

# TRANSAID – SAFEGUARDING POLICY

## Introduction

Transaid recognises that children and vulnerable groups are an integral part of all communities in which it works and as such, safeguarding is an important consideration in all of its work.

Transaid's safeguarding policy is based on the UN Convention of the Rights of a Child (1989) and the standards developed by the INGO's 'Keeping Children Safe Coalition': It has been added to by Transaid to include all vulnerable groups for the sake of this policy.

- All children and vulnerable groups have equal rights to protection from abuse and exploitation
- All children and vulnerable groups should be encouraged to fulfil their potential and inequalities should be challenged
- Everybody has a responsibility to support the care and protection of children and vulnerable groups.
- NGOs have a duty of care to children and vulnerable groups with whom they work and with whom their representatives work
- If agencies work through partners they have a responsibility to meet minimum standards of protection for the children and vulnerable groups in their partners' programmes

For the purpose of this policy, Transaid wishes to make it clear that abuse is never acceptable and includes (but is not limited to) the following:

- Hitting or other physical assault
- Behaving physically in a manner which is sexually provocative and engaging in sexual activity with anyone under the aged of 18 regardless of the current practice in a different country
- Using language, making suggestions or offering advice which is inappropriate, offensive or abusive
- Spending excessive time alone with children and vulnerable people away from others
- Acting in ways intended to shame, humiliate, degrade another or any other form of emotional abuse

## Policy Aim

This policy sets out Transaid's requirements with regard to ensuring appropriate safeguarding of children and vulnerable groups with a focus on the communities we aim to support. Transaid is committed to the safeguarding of all staff, volunteers, consultants, staff seconded from other organisations and trustees of Transaid.

## **Application**

This policy applies to all staff, volunteers, consultants, staff seconded from other organisations and trustees of Transaid as well as being part of required agreements between Transaid and its partner organisations. It is expected that all will be committed to safeguarding anyone they are in contact with.

## **Practicalities**

### *Recruitment*

Recruitment References are taken out for all new staff, consultants, volunteers and staff seconded from other organisations before any confirmation of appointment is made. In addition to questions about specific skills required for a role, the referee is also asked to comment on conduct, behaviour and whether disciplinary action has been taken.

### *Code of Conduct and Transaid policies*

All Transaid staff, volunteers, consultants, staff seconded from other organisations and trustees are required to sign and abide by the organisations Code of Conduct and all applicable policies.

### *Photographs and Film*

Transaid requires that written and verbal consent is gained before images/footage/interviews of children and others are gathered. Transaid requires that written consent is gained from a parent or guardian for any images/footage/interviews gathered of children that will be used in the public domain, including on social media.

## **Raising Concerns**

Any person who has concerns about the behaviour of Transaid's staff, volunteers, consultants, trustees, partner organisations, staff seconded from other organisations are required to report it immediately via a senior manager in the organisation. If the concern is about the line manager then the next person in the line management hierarchy must be alerted. All information relating to the concerns raised must be kept confidential to the person raising the concern, to the person who this has been reported and any person involved in an investigation.

Transaid has a nominated Safeguarding Officer who oversees the implementation of this policy and who can be contacted to raise any concerns. The current Safeguarding Officer is the head of programmes.

All claims will be fully investigated and will involve the Safeguarding Officer, specialist HR and/or child protection personnel to ensure it is undertaken in the most sensitive and appropriate manner. Please see Transaid's Disciplinary and Grievance procedure for more information.



In addition to undertaking an investigation Transaid will also consider the most appropriate support/action it might offer the child or person who may have been affected (e.g. medical and counselling support, special protection).

If an individual has concerns about the repercussions of reporting a protection issue, Transaid also has a Whistle Blowing policy that allows for anonymity in raising concerns.

### **Working with Partner Organisations Before entering into any partnership agreement**

Before working with a partner Transaid will undertake due diligence checks and will consider whether the organisation has its own safeguarding policy, its recruitment practices, management approach to implementing projects with communities which may include children and vulnerable groups, and how it deals with issues of misconduct and raising complaints.