

Document title:	Safeguarding policy and procedures This is an external version of the policy to be shared with Saferworld partner organisations.
Version:	V 1.2
Date approved	March 2020
Approved by	Director of Policy and Communications and Director of International Programmes (Members of the Executive Management Team)
Next review	30 August 2020

Table of contents

1. Purpose	1
2. Working in different contexts and with partner organisations	2
3. Guiding principles.....	2
4. Saferworld’s commitments and obligations	2
5. Reporting safeguarding concerns.....	3
6. Responding to safeguarding concerns	4
Annex I Safeguarding focal points.....	5
Annex II Definitions and types of abuse and harm covered by the policy	6
Annex III Safeguarding reporting form.....	7

1. Purpose

The purpose of this policy is to protect people – particularly women and children, and other adults at-risk, including Saferworld staff, volunteers, interns and all other programme participants, from potential harm that may be caused by and/or due to contact with Saferworld and our partners. This includes harm arising from:

- the conduct of staff and personnel associated with Saferworld
- the design and implementation of Saferworld’s programmes and activities

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, conflict and underlying power structures. Gender inequality and discrimination against women, children or vulnerable adults 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
- harassment and bullying in the workplace

- abuse and harm against children and vulnerable adults

The safeguarding policy is supported by the Code of Conduct for non-staff - which outlines the expectations of professional and personal behaviour all Saferworld staff and associated personnel are required to adhere to.

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 and its partner organisations 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 puts anyone and especially vulnerable adults and children, at risk of abuse, harm or exploitation.
- Sexual activities with children (persons under 18) are 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 other forms of humiliating, degrading or exploitative behaviour is prohibited (including prostitution, child sexual abuse or trafficking of human beings).
- 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. Sexual relations between Saferworld employees or between employees and staff from partner organisations are strongly discouraged, since they could also be based on unequal power dynamics. Such relationships undermine the credibility of Saferworld's work.

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

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.

Guiding principles

- All staff and associated personnel must report actual or suspicious safeguarding concerns. This 'mandatory reporting' principle applies to all types of abuse and forms of harassment covered by this and annexed policies.
- 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 will be received and investigated with the same principles, standards and procedures as others. If a victim/survivor does not want a report to be raised, you can consider suggesting this option or even reporting the concern without disclosing their details. However, please note that anonymous reports 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.

Who can report a safeguarding concern or incident?

Saferworld's staff members, associated personnel, staff from Saferworld's partner organisations and programme participants, including local community members Saferworld is working with, and members of the public can all report a safeguarding concern or incident.

How to report a safeguarding concern or incident?

- You can raise a concern via email safeguarding@saferworld.org.uk . This email is received by the Director of International Programmes and the Head of People and Culture.
- You can report a concern directly to the **Head of People and Culture** at vmowen@saferworld.org.uk
- If the concern involves any of the staff members above, then you can report your concern to the **Executive Director**, Paul Murphy at pmurphy@saferworld.org.uk or the designated Safeguarding Trustee 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.

- You can raise any concerns with **Saferworld's Country Manager/Country Director, or a designated HR focal point** in the country you work. These reports will be referred to the Head of People and Culture.
- 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 Head of People and Culture or/and the Director of International Programmes. The number is **+44 (0) 203 951 7511**.
- If you want to speak to someone or you have specific requests, please make this clear when you make the report so that the appropriate arrangements can be made.
- Reports can be made either directly from you or by someone acting on your behalf.

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 (0) 203 951 7511**
- complete the form on our website at <https://www.saferworld.org.uk/en/safeguarding>
- use a suggestion box that will be available in each country office.

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
- 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. A description of the investigation procedure can be shared at a request
- provide support to staff, associated personnel, programme participants or partner staff, reporting a safeguarding concern. This support will be **survivor-centred and respect the survivor's wishes and requests**, as well as confidentiality and safety, and may include medical treatment, access to justice, referral to GBV services and counselling as appropriate.
- take adequate actions to protect survivors and witnesses from retaliation and re-victimisation related to safeguarding investigations and repercussions.
- take immediate and appropriate action, including legal action, against Saferworld staff and associated personnel found in breach policy

Annex I: Safeguarding focal points

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

Name	Country/Region	Email
Zahbia Yusuf	London, Brussels & US	zyousuf@saferworld.org.uk
Diana Trimino	London, Brussels & US	dtrimino@saferworld.org.uk
Racheal Wanyana	Uganda and South Sudan	rwanyana@saferworld.org.uk
Wala Ali	Sudan and Yemen	wali@saferworld.org.uk
Maryam Abdi	Somalia	maryam@saferworld.org.uk
Hellen Muchunu	Kenya	hmuchunu@saferworld.org.uk
Shamsiya Rakhimshoeva	Tajikistan	rshamsiya@saferworld.org.uk
Meerim Kurbanova	Kyrgyzstan	mkurbanova@saferworld.org.uk
Naw Anthea	Myanmar	nawanthea@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	