

**HAY2TIMBUKTU**

## **Safeguarding Policy**

Approved by the Trustees on 23 August 2021

## **Safeguarding Policy**

### **1. Purpose**

The purpose of this policy is to protect all people, particularly women, girls, boys and at-risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with Hay2Timbuktu (H2T). This includes harm arising from:

- The conduct of staff or personnel associated with H2T
- The design and implementation of H2T's programmes and activities

The policy lays out the commitments made by H2T and informs trustees and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover safeguarding concerns in the wider community not perpetrated by H2T or associated personnel.

### **2. 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 the international development sector, we understand it to mean protecting people, particularly women, girls, boys and at-risk adults, from harm that arises from coming into contact with Trustees, staff, associated personnel or programmes.

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

### **3. Scope**

- All Trustees and staff contracted by H2T
- Associated personnel whilst engaged with work or visits related to H2T, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians.

### **4. Policy Statement**

H2T believes that everyone we come into contact with, regardless of sex, age, gender reassignment, disability, sexual orientation, race, religion or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. H2T will not tolerate abuse and exploitation by Trustees, staff or associated personnel.

H2T commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## **5. Prevention**

H2T responsibilities

H2T will:

- Ensure all Trustees 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 H2T. 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 Trustees, staff and associated personnel.
- Ensure Trustees 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

All H2T Trustees, staff, associated personnel, grant recipients and partners are prohibited from engaging in the following harmful behaviour, including but not limited to:

- Any behaviour or activity that could amount to sexual exploitation and abuse.
- Sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- Any other activity that is intended to cause physical or emotional harm, humiliation or exploitation to any individual.
- Any activity, practice or behaviour that suggests Trustees, staff, grant recipients or partners have abused their position of power and are engaging with any individual based on inherently unequal power dynamics.
- Sexual relationships between Trustees, staff, grant recipients, partners and any individuals that are based on unequal power dynamics are strongly discouraged since they may undermine the credibility and integrity of the work of H2T. Any such relationships must be disclosed to the Chair who will consider what action is necessary in the circumstances.

## **6. Reporting**

H2T will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to Trustees, staff and the communities we work with.

Any person reporting concerns or complaints will be protected by H2T's Whistleblowing Policy.

H2T will also accept complaints from external sources such as members of the public, partners and official bodies.

Those who have a complaint or concern relating to safeguarding should report it immediately to the Safeguarding Trustee. If the complainant does not feel comfortable reporting to the Safeguarding Trustee (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 it to the Compliance Trustee, who is designated to oversee compliance with the Whistleblowing Policy.

## **7. Response**

H2T will follow up safeguarding reports and concerns according to legal and statutory obligations. All reports and concerns will be considered carefully by the board and appropriate steps agreed taking into account the nature of the report or concern. These steps may include a formal internal investigation.

H2T will apply appropriate disciplinary measures to individuals found in breach of policy.

H2T will offer support to survivors of harm caused by Trustees, 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. Where the survivor is a child or otherwise unable to make decisions, support will be provided through an appropriate guardian or carer.

## **8. 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.

## **9. Glossary of Terms**

### *Beneficiary of Assistance*

Someone who directly receives goods or services from H2T's programme. Note that misuse of power can also apply to the wider community that the H2T 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. This includes bullying.

### *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<sup>3</sup>

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 Trustees, 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, Trustees 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 a 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 a 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.