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1. Purpose

The purpose of this policy is to protect people from any harm caused to any person due to communication or interaction with Saferworld, its staff, associated personnel (trustees, interns, sub-contractors, consultants) and partners. This includes any harm resulting from actions by staff, and/or associated personnel and partners at the organisation/initiative, and the design and implementation of Saferworld’s programmes, projects and activities by organisation. Saferworld’s integrity as an organisation is derived from the values and principles that underpin and guide our work. Providing a safe and trusted environment that safeguards our staff, partners and programme participants is a priority for Saferworld.

Saferworld recognises that imbalances of power in the humanitarian and development sector have led, and continue to lead, to many forms of exploitation and abuse. In the environment in which Saferworld works, people can experience disempowerment due to a variety of factors, including poverty and underdevelopment, conflict, exclusion and other underlying power structures. Structural inequality and systemic discrimination are some of the drivers of this disempowerment.

In these contexts, Saferworld staff are in a more powerful position compared to partner organisation staff and programme participants. This is similar when comparing partner organisation staff and programme participants themselves.

This policy has been developed to prevent **all forms of harassment, abuse and exploitation** in the context of this power imbalance, including:

- sexual exploitation, abuse and harassment
- other forms of exploitation, abuse and harassment
- discrimination
- bullying
- abuse and harm against children and vulnerable adults

The Safeguarding policy is supported by the [Code of Conduct](#) — which outlines the expectations of professional and personal behaviour all Saferworld staff and associated personnel are required to adhere to, and from an integral part of terms and conditions of employment of all staff members. staff and associated personnel are required to adhere to, and from an integral part of terms and conditions of employment of all staff members.

2. Working in different contexts and with partner organisations

- Saferworld recognises that there are inconsistencies in the understanding and establishment of safeguarding policies and practices across different contexts and partner organisations. These inconsistencies can be compounded when operating in different legal, social and cultural contexts.
- Saferworld recognises and respects local customs, laws and culture. However, these cannot be used as a justification for ignoring safeguarding principles or obligations, or supporting harmful and discriminatory practices that go against human rights and equality and non-discrimination - all of which are organisational values.
- Saferworld will support its country offices to ensure that they have safeguarding practices in line with the principles covered by this policy, including the establishment of a culture/context specific reporting mechanism.

3. Guiding principles

- Saferworld has a zero-tolerance approach to anyone who harms people in our organisation, partner organisations and the communities we work with, or put anyone and especially vulnerable adults and children, at risk of abuse, harm or exploitation.
- All forms of harm, abuse, harassment, and exploitation covered in this policy constitute gross misconduct and will result in disciplinary action, including immediate termination of employment and referral for criminal prosecution where appropriate.
- Sexual activity with children (persons under 18) is prohibited regardless of the age of consent in local laws and customs. This applies outside working hours and during staff's personal time. Mistaken belief in the age of a child is not a defence.
- Exchange of money, employment, goods or services for sex, sexual favours or any form of humiliating, degrading or exploitative behaviour is prohibited both within and outside working hours (including child sexual abuse or trafficking of human beings). This applies outside working hours and during staff's personal time, regardless of whether this is legal in the countries we work in.
- Saferworld staff and associated personnel should not engage in any form of sexual relationship with programme participants, since they are based on inherently unequal power dynamics. When staff, partners or associated personnel are part of a community Saferworld works with and have or want to have a relationship of a sexual nature with another person in the community, including programme participants, that person needs to raise this to their manager and the case should be discussed in a context and culturally sensitive matter. The issue of prevention and correction of any possible abuse of power should be at the heart of these considerations.
- Sexual relations between Saferworld employees with a clear power imbalance or between employees and staff from partner organisations are discouraged, since they could also be based on unequal power dynamics. If staff member or associated personnel engage in such a relationship, they must disclose this

to HR directly, or their line manager for appropriate guidance and this needs to be reported to human resources (HR). Failure to do so may lead to disciplinary action.

4. Saferworld's commitments and obligations

In order to fulfil the principles in this policy and implement it, Saferworld will:

- develop specific strategies to address safeguarding throughout its work and activities, through prevention, reporting and responding
- ensure all staff members and associate personnel as well as partner organisations have access to this policy, so that partner organisations are clear about Saferworld's position on safeguarding
- ensure that safe, appropriate, accessible and context-specific means of reporting safeguarding concerns are made available to staff in all country offices, partner organisation staff and to people and communities with whom we work
- investigate allegations of all types of abuse, harassment and exploitation in a confidential, timely and professional manner; ensuring that people carrying out investigations receive appropriate training and do not re-victimise survivors during the process
- provide support to staff, associated personnel or programme participants who report safeguarding concerns and/or are involved in an investigation. This support will be survivor-centred and respect the survivor's wishes and requests, as well as confidentiality and safety, as per Saferworld's GBV guidelines. This support may include medical treatment, access to justice, referral to GBV services and counselling as appropriate
- take immediate and appropriate action, including legal action, against Saferworld staff and associated personnel who have been found guilty of committing any type of abuse or harm following an investigation
- undertake internal and programmatic risk assessments to identify areas of risk, ensure risk mitigation measures are taken and design and undertake all its programmes and activities in a way that protects people from these risks or any harm that may arise from their coming into contact with Saferworld
- work with statutory, regulatory and other relevant organisations to ensure the safeguarding concerns are responded to appropriately.

5. Reporting safeguarding concerns

Saferworld will provide an environment where staff and associated personnel, partner organisation staff and/or anyone in contact with programmes or activities feels free and safe to report Safeguarding concerns, with the assurance that they will be handled confidentially, sensitively and seriously.

The following procedure outlines the reporting principles as well as how to make a report **if you suspect or know** that malpractice or violations of Saferworld's Safeguarding policy have taken place or are likely to take place. There will be a separate Reporting Procedure Guidance with detailed supporting information and contacts that you can approach for Safeguarding related queries.

Guiding Principles

- All staff and associated personnel must report actual or suspicious safeguarding concerns within a reasonable timeframe that does not result in further harm. If an incident is not reported, steps outlined in the [disciplinary policy](#) will be taken. This 'mandatory reporting' principle applies to any type of harm that classifies as a 'serious incidences' covered by this and annexed policies. These reports need to be made as soon as possible. A 'serious incident' includes:
 - Physical and sexual violence
 - Any form of exploitation
 - Sexual harassment
 - Any form of harm towards a child or vulnerable adult

- Widespread and normalised culture of bullying and harassment
- Systemic discrimination
- Should a **victim/survivor** not want to report a safeguarding incident, they can be directed to a Safeguarding Focal Point who do not hold mandatory reporting duties. The Safeguarding focal points can provide emotional support, and provide information on the investigation and reporting process. In the circumstances when a victim/survivor does not want to report an incident, it may be more appropriate to raise this concern through [Saferworld's Whistleblowing Policy](#).
- All safeguarding reports raised in good faith will be taken seriously and handled in a confidential, timely and fair manner.
- Anyone raising concerns under this policy is **protected from any form of victimisation or other forms of detrimental treatment**, provided that the concerns have been raised in good faith. However, if an employee knowingly and wilfully reports false or malicious information regarding another employee, such false reports will lead to disciplinary action.
- **Anonymous reports** of actual or suspicious safeguarding concerns will be received and investigated with the same principles, standards and procedures as all safeguarding concerns. If a victim/survivor does not want a complaint to be raised, you can consider suggesting this option or even reporting the concern without disclosing their details. However, please note that anonymous complaints are harder to investigate and to take appropriate action, however investigations will still occur and measures beyond individual accountability will be considered.
- Sensitive information related to safeguarding incidents shall only be shared with enforcement authorities if the victim/GBV survivor asks and consents to this. **Cases against children will always be reported**, according to the Child Protection and Vulnerable Adults Policy (Annex II).
- Some victim/survivors may face additional barriers in reporting safeguarding incidences/concerns due to their identity (sex, sexual orientation, gender identity, race, religion, tribes/ethnicity, disability, neurodiversity, etc). These barriers will be explored and addressed when receiving and dealing with a safeguarding concern.

Who can report a safeguarding concern or incident?

Anyone should be able to find information on how to report a Safeguarding concern on Saferworld's website and at Saferworld's offices. Particularly, Saferworld's staff members, associated personnel, staff from Saferworld's partner organisations and programme participants including local community members who are working with Saferworld, should be able to find accessible information on how to report such a concern or incident.

How to report a safeguarding concern or incident?

- You can raise a concern via email safeguarding@saferworld.org.uk. This email inbox is monitored by the Head of People and the Safeguarding Coordinator.
- You can raise any concerns with **Saferworld's** country representatives/heads of office/heads of teams, **or a designated HR focal point** in the team or country you work. These reports will be referred to the Head of People.
- You can report a concern **directly to Head of People** at vmowen@saferworld.org.uk
- If the concern involves any of the individuals above, then you can report your concern to the **Executive Director**, at pmurphy@saferworld.org.uk or the designated Safeguarding Board Lead at safeguarding.trustee@saferworld.org.uk. This Trustee can also be contacted if you feel that a case has been raised but not acted upon.
- If you are worried about the report or feel uncomfortable to report to any of the above, you can also report a concern (in English) **via an independent response phone line which operates 24/7**. Your report will be passed on to the Safeguarding Coordinator, the Head of People and Saferworld's Head of Programme Support & Senior Gender Adviser, unless the concern relates to either of these

positions, then it will be passed to the Executive Director of Safeguarding Board Lead. The number is **+44 203 951 7511**.

To make an anonymous report you can

- Use the 24/7 independent response phone line and indicate you want to remain anonymous. The number is **+44 203 951 7511**
- Complete the form in our website at <https://www.saferworld.org.uk/en/safeguarding>. [This form is available in Arabic, Russian and English.](#)

Saferworld's safeguarding focal points

If you are not sure how to raise your concern, you can speak to the safeguarding focal point. The safeguarding focal points are people in-country who will provide survivor-centred support to staff, partner organisation staff and programme participants who raise a GBV/safeguarding concern, and/or provide them with the support they request. A list of the in-country safeguarding focal points is in Annex 1.

6. Responding to safeguarding concerns

When a concern or incident has been reported, Saferworld will:

- Follow-up safeguarding reports according to policy and procedure, and legal and statutory obligations. This may include steps outlined in the Child Protection and Vulnerable Adult Policy (Annex II), reporting requirements of donors, or if it is considered a 'serious incident' we must follow steps to report the incident to appropriate regulators/ (e.g. Charity Commission). To determine if an incident is considered 'serious', please refer to the serious incident document.
- Provide support to staff, associated personnel or programme participants reporting a Safeguarding concern. This support will be survivor-centred and will respect the survivor's wishes and requests, as well as confidentiality and safety. Support provided to the survivor/victim may include medical treatment, access to justice, referral to GBV services and counselling as appropriate. Support will also be provided to the alleged perpetrator of the reported incident throughout the investigation process.
- Should the safeguarding incident be reported by a third party who suspects or has witnessed a safeguarding incident, steps will be taken to determine the wishes and feelings of the victim/survivor at the start of an investigation.
- Take actions to protect all staff and programme participants, as well as survivors and witnesses, retaliation and re-victimisation related to Safeguarding investigations and repercussions.
- Identify if in addition to a safeguarding concern, the reported incident is considered or is part of a crisis event. If this is the case, take steps laid out in Saferworld's Crisis Management Plan.
- Take immediate and appropriate action, including legal action when safe and appropriate, against Saferworld staff and associated personnel found in breach of policy.
- Take actions to learn from safeguarding reports and investigations and mitigate any additional or repeated safeguarding concerns. This can be done by reflecting on investigations, disclosures, and survivor/victim/alleged perpetrator experiences to make changes to practices, procedures or policies.

Annex I: Safeguarding focal points

Safeguarding / GBV Focal Points listed below by country/region:

Country/Region	Name	Email
Uganda	Joyce Baker Nabwire	jbnabwire@saferworld.org.uk
Central Asia	Meerim Kurbanova	mkurbanova@saferworld.org.uk
Myanmar	Naw Anthea	nawanthea@saferworld.org.uk
Sudan	Hanan Khalil	hkhalil@saferworld.org.uk
Kenya	Cecelia Juma	cjuma@saferworld.org.uk
Somalia/land	Maryan Abdi Khalif	mkhalif@saferworld.org.uk
South Sudan	Lona Elia Morgan	lmorgan@csrf-southsudan.org
London	Julia Poch	jpoch@saferworld.org.uk
Yemen	Doa'a Talaat	dtalaat@saferworld.org.uk
USA	Ryan Brenner	rbrenner@saferworld.org.uk

Annex II: Definitions and types of abuse and harm covered by the policy

- **Abuse** is an act or behaviour that causes harm to an individual or group of people by a person or group who is in a position of power or authority. **Sexual abuse** is defined as the actual or threat of physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions.
- **Harm:** Psychological, physical and any other infringement of an individual's rights.
- **Bullying and harassment:** behaviour that causes offence or insults, demoralises, humiliates, undermines, threatens, frightens or injures another person. Harassment is legally a form of discrimination and includes behaviour that is offensive, frightening or which causes distress. Harassment may be related to any personal characteristic including sex, sexual orientation, race, religion, religious belief or disability, and may be persistent or an isolated incident.
- **Sexual harassment** is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes any unwelcome sexual advance, request for sexual favour, verbal or physical conduct, comment or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another.

Sexual harassment may occur when it is made a condition of employment or creates an intimidating, hostile or offensive environment. It can include a one-off incident or a series of incidents. It may be deliberate, unsolicited and coercive.

- **Sexual exploitation** is defined as the abuse of a position of vulnerability, differential power or trust, for sexual purposes. This includes profiting personally, monetarily, socially or politically from the sexual exploitation of another person.
- **Gender-based violence (GBV)** is a term for any harmful act that is perpetrated against a person's will and that is based on socially ascribed differences between men and women. It includes acts that inflict physical, sexual or mental harm or suffering, threats of such acts, coercion and other deprivations of liberty.

Sexual harassment and sexual exploitation and abuse are forms of GBV. As part of our programmes, Saferworld staff also encounter GBV cases between members of the communities we work with (such as domestic violence). The main difference between a GBV case in the community and a safeguarding case that involves a form of GBV is the identity of the alleged perpetrator. If the alleged perpetrator is a member of staff or associated personnel, then it is a safeguarding case and this policy and procedures apply. For guidance about how to deal with GBV cases in the community, please refer to [Saferworld's GBV Guidelines](#).

Annex III: Safeguarding reporting form

This form is aimed at facilitating staff and associated personnel in reporting a safeguarding concern. It is not mandatory and anyone can make a report using or not using this form. If the survivor wishes to **remain anonymous, do not fill out the section** of this form with the details of the person raising concern/alleged victim. Please save this report securely and send it to one of the reporting emails.

Safeguarding reporting form
Your details
Name
Your role / relationship to Saferworld (employee, intern, volunteer, trustee, programme participant, partner staff, others)
Contact details, including phone and e-mail
Details of the incident
Date of the incident
Country and location of the incident
How did you become aware of the incident? (It happened to you / you witnessed it / someone told you)
Name of person allegedly violating safeguarding policy
Details of the incident / your concern
Were there witnesses? Name/ Age (if applicable in the case of under 18s) / Contact details