**

**[Amended May 2021 for contact details]**