

Safeguarding Policy and Responsibilities

Purpose

The purpose of this policy is to protect people, particularly children, at risk adults and project participants (beneficiaries), from any harm that may be caused due to their coming into contact with the GenEM Foundation ("GenEM"). This includes harm arising from:

- The conduct of trustees, staff or personnel associated with GenEM
- The design and implementation of GenEM-funded programmes and activities.

The policy lays out the commitments made by GenEM and informs consultants and associated personnel¹ of their responsibilities in relation to safeguarding.

This policy has been drawn up on the basis of legislation, policy and guidance, in particular Charity Commission guidance to charities in general, to grantmakers and international charities.

A Code of Conduct applies to all Trustees, consultants, and 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.

In our sector, we understand it to mean protecting people, including children and at risk (or vulnerable) adults, from harm that arises from coming into contact with our staff or programmes.

GenEM takes a broad view of risks to be aware of relating to safeguarding and protecting people, including but not limited to:

- Sexual harassment, abuse and exploitation including domestic abuse
- Negligent treatment including malnutrition and failing to facilitate timely access to appropriate healthcare
- Physical or emotional abuse
- Bullying or harassment
- Health and safety, especially in workplace, vocational and educational settings
- Commercial exploitation
- Extremism and radicalisation
- Forced marriage
- Human trafficking, not only child trafficking
- Female genital mutilation
- Homelessness and street-connected living
- Gang membership and gang-related violence
- Discrimination on any of the grounds set out in the Equality Act 2010

¹ See 'Scope' for definition of associated personnel

- People targeting charities and rights of association in civil society
- People abusing a position of trust or permitting poor behaviour in an organisation.

Scope

All trustees, staff, contracted advisers, consultants and associated personnel while engaged with work or visits related to GenEM-funded and potentially funded projects, including but not limited to the following: volunteers, donors, any programme-related visitors including journalists, celebrities and politicians.

Policy Statement

GenEM exists to improve the living standards of marginalised people in developing countries. We cannot achieve our aims without securing the rights, agency and dignity of participants in our funded projects and the wider community.

GenEM 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. GenEM will not tolerate abuse and exploitation by staff or associated personnel. We will seek to prevent poor practice or mistreatment perpetrated or permitted by grantees and partners in the course of our grantmaking.

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

Prevention

GenEM responsibilities

GenEM will:

- Appoint a Lead Safeguarding Trustee to:
 - Ensure all safeguarding policies and procedures are appropriate and implemented effectively
 - Lead the response to any safeguarding concerns which are made
 - Ensure the culture of GenEM upholds the safety of all
- Ensure all trustees, contracted advisors and staff have access to, are familiar with, and know their responsibilities within this policy, and receive appropriate training on safeguarding for their role including being familiar with charity commission guidance on safeguarding (<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>) and FCDO due diligence on safeguarding for external partners (<https://www.gov.uk/government/publications/dfid-enhanced-due-diligence-safeguarding-for-external-partners>)
- Design and undertake all grant making and activities in a way that protects people from any risk of harm that may arise from their coming into contact with GenEM through:
 - Explicit assessment of safeguarding risks, policies and practices during grant appraisal to ensure projects have appropriate safeguarding procedures in place.
 - Ensuring any serious and persistent safeguarding issues form breach of contract and require repayment of grant or acceleration of social investment repayments.

- In higher risk grants, requiring health and safety, safeguarding and environmental responsibilities to be reported to us as grantholder during the regular cycle of monitoring and evaluation
- Follow up on reports of safeguarding concerns promptly and according to due process.

Individual responsibilities

Child safeguarding

GenEM trustees, staff and associated personnel must 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

GenEM staff and associated personnel 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

GenEM trustees, staff and associated personnel must not:

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

Additionally, GenEM trustees, staff and associated personnel are obliged to:

- 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 a GenEM trustee, staff member or associated personnel to the Safeguarding Trustee or, if inappropriate or impractical, another Trustee or, as a last resort, an appropriate authority.

Enabling reports

GenEM will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities where we fund projects.

According to the level of risk, GenEM will ensure grantees, partners and co-funders put in place appropriate policies and procedures to meet their safeguarding duties, including ensuring safe, appropriate, accessible means of reporting safeguarding concerns in project locations.

Any staff reporting concerns or complaints will be protected from detrimental consequences.

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

How to report a safeguarding concern

Trustees, consultants and staff members who have a complaint or concern relating to safeguarding should report it immediately to the Lead Safeguarding Trustee. If the staff member does not feel comfortable reporting to the Lead 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 to any other Trustee.

Instructions on how to report concerns about the conduct of GenEM Foundation personnel, a funded organisation or project partner are found on the GenEM Website. Concerns can be emailed to **concern@genemfoundation.org** where they will be received by the Lead Safeguarding Trustee.

Response

GenEM will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations, including escalating to relevant public bodies if necessary. Concerns will be taken seriously, dealt with promptly and objectively, recorded responsibly. This process will be led by the Lead Safeguarding Trustee.

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.

Glossary of Terms

Project Participant (also known as Beneficiary of Assistance)

Someone who directly receives goods, services or payments from GenEM's programme or grantees including investees.

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 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).

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.

Victim

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.

Code of Conduct

For Trustees, Contractors and Associated Personnel

I, [NAME], acknowledge that I have read and understand this policy and agree that in the course of my association with GenEM Foundation I will:

- treat people, particularly children and at risk adults, with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- not use language or behaviour towards people that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not cause any physical, emotional or sexual harm to children or vulnerable adults
- immediately report concerns or allegations of exploitation and abuse and policy non-compliance in accordance with this policy

I understand that any breaches of this Code of Conduct must be immediately reported in accordance with appropriate procedures, and may result in termination of relationship with GenEM Foundation, and reporting to relevant authorities where appropriate.

Signed:

Date: