



## **Developing Medicine**

### **Safeguarding policy and procedures**

#### **1. Introduction**

Developing Medicine (the “Charity”) works to provide medical aid and digital health education in international contexts. We acknowledge our duty of care to safeguard and promote the welfare of children and adults at risk. We are committed to ensuring our safeguarding practices reflect statutory responsibilities, government guidance, and comply with the requirements of the Charity Commission for England and Wales.

#### **2. Policy objectives**

The objective of this policy is to:

- A. Protect children and adults at risk who receive Developing Medicine’s services.

B. Provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

C. Ensure that all stakeholders understand that safeguarding is everyone's responsibility.

### **3. Definitions**

Child: Anyone under the age of 18.

Adult at Risk: An individual aged 18 or over who has needs for care and support and is experiencing, or is at risk of, abuse or neglect and is unable to protect themselves.

Abuse: A form of maltreatment that may consist of a single act or repeated acts. It may be physical, emotional, sexual, or financial.

### **4. Recruitment and vetting**

(1)The Charity will ensure that:

(a) All trustees and volunteers undergo a recruitment process that includes an interview and reference checks.

(b) Standard or Enhanced Disclosure and Barring Service (DBS) checks are conducted for those in "Regulated Activity" within the UK.

- (c) For international operations, equivalent local police checks will be sought where possible.
- (d) Where formal police checks are unavailable due to local context, the Charity will conduct enhanced background checks, including extensive gap-in-employment verification and at least two character references from reputable sources.

## **5. Code of Conduct**

(1) All representatives of Developing Medicine must:

- a) Treat all beneficiaries with respect and dignity.
- b) Avoid being alone and unobserved with a child or adult at risk.
- c) Ensure that any physical contact is appropriate and necessary for medical care.
- d) Never use language that is suggestive, discriminatory, or offensive.

## **6. Digital safeguarding and media**

(1) Given our digital medicine focus, we commit to:

- a) Obtaining specific, informed consent before filming or photographing beneficiaries.
- b) Storing all media containing identifiable individuals on secure, encrypted drives.
- c) Removing any content immediately if consent is withdrawn.
- d) Adhering to the Professional Standards for Doctors and Good Medical Practice guidelines published by the General Medical Council (United Kingdom) insofar as they apply to the production of digital medical resources.

## **7. Reporting and allegations**

- (1) The Designated Safeguarding Lead (DSL) is the Director of Developing Medicine, Dr Richard de Costa.
- (2) Any suspicion or allegation of abuse must be reported to the DSL within 24 hours.
- (3) If an allegation is made against a member of staff or a trustee, that individual will be suspended from duties involving vulnerable groups pending an investigation.
- (4) Serious incidents will be reported promptly to the Charity Commission using the "Serious Incident Reporting" procedure.

## 8. Confidentiality and data protection

- (1) All personal information will be processed in accordance with the Data Protection Act 2018 and the UK GDPR. Information will only be shared with external agencies (such as the police or social services) when it is necessary to protect a person from harm.

## 9. Monitoring and review

This policy was approved by the Board of Trustees on 18 March 2026. It will be reviewed annually or sooner if there are changes in legislation or the nature of our work.

## APPENDIX A: STAFF AND VOLUNTEER CODE OF CONDUCT

### 1. Purpose

This Code of Conduct outlines the standards of behavior expected from everyone representing **Developing Medicine**. Its purpose is to protect our beneficiaries, our staff/volunteers, and the reputation of the organisation.

### 2. Personal Integrity and Professionalism

- **Respect:** Treat all beneficiaries, local partners, and colleagues with respect regardless of their background, gender, religion, or status.
- **Integrity:** Act with honesty and transparency. Do not use your position with Developing Medicine for personal gain or to solicit favors.
- **Neutrality:** As a humanitarian medical organization, remain neutral in local political or religious conflicts. Our focus is solely on the provision of health and education.

### 3. Safeguarding and Interactions

- **Power Imbalance:** Acknowledge that as a provider of aid or education, there is a power imbalance between you and the beneficiary. Do not exploit this imbalance.
- **Physical Contact:** Any physical contact must be culturally appropriate, limited to what is necessary for medical assessment or treatment, and conducted with the patient's consent.
- **Privacy:** Respect the privacy of beneficiaries, especially when dealing with sensitive medical data or physical examinations.

### 4. Digital and Media Conduct

- **Photography/Video:** You must obtain explicit, informed consent before taking photos or videos of beneficiaries. Explain exactly how the footage will be used (e.g., "for a YouTube training module").
- **Dignity in Imagery:** Do not take or share photos that portray beneficiaries in a degrading or dehumanizing manner. Always prioritize the subject's dignity over the "impact" of the photo.
- **Social Media:** Do not post identifying information about vulnerable beneficiaries on personal social media accounts.

### 5. Prohibited Conduct

The following actions are strictly prohibited and are grounds for immediate dismissal and potential legal action:

- Engaging in sexual activity with any beneficiary (regardless of local age of consent).

- The use of illicit drugs or the abuse of alcohol while representing the Charity.
- Any form of physical, emotional, or verbal abuse.
- Accepting bribes or engaging in corrupt practices.

## 6. Duty to Report

If you witness a breach of this code or have concerns about a colleague's behavior, you have a mandatory duty to report it to the **Designated Safeguarding Lead (DSL)** immediately.

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### Acknowledgment and Sign-off

I, \_\_\_\_\_ [Full Name], confirm that I have read, understood, and agree to abide by the Developing Medicine Safeguarding Policy and this Code of Conduct.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_