

# REDR UK SAFEGUARDING POLICY

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## Introduction

RedR UK is committed to safeguarding the wellbeing of all. It is the responsibility of each one of us to prevent the physical, sexual, emotional abuse, exploitation and neglect of every member of our community and the communities that RedR UK serve. We all have a responsibility to prevent the abuse of the most vulnerable among us, including children, young people, and adults at risk. The welfare of these individuals is paramount. All children and adults at risk without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or belief.

All RedR UK employees, consultants, trustees, volunteers, interns, members and associates are responsible for maintaining a professional role with children and adults at risk, which means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship.

The purpose of this policy is to

1. Establish and regulate how we provide safeguarding in all aspects of our work and ensure that we follow Do No Harm practices.
2. Ensure that RedR UK activities are implemented in a safe and protective environment, and to create an environment where abuse, violence and exploitation against children and adults at risk are effectively prevented as far as reasonably possible. If abuse is identified, it is responded to and investigated swiftly and thoroughly.

This policy outlines the behaviors that RedR UK expects from all RedR UK employees, consultants, trustees, volunteers, interns, members and associates with regards to working with or in the proximity of children and/or adults at risk.

All the will be made aware of this policy and what they should do if they have any concerns.

## Scope

The RedR UK Safeguarding Policy applies to all RedR UK employees, consultants, trustees, volunteers, interns, members and associates. For the purposes of this policy, these groups will collectively be known as RedR UK Representatives.

This policy is a minimum global standard for all RedR UK representatives during the entirety of their time at RedR UK. This policy must be complied with by all RedR UK Representatives, and disciplinary action may be taken by RedR UK for breaches of this policy. This commitment will be evidenced through signing of the RedR UK Code of Conduct.

## Our Vision

A world in which sufficient competent and committed personnel are available and responding to humanitarian needs.

## Our Mission

We build the knowledge and skills of individuals and organisations for more effective humanitarian action.

As part of our vision and mission, RedR is committed to safeguarding staff, children and vulnerable populations irrespective of ability, ethnicity, faith, gender, sexuality, and culture.

RedR subscribes to the safeguarding concept that moves beyond focusing exclusively on child protection. As NCVO (National Council for Voluntary Organisations) has outlined:

“Whereas in the past, the concept of safeguarding was used primarily in relation to children and vulnerable adults, best practice these days is to think about how we safeguard everyone in our organisations at all times. Everyone who works for us and everyone we encounter could be vulnerable at some point or in some situations. Real safeguarding needs to recognise this reality and account for these situations.

Safeguarding means protecting people in our organisation or people we encounter from inappropriate behaviour as well as from abuse or financial harm. This means we must think about recruitment, supervision and support in everything we do. We also must ensure that beneficiaries, staff and volunteers feel able to raise any concerns or complaints.

It is acknowledged that for the majority of RedR UK Representatives, there will be no direct contact with children during their duties. However, it is still important to have a focus on child protection as part of the policy due to their potential vulnerability.

## Definitions

The following definitions are followed within this policy:

1. In line with the UNCRC, for the purposes of this policy, **a Child** is defined as any person under the age of 18 years.
2. **Safeguarding.** Actions taken to protect somebody from harm or an undesirable situation.
3. **Child abuse** is defined as all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child and includes any actions that result in actual or potential harm to a child. It is imperative that all staff are aware of child abuse and safeguarding and understand the working definitions of abuse. Child abuse may be a deliberate act, or it may be failing to act to prevent harm. Child abuse consists of anything which individuals, institutions or processes do, or fail to do, intentionally or unintentionally, which harms a child, or damages their prospect of safe and healthy development into adulthood.
4. **Adults at risk/Vulnerable adults** is defined in this policy as somebody over the age of 18, and who identify themselves as unable to take care of themselves or protect themselves from harm or exploitation, or for whom at least one of the following apply;
  - Recently experienced a traumatic event
  - Suffering from serious physical or learning disabilities
  - Suffers from sensory impairment

5. **Child protection** is defined in this policy as the responsibilities and preventative and responsive measures and activities that RedR undertakes to protect children ensuring that no Child is subject to Child abuse because of their association with us, their contact with RedR Associates and Visitors and/or their participation in any RedR activity, including our projects and programmes.

6. **RedR Staff/Employee** refers to individuals who receive a regular salary for work in any part of RedR, including all Country Offices, Field offices, Headquarters and any other location where RedR operates.

7. **RedR Associates and Consultants** refers to a range of paid individuals who have committed to work with or support RedR on an ad-hoc basis.

8. **RedR Member** refers to a humanitarian professional that has joined the RedR membership scheme.

9. **RedR Volunteers/Interns** refers to a range of un-paid individuals who have committed to work with or support RedR.

10. **RedR Trustees** refers to board members who have overall legal responsibility for the charity.

11. **RedR UK Representative** refers to the collective term for all RedR UK employees, consultants, trustees, interns, volunteers, members and associates.

## Bond Safeguarding Principles

In relationship to the wider definition of Safeguarding, RedR adheres to the Bond safeguarding principles.

1. Ensuring that the culture within our organisations provides a safe and trusted environment that encourages those affected to come forward and report incidents
2. Assuring the regulatory bodies that they have full disclosure of all safeguarding concerns at the earliest opportunity
3. Sharing with the regulatory bodies the safeguarding policies and practices already in place, as well as how incidents and allegations are handled when they arise
4. Where not done already, sharing the details of any incidents with the regulatory bodies
5. Increasing investment and resources towards safeguarding and protecting the most vulnerable
6. Ensuring that the highest safeguarding standards are applied throughout our programmes and that best practice is shared across the sector
7. Carrying out work, which is already underway in collaboration with DFID, the Charity Commission and global bodies, to explore a system of passporting, registration or accreditation of humanitarian and development practitioners which will be accelerated under the leadership of UK NGOs in the hope that it may influence the practice and standards of the global aid community"

## Safeguarding Management

Safeguarding leadership is everybody's business. All leadership staff will be provided with safeguarding training and will be responsible for championing safeguarding within the organization. Managers will also

ensure that all new employees and consultants receive a copy of the Safeguarding Policy and sign the Code of conduct prior to beginning employment. They will also ensure that any visitors adhere to the safeguarding policies.

By adhering to these principles, we can ensure that safeguarding is held at the center of all we do and embedded at all levels of the organization.

The CEO and Senior Management team of RedR are responsible for the implementation of this policy and ensuring that all employees, consultants, interns and volunteers receive the appropriate level of safeguarding training.

## **Do No Harm Approach**

As part of its safeguarding procedures, RedR is committed to adopting a Do No Harm approach in its programming and will ensure that:

1. The operating context including political dynamics, gender norms and social norms are understood
2. The programme adheres to international best practice on effective and ethical development practice

Through the Do No Harm approach, programmes will seek to avoid negative impacts and maximise positive impacts of their interventions.

## **Risk Assessment**

RedR UK Programmes will conduct safeguarding risk assessments in all areas of work.

In relationship to children and at-risk adults/vulnerable adults, the key elements of risk assessments will be:

1. Establishing the context, scope and setting where the work is being conducted
2. Identifying the potential impact on or contact with children or vulnerable adults
3. Identifying and analyzing the potential risks of that impact or contact
4. Evaluating the risks in terms of likelihood and the seriousness of impact
5. Implementing strategies to minimise or prevent risk
6. Reviewing and revising risks and preventative measures
7. Communicating and consulting the risks and preventative measures

## **Minimising and Addressing Risks.**

The types of risks that RedR faces may vary according to the context. Strategies to prevent or minimise risk will include:

1. Ensure that safeguarding is embedded within RedR UK's organisational culture
2. Clear roles and responsibilities in relationship to safeguarding are established at all programming levels

3. Capacity building and training on safeguarding is delivered to all staff.

RedR is committed to ensuring that activities do not put RedR UK Representatives, vulnerable populations and children at risk, and will put measures into place to mitigate this risk. These measures include safe recruitment, code of conduct, training, safe programme design, embedding of safeguarding at all levels of the organisation, clear reporting structures and regular review and follow-up.

## Safe Recruitment

RedR has developed robust procedures to ensure that safeguarding is at the heart of all recruitment for staff, volunteers, members and associates. Recruitment and selection guidelines integrate safeguarding considerations into all stages of the process. These stages include:

**Person Profile/Job Description:** RedR will ensure that the skills and knowledge required to work safely are included in within the person profile and/or job descriptions.

**Proof of Identification/Qualifications:** Candidates for selection will be required to verify their identity as well as qualifications.

**Reference checks:** For all members and associates, thorough reference checks will be undertaken prior to their engagement with RedR UK, and at least one question on Safeguarding will be asked

**Police Checks/Disclosure & Barring Service checks:** Any representative of RedR UK, who as part of their duties is likely to have the opportunity for unsupervised contact with children and/or vulnerable and at-risk adults, will be required to undergo a police check or apply for a disclosure certificate.

**Code of Conduct:** All candidates must sign the Code of Conduct.

**Probationary Period:** For employees, during the probationary period, they will be monitored for any safeguarding concerns.

**Induction:** All candidates will be briefed and oriented to the Safeguarding Policy.

## Education/Training

For RedR to meet its commitments to safeguarding, it is essential that everyone associated with the organisation have clear education and training. All staff, trustees, consultants, interns, volunteers, members and associates will:

1. Be provided with the Safeguarding Policy on induction. They will be required confirm that they have read and understood the policy by signing the RedR UK Code of Conduct.
2. Have orientation on safeguarding when they begin work.
3. Be made aware of the safeguarding leads and how to reach them in the event of a question or concern.
4. Safeguarding leads and management will have specialised safeguarding training relevant to their roles and responsibilities.

## Safe Programme Design

Safeguarding must be considered at every stage of programme development and implementation. Staff and consultants who work directly or are in contact with children must be supervised on a regular basis and safeguarding will be reviewed regularly throughout the programme cycle.

## Communications Guidelines

RedR's safeguarding policy is a publicly available document. All RedR UK Representatives, and other stakeholders will be made aware of this policy and how to raise a concern.

RedR UK will work with the Communications Department to ensure that all media and communication:

1. Is respectful of the Safeguarding Policy
2. Keeps the safety and dignity of all RedR UK Representatives and programme recipients as paramount
3. Photographs or communications material will only be obtained with the permission of the subject and any pictures or videos will be strictly for professional use. Use of child photos, images and other likenesses of children and vulnerable adults that could compromise their care and protection will not be made available through any form of communication media, without proper protection and understanding of their use. This will be overseen by the Fundraising & Communications Director.

## Online Protection

RedR will ensure that staff have education and awareness around the appropriate use of technology including the internet, mobile phones and social media in relationship to safeguarding. All RedR UK staff must adhere to RedR UK's IT and internet usage policy within the staff handbooks.

## Reporting & Responding to Concerns

All RedR UK representatives should be alert to signs that may suggest a child or vulnerable adult needs help. RedR UK is obligated to respond to all concerns seriously and report all allegations to local authorities and other bodies that will protect the child or vulnerable adult's interest. Failure to do so may result in a child or vulnerable adult continuing to be abused, and on occasions even the death of a child or vulnerable adult. All concerns and reports should be included in the RedR UK safeguarding incident Reporting Form, which can be found at the end of this policy. All reports should be forwarded to one of the RedR UK Safeguarding Leads as soon as possible after the concern was identified. The Safeguarding Leads will identify how the report should be managed systematically in line with the safeguarding policy.

The Safeguarding Leads, along with management, will gather evidence and interview relevant parties to establish the probable facts. Local contacts with child protection agencies and law enforcement will be identified in advance to enable referrals to outside agencies when needed. Any decision to refer a concern to an outside agency will be made within the legal framework of the country, and RedR will only do so once it can be certain that referring the concern will not negatively impact the victim.

## Confidentiality

Safety is paramount, and, therefore, confidentiality must be protected at all stages. Identifying information about the persons involved will be shared on a 'need to know' basis only. As referred to in RedR's whistle-blowing policy, all disclosures will be treated in confidence. Any RedR staff that raise safeguarding concerns will be protected as far as possible from victimisation or any other detrimental treatment if they come forward with serious concerns, if they have followed the whistle-blowing procedure, and if concerns are raised in good faith.

The subject of the complaint (alleged perpetrator) and all witnesses must cooperate fully and openly with internal and statutory investigations and hearings. Their confidentiality will be protected and information, which could identify them, will be shared on a 'need to know' basis only.

RedR will take strong action against anyone who knowingly broadcasts confidential information about the case.

## Disciplinary Action

Where concerns exist about the conduct of RedR UK Representatives in relation to abuse of children or at-risk/vulnerable adults, and/or where there has been a breach of the Safeguarding Policy, this will be investigated under this policy by consideration of referral to statutory authorities for criminal investigation under the law of the country in which they work; and/or by RedR in accordance with disciplinary procedures. This may result in disciplinary action and/or referral to the appropriate law enforcement agency.

Be aware that if a legitimate concern about suspected safeguarding is raised, which proves to be unfounded on investigation, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of false and malicious safeguarding accusations.

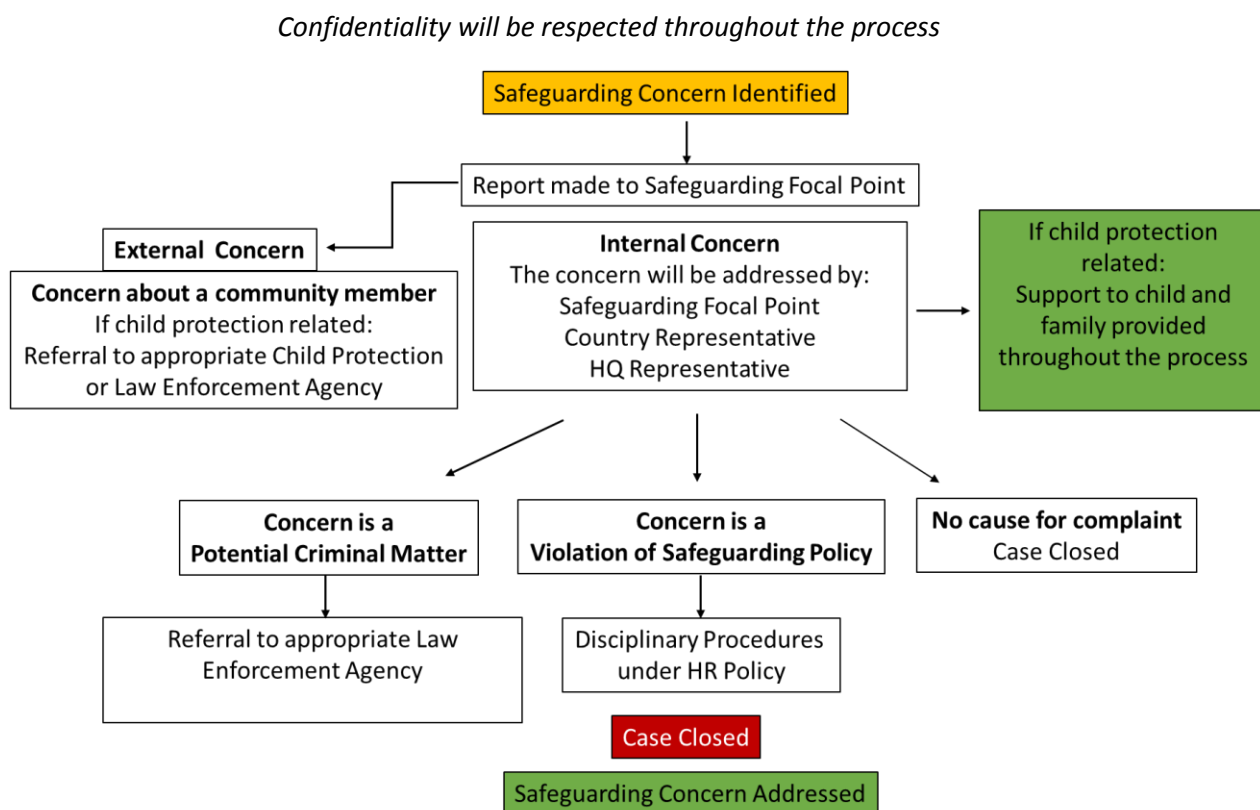
For RedR UK representatives, abuses to children or at-risk/vulnerable adults while carrying out their duties for RedR UK will be considered as gross misconduct and could potentially mean automatic dismissal for employees, or immediate termination of contract for consultants, members and associates.

Even if the abuses have occurred outside of the course of their RedR UK duties, this could still be deemed to be gross misconduct, as it is likely that their actions could bring RedR UK into disrepute.

Once a safeguarding incident is closed, RedR UK will then make recommendations on improving the policies and practices that may have enabled the breach of safeguarding to occur, as well as on how to rebuild community trust, and on what help should be provided to minimise the harm to victims.



## Reporting Process Flowchart



## Safeguarding Leads

Martin McCann (RedR CEO) [Martin.McCann@redr.org.uk](mailto:Martin.McCann@redr.org.uk)

Charlie Dalrymple (Programmes Director) [Charlie.Dalrymple@redr.org.uk](mailto:Charlie.Dalrymple@redr.org.uk)

Tanya Bukvic (Director of Fundraising & Communications) [Tanya.Bukvic@redr.org.uk](mailto:Tanya.Bukvic@redr.org.uk)

Paul Orme (Director of Finance & Resources) [Paul.Orme@redr.org.uk](mailto:Paul.Orme@redr.org.uk)

The Safeguarding leads will take on responsibility for;

- Ensuring the policy is being put into practice
- Being the first point of contact for safeguarding issues

- Keeping a record of any concern(s) expressed about safeguarding issues
- Where necessary, taking further steps, such as referring concerns to other agencies
- Bringing any child and vulnerable adult abuse concerns to the notice of the CEO and the board of trustees
- Ensuring that employees, interns and volunteers are given appropriate training, support and supervision on safeguarding.
- Ensuring that everyone involved within the organization is aware of the identity of the safeguarding representatives.

### Implementation & Review

All staff have a responsibility to ensure that the safeguarding policy is implemented. Headquarters and each country office will conduct a safeguarding self-assessment annually and will then develop a plan of action to address any gaps. The monitoring of adherence to this policy is made through the mandatory tracking of safeguarding concerns.

RedR commits to completing a Self-Audit tool and revising the policy every 2 years to ensure compliance with international standards and updated legislation as well as considering lessons learnt.

### Associated Policies

The safeguarding policy works together with the following RedR UK policies

- RedR UK Code of Conduct
- RedR UK Whistleblowing policy
- RedR UK Anti-Bullying & Harassment policy.

# REDR UK SAFEGUARDING REPORTING FORM

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## Part One: About You

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Name:

Your role:

Details of any other organization involved:

Your relationship to the child or vulnerable adult concerned:

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## Part Two: About the Child/Vulnerable Adult

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Name(s)

Male/Female:

Age:

Address (if known):

Whom does the person live with?

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## Part Three: About your concern

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How did you come to have a concern: Was abuse or policy non-compliance observed or suspected? Was an allegation made? Did a child or vulnerable adult disclose abuse?

Date, time and place of any incident(s) reported to you:

Nature of concern/allegation:

Observations made by you (e.g. victim's emotional state, any physical evidence)

Write Down exactly what the victim making the report said, and what you said (or another informant said):  
Continue a separate piece of paper if necessary.

Any other relevant information (E.g. disability? Language?)

Have you already spoken to parents, carers, or any other safeguarding personnel or authorities? Yes or No. If yes, whom?

Time and date of reporting

Advice given by that person or agency

Action taken.

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### **Declaration**

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I understand that in making this report, RedR UK may have to inform local authorities and other agencies, in a confidential manner, and only if necessary for the safety of the child or vulnerable adult.

**Signed**

**Date**

Note: Please remember that all information contained in this report must be kept confidential and must not be revealed to anyone except the person you reported it to. You will be informed of next actions that will be taken.