



Safeguarding Policy Statement

The purpose of this Policy is to protect people, particularly children, at risk adults and beneficiaries, from any harm that may be caused due to their coming into contact with Self Help Africa.

This Policy applies to the Self Help Africa Board, all Self Help Africa (and subsidiary company) employees, including affiliate organisations, and to all paid and unpaid consultants, contractors, interns, secondees and volunteers that provide supplies, services or support, to Self Help Africa or promote its work at any location in or out of Ireland. All such parties are referred to as “employee” in this document.

“Self Help Africa Board” is employed as a collective term and refers to the Gorta Group Board as well as the boards of Self Help Africa UK, Gorta UK, Partner Africa, Traidlinks, TruTrade and the boards of any entities that may form part of the group in the future.

This Policy also applies to Self Help Africa’s partners, vendors and other third parties, where it is included or referenced in relevant bid or tender documents, agreements, memorandums, purchase orders or contracts.

Version Control

<i>Version No.</i>	<i>Date</i>	<i>By (Name, Position)</i>	<i>Details of changes</i>	<i>Reviewed and approved by (Name, Position)</i>
1	29.11.2018	David Dalton, Executive Director	N/A	SHA Board on 28.02.2019

David Dalton
Executive Director

Peter McDevitt
Chief Finance and Operations Officer

POLICY STATEMENT

Self Help Africa believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Self Help Africa will not tolerate abuse and exploitation by employees.

This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies associated with them (see Associated Policies).

PURPOSE

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries, from any harm that may be caused due to their coming into contact with Self Help Africa. This includes harm arising from:

- The conduct of employees or personnel associated with Self Help Africa
- The design and implementation of Self Help Africa's programmes and activities

The policy lays out the commitments made by Self Help Africa and informs employees of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under Self Help Africa's Dignity in Work - Anti Harassment and Sexual Harassment Policy
- Workplace Bullying – this is dealt with under Self Help Africa's Dignity in Work – Anti Bullying Policy
- Safeguarding concerns in the wider community not perpetrated by Self Help Africa or associated personnel

SCOPE

This policy applies to the Self Help Africa Board, all Self Help Africa (and subsidiary company) employees, including affiliate organisations, and to all paid and unpaid consultants, contractors, interns, secondees and volunteers that provide supplies, services or support, to Self Help Africa or promote its work at any location in or out of Ireland. All such parties are referred to as "employee" in this policy.

APPROACH

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

PILLAR 1: PREVENTION

Self Help Africa will:

- Ensure all employees 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 Self Help Africa. 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 employees.
- Ensure employees receive training on safeguarding at a level commensurate with their role in the organisation.
- Follow up on reports of safeguarding concerns promptly and according to due process.

CHILD SAFEGUARDING - which is guided by the United Nations Convention on the Rights of the Child

Self Help Africa employees will NOT:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

ADULT SAFEGUARDING

Self Help Africa employees must not:

- Sexually abuse or exploit at risk adults
- Subject an at risk adult to physical, emotional or psychological abuse, or neglect

PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE

Self Help Africa employees must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange that is due to beneficiaries
- Engage in any sexual relationships with beneficiaries, since they are based on inherently unequal power dynamics

Additionally, Self Help Africa employees are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy Statement
- Report any concerns or suspicions regarding safeguarding violations by Self Help Africa employees

PILLAR 2: REPORTING

Self Help Africa will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to employees and the communities we work with.

Any employees reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by Self Help Africa's Whistleblowing Policy.

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

How to report a safeguarding concern

Employees who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Focal Point or line manager. If the employee does not feel comfortable reporting to their Safeguarding Focal Point or line manager (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 to any other appropriate employee. For example, this could be a senior manager or a member of the HR Team. It is the responsibility of all Self Help Africa employees to report any suspicions of wrongdoing without delay

If you are concerned about an issue of Safeguarding and do not wish to speak to your Safeguarding Focal point, your line manager, senior manager or HR please use the options below:

Internally to Self Help Africa: confidential.reporting@selfhelpafrica.org

Externally: the contact information below to make a report in strictest confidence to Expolink.

- Phone UK: 0800 374 199
- Phone International: +44 1249 661808 (reverse charges available via international operator)
- E-mail: selfhelpafrica@expolink.co.uk
- Web: <https://wrs.expolink.co.uk/selfhelpafrica>

Expolink is a completely independent company. Your conversation will not be recorded. You can choose to remain completely anonymous. Only the content of your report will be provided to your employer.

PILLAR 3: RESPONSE

Self Help Africa will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in our Complaints Policy and Whistleblowing Policy).

Self Help Africa will apply appropriate disciplinary measures to employees found to be in breach of policy.

Self Help Africa will offer support to survivors of harm caused by employees, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

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.

ASSOCIATED POLICIES:

Code of Conduct
Child Protection Policy
Protection from Sexual Exploitation and Abuse Policy
Complaints Policy
Whistleblowing Policy
Email and Internet Use Policy
Recruitment Policy
Equality and Diversity Policy
Dignity in Work - Anti Harassment and Sexual Harassment Policy
Dignity in Work – Anti Bullying Policy

GLOSSARY OF TERMS

Beneficiary

Someone who directly receives goods or services from Self Help Africa's programme. Note that misuse of power can also apply to the wider community that the NGO serves, and 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

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 employees. 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 our sector, we understand Safeguarding to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our employees or programmes. In Self Help Africa we adopt the UK Charity Commission guidance that describes Safeguarding as meaning a person or group of people eligible to benefit from a charity. 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 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.