



# SAFEGUARDING POLICY

FAO all S39 staff, partners and volunteers

## ABSTRACT

This is a policy document to ensure the safeguarding of all people who come into contact with the work of Sector39 and all staff, volunteers or

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Based on an approved template provided by Hub  
Cymru Africa

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# Safeguarding Policy

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 Sector39. This includes harm arising from:

- The conduct of staff or personnel associated with Sector39
- The design and implementation of Sector39's programmes and activities

The policy lays out the commitments made by Sector39 and informs staff and associated personnel<sup>1</sup> of their responsibilities in relation to safeguarding.

This policy does not cover safeguarding concerns in the wider community not perpetrated by Sector39 or associated personnel

## 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<sup>2</sup>

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 our staff or programmes.

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

## Scope

- All staff contracted by Sector39
- Associated personnel whilst engaged with work or visits related to Sector39, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians

## Policy Statement

Sector39 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. Sector39 will not tolerate abuse and exploitation by staff or associated personnel.

Sector39 commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## Prevention

### **Sector39 responsibilities**

Sector39 will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy

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<sup>1</sup> See 'Scope' for definition of associated personnel

<sup>2</sup> NHS 'What is Safeguarding? Easy Read' 2011

- 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 Sector39. 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 staff and associated personnel
- Ensure staff 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 Sector39 staff, 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 staff, grant recipients or partners have abused their position of power and is engaging any individual based on inherently unequal power dynamics.
- Sexual relationships between 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 Sector39 or its partners.

## Enabling reports

Sector39 will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by Sector39's Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

Sector39 will also accept complaints from external sources such as members of the public, partners and official bodies.

### How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Focal Point or line manager. If the staff member 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 staff member.

Contact regarding any issues  
[steven.jones@sector39.co.uk](mailto:steven.jones@sector39.co.uk)  
 +44 771 9818959 (WhatsApp)  
 @misterjones2u (twitter)

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## Response

Sector39 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 Associated Policies).

Sector39 will apply appropriate disciplinary measures to staff found in breach of policy.

Sector39 will offer support to survivors of harm caused by 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 by an appropriate guardian or carer.

## 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

Complaints Policy

Procedures for reporting and response to safeguarding concerns

## Glossary of Terms

### **Beneficiary of Assistance**

Someone who directly receives goods or services from Sector39's programme. Note that misuse of power can also apply to the wider community that the NGO 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

### **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

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## **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 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 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 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 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.

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<sup>3</sup> NHS 'What is Safeguarding? Easy Read' 2011