

Where our projects and services offer opportunities for local employment or engagement, we will use locally-appropriate channels to publish such opportunities to ensure that local people have access to them and will prioritise local people in associated selection procedures.

Recruitment procedures will be reviewed at each round of recruiting or annually, whichever is the most frequent, to ensure that we continually seek to remove barriers to recruitment for disadvantaged groups.

TRAINING

We will implement equality and diversity training for senior management team. This training should be applied to activities in the running of the practice, as well as to the delivery of our projects and services.

MONITORING THIS POLICY

This policy will be monitored through individual staff reviews, demographic monitoring of the team through new-starter demographic surveys, project evaluation procedures and ongoing pay scale monitoring.

DELIVERING EQUALITIES, DIVERSITY AND INCLUSION ON PROJECTS

Additionally we make specific commitments and outcomes in relation to individual projects.

1. To deliver project commitments in every commission that have tangible EDI outcomes
2. To advocate for equality and diversity within the built environment sector
3. Support pathways and lower barriers of entry for a greater diversity of people to practice in built environment disciplines
4. To build and nurture a team that reflects the diversity of the communities within which the practice operates
5. To create a fair, supportive and inclusive working environment
6. To support a team that champions equality and diversity in the performance of our services

We provide educational opportunities, work placements, pro-bono consultancy services to third-sector organisations, mentoring and financial contributions. Through these we specifically address inequality and our policy sets specific measures of success.

OUR RECENT SUCCESSES

Recently this success across the team includes:



Migrateful, International House, run cookery classes led by migrant chefs who are struggling to integrate and access employment, due to legal and linguistic barriers

3SPACE

- Currently house and **support 70 not for profit organisations** with free of charge space who delivers programs that directly reduce inequality including:
 - Refuaid who support access to language tuition, education, finance and meaningful employment for refugees
 - Built By Us who are on a mission to

- diversify the construction sector
- Compliments of the House who collect fresh surplus food and give it to people in need
- The Action Plus Foundation who support people living with HIV / AIDS
- Women Talk Real Estate who are dedicated to increasing the visibility of women in the European real estate industry
- Living Wage employer and are proud to **operate the UK's first Living Wage Building** where tenants are obliged to pay the London Living Wage to all staff and contractors.
- Work with Lambeth Council and our partners on a number of **programs to reduce inequality in the Borough** such as hosting Lambeth's Children's Services monthly Visions of Success meetings for children who are recently out of the care system, monthly drop ins for the Council's NEET team to support local engagement and supporting Lambeth Made's apprenticeship scheme that has seen 36 apprentices taken on by our tenants in a 15 month period.



Croydon Meanwhile Use Toolkit 'accelerator fund': Support funding for four local businesses to deliver projects.

WE MADE THAT

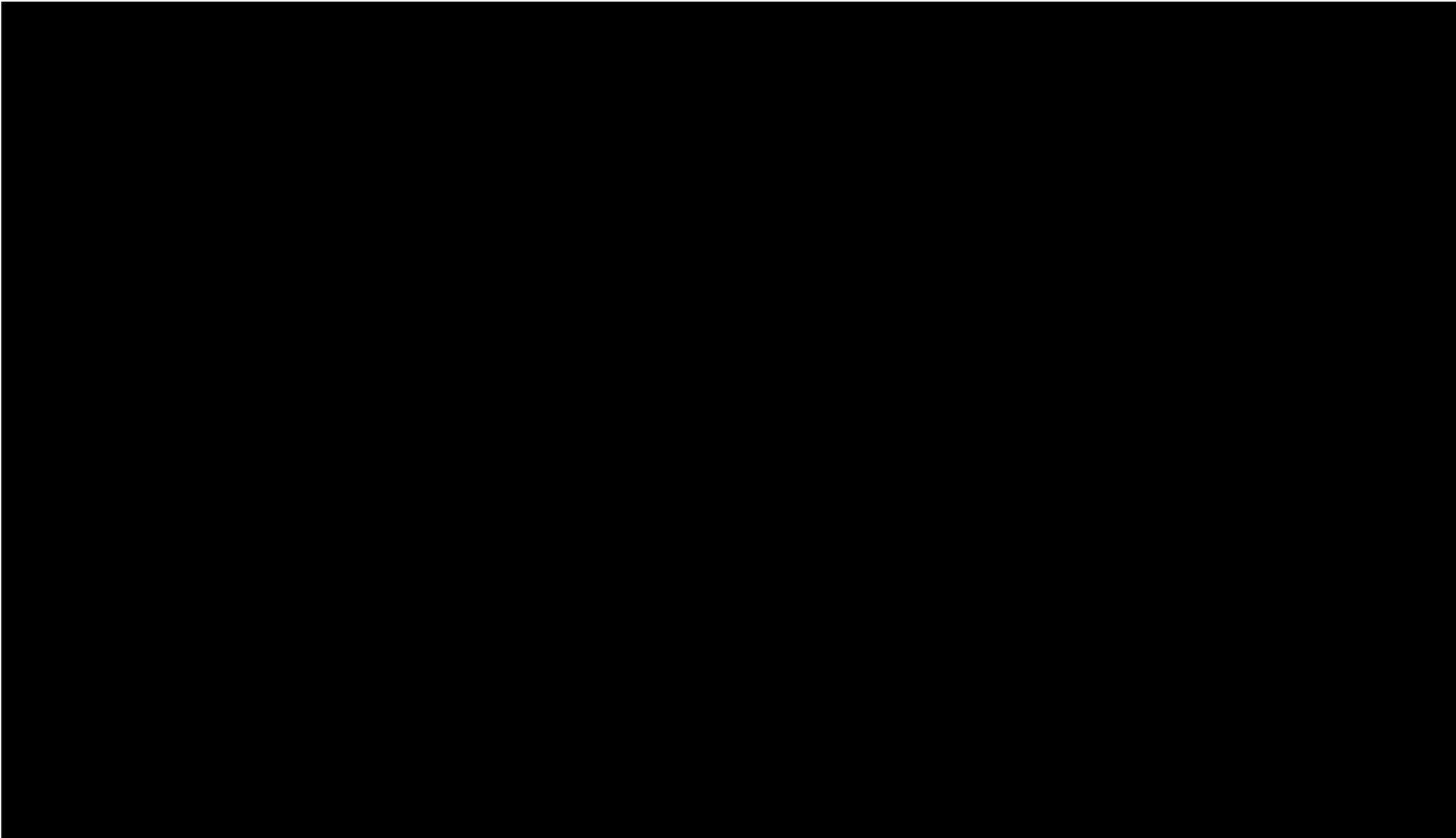
- A programme of mentoring by We Made That team members at the Baytree Centre, **creating supportive pathways towards social inclusion** for inner city women and girls
- Funding and support for **New Architecture Writers**, a programme for young BAME design critics and writers
- **Work experience placements** for school-age and university-level students interested in a career in the built environment.
- Trustee support for the **The Architecture Foundation**, a charity campaigning for a better built environment

- Trustee support for charity Turf Projects to establish as the first artist-run contemporary art space in Croydon
- A **placemaking masterclass for a group of young people** at the Hull School of Art and Design and Liverpool University, as part of the National Saturday Club Trust programme
- **Pro-bono support** for community groups seeking project start-up input to develop and deliver improvements in their areas.
- Meanwhile Use Toolkit '**accelerator fund**': Support funding for four local businesses to deliver projects.

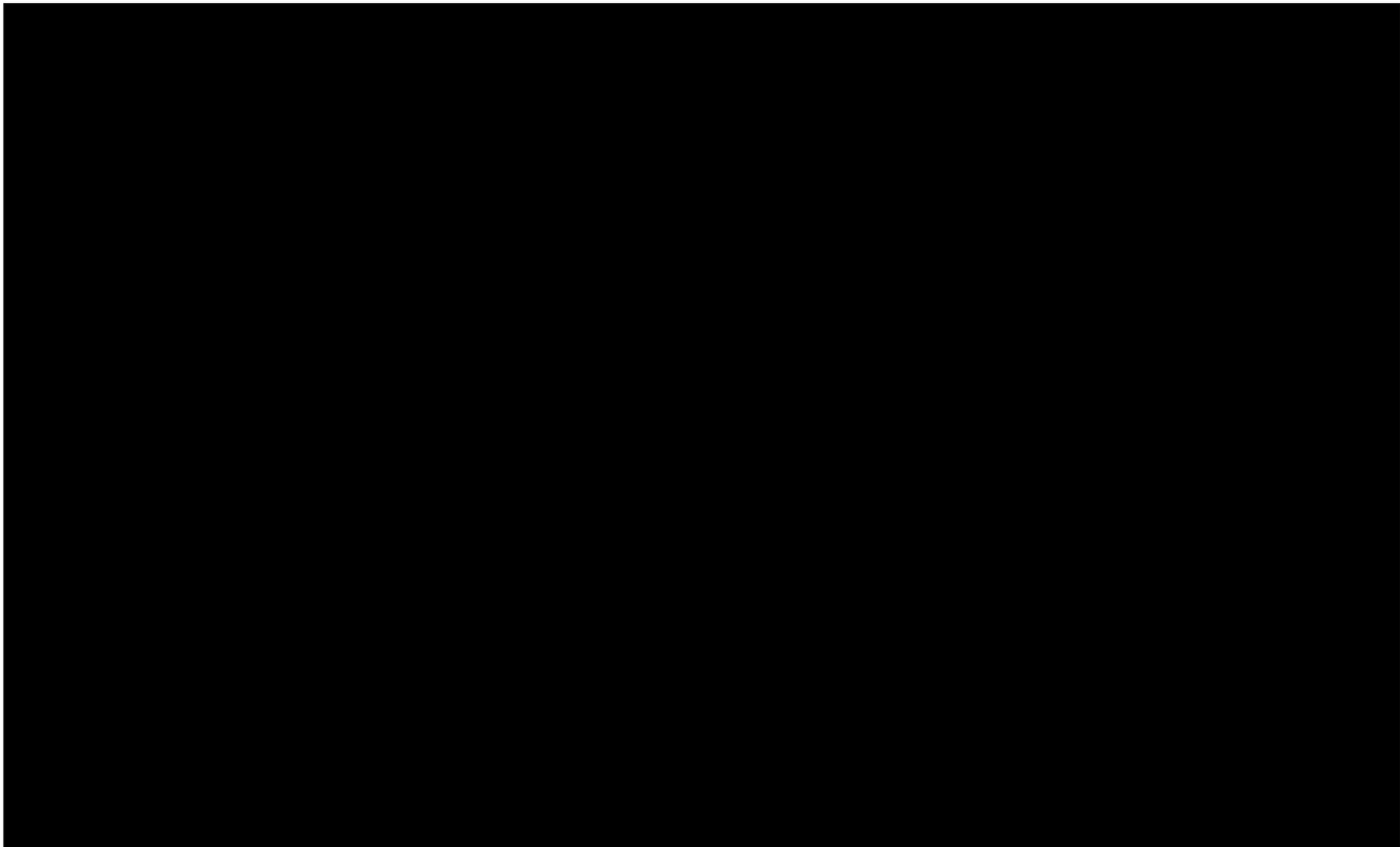
PRD

- Deliver **four yearlong mentoring activities** per year.

EDI ACTION PLAN



TRAINING PLAN



3Space - Safeguarding Policy

Purpose

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with 3Space. This includes harm arising from:

- The conduct of staff or personnel associated with 3Space
- The design and implementation of 3Space's programmes and activities

The policy lays out the commitments made by 3Space, and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under 3Space's Anti Bullying and Harassment Policy
- Safeguarding concerns in the wider community not perpetrated by 3Space or associated personnel

What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes.

Further definitions relating to safeguarding are provided in the glossary below.

Scope

- All staff contracted by 3Space
- Associated personnel whilst engaged with work or visits related to 3Space, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians

Policy Statement

3Space 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. 3Space will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding [as appropriate]: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of

safeguarding may have different policies and procedures associated with them (see Associated Policies).

3Space commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

Prevention

3Space responsibilities

3Space will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with 3Space. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel.
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization.
- Follow up on reports of safeguarding concerns promptly and according to due process.

Staff responsibilities

Child safeguarding

3Space staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

Adult safeguarding

3Space staff and associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an at risk adult to physical, emotional or psychological abuse, or neglect

Protection from sexual exploitation and abuse

3Space staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, 3Space staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by any 3Space staff member or associated personnel to the appropriate staff member

Enabling reports

3Space will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by 3Space's Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

3Space will also accept complaints from external sources such as members of the public, partners and official bodies.

How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Focal Point [as appropriate] or line manager. If the staff member does not feel comfortable reporting to their Safeguarding Focal Point or line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be a senior manager or a member of the HR Team.

Andrew Cribb CEO – [REDACTED]

Harry Owen-Jones COO - [REDACTED]

Response

3Space will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in Associated Policies).

3Space will apply appropriate disciplinary measures to staff found in breach of policy.

3Space will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

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.

Associated policies

Code of Conduct

Anti Bullying and Harassment policy

Disclosure of Malpractice in the Workplace (Whistleblower) policy

Child Safeguarding policy

Adult Safeguarding policy

PSEA (Protection from Sexual Exploitation and Abuse by staff) policy

Complaints Policy

Procedures for reporting and response to safeguarding concerns

Procedures for safeguarding in staff recruitment

Other policies as appropriate

Glossary of Terms

Beneficiary of Assistance

Someone who directly receives goods or services from [NGO]'s programme. Note that misuse of power can also apply to the wider community that the NGO serves, and also can include exploitation by giving the perception of being in a position of power.

Child

A person below the age of 18

Harm

Psychological, physical and any other infringement of an individual's rights

Psychological harm

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

Protection from Sexual Exploitation and Abuse (PSEA)

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

Safeguarding

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes. One donor definition is as follows:

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre of all we do.

Sexual abuse

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

Survivor

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

At risk adult

Sometimes also referred to as vulnerable adult. A person 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 him or herself, or unable to protect him or herself against significant harm or exploitation.

SCHEDULE 8 – RE-TENDER COOPERATION

[This Schedule should set out any specific requirements that will be required of the Service Provider to assist with the re-tendering of the Services, in particular setting out any information/documents/data, etc. likely to be required with (where possible) dates for meeting those requirements]

ATTACHMENT 1 – SERVICE PROVIDER PROPOSAL

HARLESDEN CANALSIDE
STAGE 1 ITT - 24-01-20



XXXXXXXXXXXXXXXXXXXX
WE MADE THAT
XXXXXXXXXXXXXXXXXXXX

prd Stockdale

1.0 PROJECT TEAM

