

# SAFEGUARDING POLICY

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Photo credit: Nifin’Akanga

## 1. Introduction

AmplifyChange is a fund that supports civil society organisations (CSOs) that advocate for improved policy and action on the most neglected sexual and reproductive health and rights (SRHR) issues for marginalised communities. AmplifyChange believes that supporting grassroots-driven change is key to bringing about sustained and sustainable improvements in SRHR.

Our Global Safeguarding Policy reflects our commitment to respect, promote, uphold, and protect the rights of all humans, set out in the UN conventions; such as the UN declaration of human rights (1948)<sup>1</sup>; the UN Convention on the Elimination of all Forms of Discrimination Against Women (1979)<sup>2</sup>; the UN Convention on the Rights of the Child (1989)<sup>3</sup> and the UN Convention on the Rights of Persons with Disabilities (2002).<sup>4</sup>

We have zero tolerance for all kinds of harm, abuse, exploitation, harassment, bullying and fraud and will not tolerate such conduct within the workplace or related to any aspect of our work. For the purpose of this policy, any form of child or adult abuse, including sexual exploitation, sexual harassment and bullying will be referred to as “abuse”.

AmplifyChange recognises that abuse comes about as a result of an imbalance of power. We recognise that such imbalance could happen between work colleagues and acknowledge our relative position of power in our working relationships with grantee partners (CSOs that we fund) and the beneficiaries of those grantee partners. We also recognise that grantee partners and beneficiaries in the global South may be at greater risk of abuse because there may not be the same legal or policy frameworks for safeguarding all individuals, particularly those at greatest risk, in those countries.

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<sup>1</sup> UDHR: <https://www.un.org/sites/un2.un.org/files/2021/03/udhr.pdf>

<sup>2</sup> UN CEDAW: <https://www.un.org/womenwatch/daw/cedaw/text/econvention.htm>

<sup>3</sup> UNCRC: <https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-child>

It is the responsibility of every employee and associated party to have read and understood this safeguarding policy and procedure. As an employer, AmplifyChange’s role is to ensure the policy is clear and there is adequate and appropriate training for each level of employee or associated party. If you do have any questions please contact your DSL.

## 2. Purpose and Scope of Policy

The purpose of this policy is to:

- **Promote safeguarding:** to all employees and associated parties, partners, grantee partners and grantee partner beneficiary
- **Prevent harm or abuse:** to all employees and associated parties partners, grantee partners and grantee partner beneficiary
- **Protect** people immediately if harm or abuse is identified partners, grantee partners and grantee partner beneficiary

(see Appendix 1 for definitions).

This policy applies to

- **AmplifyChange staff**
- **Associated Parties:**
  - **Consultants:** Strategic advisors etc
  - **Board Members**
- **Grantee Partners** receiving grants from AmplifyChange
- **Partners:** Consortia members or organisations we collaboratively fund with
- **Supplier**

Throughout this policy we refer to the term “employee and associated parties”. The term employee refers to AmplifyChange’s staff members. The term “associated parties” refers to consultants, board members and those working for and with us. We will treat any breach of this policy very seriously. For those who work for us, failure to follow this policy will lead to disciplinary action, which may ultimately result in dismissal. For

<sup>4</sup> UNCRPD: <https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities/convention-on-the-rights-of-persons-with-disabilities-2.html>

those who work with us, we reserve the right to immediately terminate the contract/association with AmplifyChange.

This policy has been developed following international safeguarding standards from Keeping Children Safe,<sup>5</sup> the Foreign Commonwealth and Development Office<sup>6</sup> and UN declarations such as the UNCRC. This policy sets out our safeguarding practices and responsibilities at AmplifyChange.

AmplifyChange's safeguarding principles and values are to empower and collaborate with grantee partners on safeguarding as we cannot be responsible for the individual safeguarding of those who work for our grantee partner or are beneficiaries of our grantee partners and their downstream partners. We believe our responsibility lies in ensuring the grantee partner has effective policies and processes in place to safeguard their own staff and beneficiaries within their legal context. If they do not, their grant could be withdrawn, suspended or terminated (*see safe grantee partner for further guidance*).

### 3. Safeguarding Principles

This policy is based on the following principles and values:

- **Dignity** - We recognise that every human being has the right to live in dignity. People should have the freedom to live free from harm and abuse and have the freedom to challenge people or systems that oppress them; as well as an equal right to protection.
- **Equality** - We recognise that we are not all the same, but we are equal. We believe that all people, regardless of age, ability, gender, racial heritage, religious belief, sexual orientation, culture or identity, have a right to live free from harm and abuse and be offered equal protection.

<sup>5</sup> KCS: <https://www.keepingchildrensafe.global/wp-content/uploads/2020/02/KCS-CS-Standards-ENG-200218.pdf>

<sup>6</sup> FCDO: <https://www.gov.uk/government/publications/dfid-enhanced-due-diligence-safeguarding-for-external-partners/child-safeguarding-due-diligence-for-external-partners#fcdo-approach-to-enhanced-due-diligence-safeguarding>

- **Empowerment** - We believe empowerment is created through funding grass-roots organisations that lead and advocate for change. We believe that safeguarding is achieved best when it is led by people on the ground who adapt it to their context and identify solutions locally.
- **Collaboration** - We recognise that we can accomplish more and gain better results when we work in collaboration with others. That is why we actively fund and work with CSOs to promote SRHR and safeguarding.
- **Accountability** - We believe in human rights but also recognise that this means we all have duties as citizens, this means safeguarding ourselves, the people around us, the communities that we serve and the planet.

### 4. Accountability

We will do everything in our power to ensure children and adults<sup>7</sup>, who come into contact with AmplifyChange, in any capacity, are safeguarded. We have a duty to ensure that our staff, associated parties and operations are safe.

The responsibility of our **Designated Safeguarding Lead (DSL)** will be to act on all safeguarding concerns in line with our commitment and responsibility to

- Promoting awareness of the Safeguarding policy throughout the organisation.
- Monitoring implementation of the policy and reporting any issues or concerns to the CEO or Board of directors
- Maintaining clear records of any concerns that are reported and the actions taken to address these concerns

<sup>7</sup> AmplifyChange understands the distinction between “adults” and “adults at risk” and we recognise the different needs, and legislative pathways, for adults deemed to be at risk of abuse. We chose to use the generic term adults because vulnerability varies drastically by context and all adults should be safeguarded. See the appendix for more definitions.



- Identifying training needs and developing or commissioning training where required
- Acting as a source of support and information for staff and associated parties on safeguarding issues
- Receiving all concerns about staff and associated parties conduct that represent a serious breach of the safeguarding policy or or code of conduct
- Receiving all concerns about staff conduct that may be criminal in nature and require notification to external agencies
- Updating case notes and relevant logs i.e. Safeguarding & risk register

In safeguarding issues relating to staff or any high risk cases, the DSL will consult with the **Chief Executive Officer (CEO)** of AmplifyChange who will be responsible for:

- Acting as a link between the operational team and the Board of Directors on any issues relating to safeguarding
- Acting as the main point of contact for safeguarding concerns if the DSL is unavailable
- Receiving any concerns about the practice of the DSL or conduct

A Nominated Board Director for Safeguarding will be identified whose functions include:

- To ensure safeguarding is an agenda item during board meetings
- To act as a point of contact within the Board for the DSL and Chief Executive Officer
- To receive and respond to any concerns which relate to the Chief Executive Officer
- To inform the Board of any safeguarding concerns/investigations which may affect the reputation and standing of the organisation and provide advice on how these are to be managed
- To report any serious safeguarding incidents involving representatives to the relevant Donor or Disclosure and Barring Service (DBS)

*The contact details of the DSL, the CEO and Nominated Safeguarding Board Director can be found below in page 46 'Raising Concerns.'*

## **Responsibilities of all**

- Read the safeguarding policy and report and response procedure
- Read, follow and sign up to the code of ethics
- Read and follow all safeguarding-related policies
- Understand safeguarding responsibilities associated or linked to their role
- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by an AmplifyChange staff member or associated parties or grantee partners to the DSL

## **5. Safeguarding Procedure**

### **Safe Recruitment**

AmplifyChange is committed to fair and robust recruitment processes including safe recruitment checks of all employees, consultants and the board. We have different levels of security and recruitment checks relative to the safeguarding requirements of our different roles (depending on the level of contact) and liaise with the relevant authorities in the countries where our grantee partners work. For further information please refer to [Safe Recruitment Guidelines](#).

### **Training & Knowledge sharing**

AmplifyChange commits to building staff and associated parties capacity in the area of safeguarding so that those working with us share our safeguarding values and have an understanding of our safeguarding responsibilities and practices. All staff, consultants and board members are given mandatory safeguarding training.

We believe everyone should understand their safeguarding responsibilities and have the knowledge and skills necessary to fulfil their obligations. AmplifyChange believes that training, inductions, knowledge sharing and discussion on safeguarding are powerful tools for creating change.

### **Our Commitment:**

- Staff and consultants receive a safeguarding induction within the first 3 months of starting their role
- Annual refresher training on safeguarding
- All training is logged
- Staff and consultants participate in consultative workshops to co-produce the safeguarding policy and align it with organisational practice
- Staff and consultants staff will have access to the safeguarding policy, procedure and code of ethics

### Safe Partners

AmplifyChange on rare occasions work with partners, this might be consortia members or organisations we collaboratively fund with. In these instances we expect our partners to have their own safeguarding policies and procedures. We ensure that all contracts have a safeguarding clause and finally if on visits we use the grantee partner policy and code of conduct which is grounded in the legal and social context.

### Risk Management

AmplifyChange recognises it works to fund CSOs who might be defying their social and cultural norms to give access to marginalised groups accessing SRHR, we believe that sometimes accessing basic human rights like SRHR is not about avoiding risk but working with grantee partners strategically to manage risk.

To manage risks we provide supportive management and regular reflective supervision for AmplifyChange staff, strategic advisors and board members and grantee partner. This is crucial when giving funds,

or reconsidering plans and responding to changing or emerging needs.

We conduct risk assessments and expect robust risk assessments from grantee partners prior to any funds being released, where there is scope for improvement we will advise and guide grantee partners. Where high risks are identified, activities will not proceed until a mitigation strategy is developed that reduces the risk to a medium or low level.

### Safe Images and Stories of change

AmplifyChange often uses photos and case studies of grantee partner beneficiaries to promote our work. This requires staff and associated parties to follow safeguarding guidelines. Staff using photos or case studies in any communication media must comply with this policy and our communication guidelines. External journalists must be accompanied by AmplifyChange/grantee partner staff and provided guidance so that they also comply with this policy and our code of ethics.

### Use of Images

- Images and stories of grantee partners should not infringe on their dignity or personal rights (such as nudity, someone in pain or shame of any kind).
- Images and stories should respect beneficiaries' privacy, they should not make the beneficiary identifiable or locatable (i.e. the last name of the person or their town of residence). This may however change in instances with adult activists who are at the forefront of policy change, in these instances we will work in collaboration with the activist to assess the risks and mitigations.

### Consent

- Permission should be obtained from all beneficiaries for use of their image (photo/film footage) or story in any promotional

materials through a consent form where the use of their image/story is explained and discussed with the beneficiary.

- For children/vulnerable adults: Consent conversations will take place with parents/carers on the use of the child's/vulnerable adult's image/story on a case-by-case basis.
- All consent conversations will be explicit in how to withdraw consent, as we can all change our minds at any time.

### **Managing difficult content**

In cases where we need to develop communication materials, reports or case studies to shed light on human rights violations such as Female Genital Mutilation, Gender-Based Violence, unsafe Abortion etc.

- We will always protect the dignity and privacy of the survivor
- We will warn audiences in advance, so they have the option to continue with the content or not.

## **6. Safe Grantee Partners**

As highlighted in our safeguarding principles AmplifyChange believes that safeguarding is best achieved when we empower grantee partners to lead this work locally by adapting safeguarding to their legal context and identifying solutions locally. We believe this is best achieved through collaboration with grantees partner.

AmplifyChange aims to ensure that all grantee partners are safe by carrying out thorough safeguarding checks. This entails safeguarding due diligence assessments of the organisations that we grant funds to, both initially and for the duration of the grant through regular monitoring.

- We assess the fitness of all potential grantee partners during the pre-contracting stage
- We review the grantee partner's safeguarding policies and reporting processes in respect of their own staff and beneficiaries.
- We review the grantee partner's Risk Management, Safe Recruitment, Whistleblowing and Case Management policies or

processes

- Grantee partners are encouraged to apply for further funding for a safeguarding consultant to support policy development and training or enhance their practice
- Grantee partners work with AmplifyChange staff and receive constructive feedback on how to develop a policy and/or ways to enhance and improve their policy
- Grantee partners receive a copy of AmplifyChange's safeguarding policy and associated policies

We expect all grantee partners to have safeguarding policies and procedures in place to prevent harm to children, vulnerable adults and to respond if safeguarding concerns arise. Where grantee partners do not have policies and procedures in place, AmplifyChange ensures there is a contractual obligation for grantee partners to comply with AmplifyChange policy until they create their own.

AmplifyChange conducts monitoring visits with grantee partners and observes their safeguarding practice on the ground, and will share any areas for improvement (if relevant).

All of AmplifyChange grantee partner contracts have a safeguarding clause. In cases where their safeguarding issues have been raised but are not being addressed or there are issues of significant harm, their grant could be withdrawn, suspended or terminated

## **7. Safeguarding Code of Ethics**

Our Code of Ethics applies to all AmplifyChange's contracted staff and Associated Parties, international and local.

AmplifyChange is a diverse International organisation working with diverse people from different ages, genders, sexualities, disabilities, countries and cultures across the world. This requires us to set out a collective agreement on boundaries for behaviours and conduct when working with diverse people and diverse contexts.

The purpose of this Code of Ethics is to set out the conduct expected of AmplifyChange's contracted staff and Associated Parties, whilst under

contract and representing AmplifyChange. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal for staff and termination of the contract for associated parties.

### **Before visiting a grantee partner project**

- I will be proactive in researching the country I am going to and understand the local laws, customs and traditions
- I will work with the grantee partner to plan my visit and work
- If possible, I will ask grantee partners for their safeguarding policy to understand their code of conduct and know the named safeguarding focal point, should anything arise during the visit
- I will prepare myself by storing all the key contacts for emergency services, safeguarding and security issues before I go on a visit
- I will comply with any local security guidelines and be proactive in informing management of any necessary changes to such guidelines
- I will try to be reflective on power differences, this could be power differences and hierarchies between adult and child, international vs local, female vs male, heterosexual vs other sexual identities, donor and grantee partner, as well as a hierarchy within roles manager/volunteer. Where possible I will try to use my power to empower others by allowing them to lead and listening to what they have to say

### **Conduct when meeting or working with Grantee Partner Beneficiaries**

- I will treat all grantee partner and grantee partner beneficiaries equally without discrimination on the basis of age, gender, disability, faith, sexuality, race
- I will try to avoid placing myself in a compromising or vulnerable position; this often means avoid being alone with grantee partner beneficiaries
  - Try to be accompanied by a second adult whenever possible

- If someone wants to talk to you alone, ensure you inform someone and you speak somewhere confidential but visible to staff/people
- If in a precarious situation, inform your line manager or grantee partner staff and ask for guidance
- I will attempt to be conscious of circumstances/situation which may be subject to misinterpretation by a third party and inform someone (i.e. receiving a small gift or giving gifts). I will inform my manager
- I will communicate effectively with grantee partner and grantee partner beneficiaries to explain clearly what I intend to do at the start of any visit or activity
- I will ensure that grantee partners and grantee partner beneficiaries are aware of their right not to participate or to withdraw from the activity at any time including pictures being taken of them

### **General Conduct**

- I will treat all people fairly with respect and dignity
- I will be polite, considerate and provide an example of good conduct.
- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so
- I will seek to ensure that my conduct does not bring AmplifyChange into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner or grantee partner organisations and communities with whom we work
- I undertake to maintain absolute confidentiality with regards to any sensitive information I encounter during the course of my work



### **Illegal, abusive or exploitative conduct**

- I will not work under the influence of alcohol or use or be in possession of, illegal substances on AmplifyChange premises or accommodation
- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes any exchange of assistance that is due to grantee partner or grantee partner beneficiaries
- I will not engage in sexual relationships with grantee partner beneficiaries, since they are based on inherently unequal power dynamics
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
- I will not physically assault a child or vulnerable adult
- I will not emotionally or psychologically abuse a child or vulnerable adult
- I will not use AmplifyChange IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence.
  - This includes any material that intimidates or harasses any group based on protected characteristics or encourages extremism
  - Or view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

### **Communications and social media**

- I will follow media and communication principles set out in the safeguarding policy and communication guidelines
- I will follow and promote the informed consent process at AmplifyChange
- I will not post images or stories about grantee partner beneficiaries via personal social media accounts. Consent is

given to AmplifyChange as an organisation and not to any individual for personal use.

### **Getting assistance and raising concerns**

Staff members who have a complaint or concern relating to a breach of the Code should report it immediately to AmplifyChange Safeguarding Lead on [safeguarding@amplifychange.org](mailto:safeguarding@amplifychange.org) or their line manager.

## **8. Raising safeguarding concerns**

It is the responsibility of all staff, consultants, board members and advisors to take seriously any concerns, complaints, allegations, suspicions and incidents of abuse involving children or adults. Any safeguarding concerns should be reported directly to the **Safeguarding Lead**.

### **Designated Safeguarding Lead:**

Liz Tremlett ([liz.tremlett@amplifychange.org](mailto:liz.tremlett@amplifychange.org)), Grants Support Team Manager

You can also contact the following at AmplifyChange:

### **Senior Safeguarding lead:**

Grethe Petersen ([grethe.petersen@amplifychange.org](mailto:grethe.petersen@amplifychange.org)), Chief Executive Officer (to be contacted as a point of escalation and/or serious incidents)

### **Director with responsibility for safeguarding:**

Narmeen Hamid ([narmeenhamid@gmail.com](mailto:narmeenhamid@gmail.com)), Chair, Board of Directors (to be contacted as a point of escalation and/or serious incidents)

These specific individuals represent each level of governance: Management Team and Board Level respectively. They have all received safeguarding training and have dealt with safeguarding cases previously

### **Anonymous reporting (whistleblowing)**

AmplifyChange recognizes that not everyone is comfortable reporting formally, whistleblowing is designed to support our commitment to upholding ethical values and practices and to ensure that employees, grantees partner, consultants, and stakeholders can feel comfortable raising concerns without fear of retribution.

Concerns can be reported through the following channels:

- [safeguarding@amplifychange.org](mailto:safeguarding@amplifychange.org) or;
- Our whistleblowing site EthicsPoint which can be found at <https://amplifychange.org/contact/whistleblowing/>,

EthicsPoint allows staff, associated parties, grantee partners, beneficiaries and other interested parties to report more easily if needed.

If you raise a safeguarding concern or pass on an allegation, you have the right to expect that your concern is addressed to your satisfaction. Therefore, if you feel that your concern has not been addressed (and that the child or adult has not been protected) you should escalate the matter to the Director responsible for safeguarding.

All of our safeguarding contacts are specified and accessible via our website: [www.amplifychange.org](http://www.amplifychange.org).

## 9. The reporting & response process

AmplifyChange will ensure that all safeguarding concerns are reported through a clear reporting structure. We recognise that our safeguarding response process will change depending on who the accused individual is and have developed processes to respond to these.

### Receiving a disclosure

People experience multiple barriers to disclosing abuse. Many fear that they will not be believed or are concerned about the consequences that may follow from speaking out about abuse. If someone feels able to speak about their experiences, it is essential this is handled sensitively and professionally.

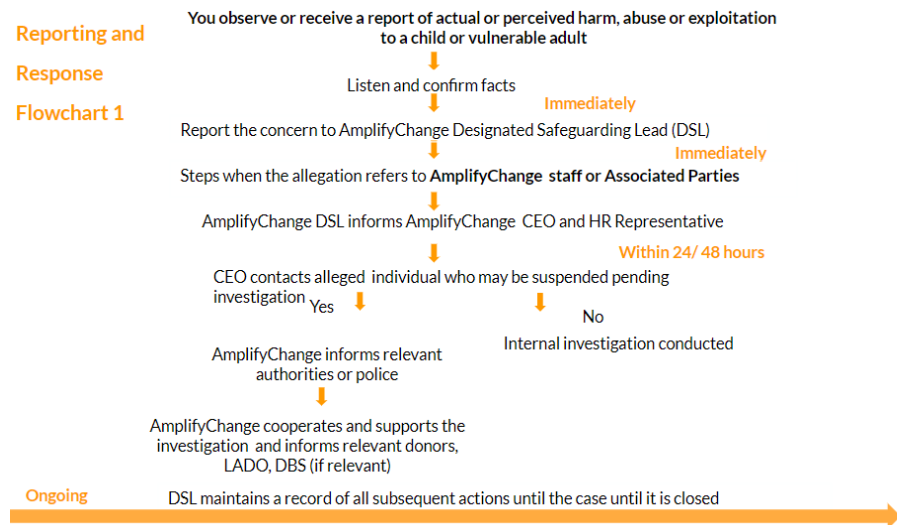
The following guidelines should be followed:

- Listen to the person
- Empathise with the person
- Ask who, when, where, and what *but not why*
- Repeat/ check your understanding of the situation
- Report to the appropriate staff member (DSL)

### Reporting your concerns

- All staff need to report any safeguarding concerns
- All reports should be made within 24/48 hours to the Designated Safeguarding Lead (DSL)
- All concerns and responses provided should be recorded on a Safeguarding Incident report form
- Reports will be sent to DSL
- The safeguarding lead will involve the key safeguarding staff from AmplifyChange (see flowcharts for more detail)
- Details of concerns are treated with the highest confidentiality and only shared with the minimum number of people.
- Serious safeguarding concerns may be reported depending on nature, to the local authorities
- All concerns are recorded on a safeguarding register

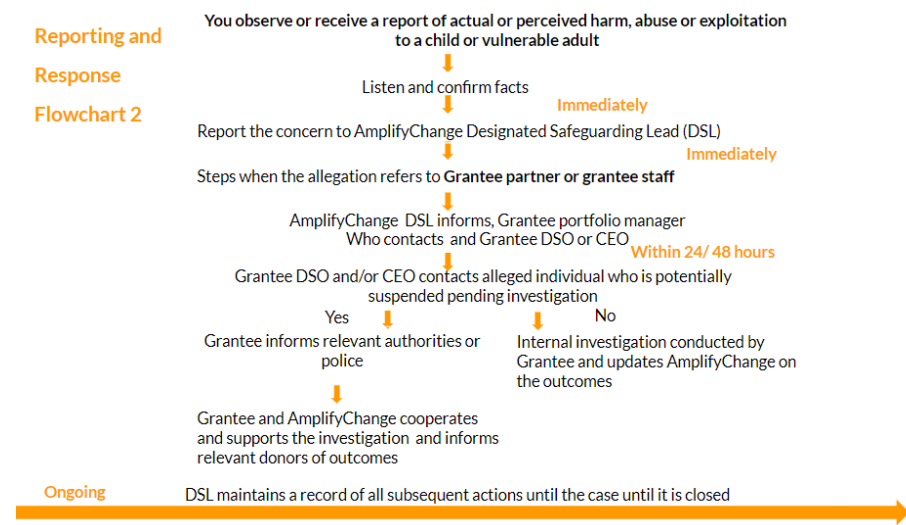
**Flowchart 1:** If you have a safeguarding concern about an employee or associated party (consultant or board member), abusing a child or adult, the concern will be managed in the following manner taking into account any context specific information.



For concerns relating to staff or associated parties, the DSL will involve the CEO and an HR representative and investigations will be conducted.

**\*Note:** In cases where the staff member or associated party is a UK citizen and has committed criminal abuse AmplifyChange will inform the relevant authorities (as relevant) i.e. police, LADO (Local Authority Designated Officer) and Disclosure and Barring Services\*

**Flowchart 2:** If you have a safeguarding concern about a grantee partner or grantee partner staff, abusing a child or adult, the concern will be managed in the following manner taking into account any context specific information.



For concerns relating to a grantee partner or grantee partner staff, the DSL will involve the grant manager, who will then organise a meeting with the grantee partner safeguarding focal point or CEO. As AmplifyChange does not have staff or offices apart from the UK we are committed to empowering grantee partners and collaborating on all safeguarding concerns.

**What we expect from grantee partners:**

- To have a Safeguarding Policy that aligns with their legal context and includes
  - a safeguarding risk assessment,
  - a clear code of conduct,
  - recruitment and supplier checks,
  - implementation strategy for the policy eg staff training
  - a named safeguarding focal point in the organisation.
- Clear pathways for reporting a concern including sensitivities to the social context
- Clear processes to follow if a concern is raised which include documentation of the process and providing or signposting support to a survivor

**What to expect from AmplifyChange:**

- To support the grantee partner safeguarding focal point or CEO in strategizing actions or next steps
- To be a critical friend and thought partner to identify solutions
- To capture learning to strengthen safeguarding processes
- To inform any partners or donors we have commitments to

Any grantee partners that have safeguarding cases relating to their staff or operations are expected to inform AmplifyChange so we can learn from these incidents and transfer this learning to our other grantee partners and to keep our commitments to other donors. Note: we do not expect grantee partners to inform us of all cases arising in the community.

**Confidentiality**

It is difficult to absolutely guarantee confidentiality to a child or adult to a person who has disclosed harm or abuse, as you have a duty to report this to your DSL. It is however important that you protect the personal information of the survivor and only share information with DLS or on a need-to-know basis.

**Safeguarding incident log and risk register**

The designated safeguarding lead maintains a safeguarding incident log that is updated to reflect all safeguarding cases. This is stored in a private space using our online document storage system, and only the

relevant safeguarding staff members have access to it.

This safeguarding incident log feeds into the organisational risk register that is held by the safeguarding lead. The risk register is reviewed regularly at Management Team meetings which occur monthly and is used to reflect on vulnerabilities and mitigation of those, to reflect and learn from safeguarding incidents, and also to notify outside authorities where necessary.

**10. Associated policies, guidelines and resources**

Other policies that are interlinked to our Safeguarding policy and practice

- |                                |   |
|--------------------------------|---|
| ● Health and Safety Policy     | ● Whistleblowing Policy                   |
| ● Code of Ethics, the Equality | ● Communication Guide                     |
| ● Diversity Policy             | ● Grantee Partner Guidance - Safeguarding |
| ● Employee handbook            | ● Safeguarding report form                |
| ● Modern Slavery Policy        | ● Consent Form                            |
| ● Risk Policy Register         |   |

**This safeguarding policy will be reviewed, approved and endorsed by the board annually or when legislation changes.**

<b>Signature, name and date of Director with Safeguarding Responsibilities</b>

## Appendix 1: Definitions

**Safeguarding** At AmplifyChange, the term safeguarding is used to include (but is not limited to):

- **Promoting:** people's rights to live free from harm, abuse or exploitation
- **Preventing:**
  - harm, abuse, exploitation of grantee partners and grantee partner beneficiaries, as a result of our staff, associated parties and operations
  - Preventing harm, abuse, bullying and harassment of staff and associated parties
- **Protecting:** our employees, associated parties and grantee partners, grantee partner beneficiaries from risk or impropriety.

**Abuse** and harm are closely related concepts. Abuse is harm that is so severe or persistent that it is likely to have a lasting effect on the health and development of the child or young person.

**At risk adults** are sometimes also referred to as vulnerable adults. 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.

**Bullying** is defined as repeated unreasonable behaviour over time, where the behaviour causes or has the potential to cause harm to another person or persons. Such behaviour can be defined as any unsolicited or unwelcome act that humiliates, intimidates, or undermines the individual involved and includes cyberbullying. Bullying is a form of abuse, which can come from staff or peer behaviour.

**Child** - For this policy, a 'child' is defined as anyone under the age of 18, in line with the United Nations Conventions on the Rights of the Child (1989)<sup>8</sup>

**Discriminatory abuse** is the unequal treatment of an individual based on age, disability, gender and gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, and sex or sexual orientation.

**Emotional & Psychological abuse** includes (but is not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation<sup>9</sup>

**Financial or material abuse** is about unauthorised, fraudulent access to, and improper use of, funds, property or any resources of the adult at risk poor. They may equally be financially well-off.<sup>10</sup>

**Harm** is the impact of abuse; it is the detrimental effect on a person's physical, emotional or psychological development. Can also be intentional and unintentional

**Modern slavery** covers practices such as forced labour, debt bondage, forced marriage, and human trafficking. It refers to situations of exploitation that a person cannot refuse or leave because of threats, violence, coercion, deception, and/or abuse of power.

**Neglect** Is the persistent failure to meet a person's basic physical and/or psychological needs (within their social context), likely to result in the serious impairment in one or more of the following areas: health; education; emotional development; nutrition; shelter; safe living conditions; and the development of appropriate communication and language skills. The parents/carers of neglected persons are not necessarily

**Organisational or institutional abuse** is the mistreatment of people typically in their workplace brought about by poor or inadequate care or support, or systematic poor practice that affects the whole care setting.

**Physical abuse** is defined as the intentional use of physical violence against a person that results in – or has a high likelihood of resulting in – harm for the person's health, survival, development or dignity.<sup>11</sup> This can also include but is not limited to domestic violence, and gender-based violence.

<sup>8</sup> UNCRC: <https://www.ohchr.org/sites/default/files/Documents/ProfessionalInterest/crc.pdf>

<sup>9</sup> UNCRC: <https://www.ohchr.org/sites/default/files/Documents/ProfessionalInterest/crc.pdf>

<sup>10</sup> UNCRC: <https://www.ohchr.org/sites/default/files/Documents/ProfessionalInterest/crc.pdf>

<sup>11</sup> UNCRC: <https://www.ohchr.org/sites/default/files/Documents/ProfessionalInterest/crc.pdf>

## **SEAH** Sexual exploitation, sexual abuse and sexual harassment

**Sexual exploitation** is any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including threatening or profiting monetarily, socially or politically from the sexual exploitation of another.<sup>12</sup>

**Sexual abuse** is the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation and abuse includes sexual relations with a child (18 years old or younger), in any context.<sup>13</sup>

**Sexual Harassment** - unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another.<sup>14</sup>

## **Appendix 2: Safe Recruitment guidelines**

AmplifyChange recognizes that an important part of safeguarding is having Safe Recruitment practices. Safe Human Resources processes minimise the risk of engaging individuals who are unsuitable to work with children and at-risk adults. Safeguarding measures are embedded into all Human Resource activities.

### **Who are safe recruitment practices apply to:**

- All staff contracted AmplifyChange
- Associated parties:
  - Consultants: Strategic advisors etc
  - Board Members

### **Processes for Employed Staff and Board members**

- All posts have job descriptions and key selection criteria to improve the likelihood of attracting the right person for the job

- All candidates must complete an application form in which they describe their relevant experience, including (where relevant) past experience working with children, women and persons at risk.
- Applicants will be asked to fully declare whether they have any criminal convictions, spent or unspent. A false declaration that results in employment will render the person liable for dismissal without notice.
- Candidates must explain any gaps in employment history
- A conditional offer of employment will only be made upon receipt of two satisfactory written references. Acceptable references exclude family members and those who have known the applicant personally for under 2 years.
- In the case of non-UK citizens where DBS checks cannot be obtained, AmplifyChange reserves the right to call referees to seek further information in relation to the candidate's suitability to work with children and women at risk
- All staff are required to read AmplifyChange's Safeguarding Policy and sign a "Code of Ethics"
- Staff will receive training every year when the policy is reviewed and updated

### **Processes for Consultants/Board members**

- All consultants and freelance staff will receive the "Safeguarding Policies and Procedures" as part of the Terms of Reference which they must read and sign and adhere to
- Contracts contain a clause requiring adherence to AmplifyChange's Safeguarding Policy and failure to comply could result in a termination of the contract
- Where the consultant is expected to have direct contact with children and other service users at risk, a DBS check will be completed prior to contact with grantee partners and communities. In countries where DBS's/police checks are not available we reserve the right to call the referees.
- For all freelance staff and contractors, a minimum of two references will be obtained. Where the individual is expected to have extensive direct contact with children and other persons at

<sup>12</sup> WHO: <https://www.who.int/initiatives/preventing-and-responding-to-sexual-exploitation-abuse-and-harassment#:~:text=Sexual%20exploitation%20is%20any%20actual,the%20sexual%20exploitation%20of%20another>

<sup>13</sup> WHO: <https://www.who.int/initiatives/preventing-and-responding-to-sexual-exploitation-abuse-and-harassment#:~:text=Sexual%20exploitation%20is%20any%20actual,the%20sexual%20exploitation%20of%20another>

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risk, a second reference will be obtained which specifically explores their suitability to work with children and persons at risk

- All consultants and freelance staff will receive a briefing prior to departure which includes expectations regarding safeguarding
- Whilst on visits, consultants and freelance staff will always be accompanied by a member of staff from the grantee partner organisation when in direct contact with children or persons at risk.
- Where it is not appropriate for a grantee partner staff member to be present (e.g. where feedback about programme quality is being sought), the consultants/freelance staff will be accompanied by another responsible adult (e.g. teacher, parent, SRHS worker etc)