



Global Health
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GHP Safeguarding Policy

Global Health Partnerships (formerly THET)

Version: July 2026

Nominated Safeguarding Lead

Kat Brassington

To report a safeguarding concern:

safeguarding@globalhealthpartnerships.org

or anonymously via the GHP website

Policy reviewed annually. Next review: August 2027.



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Key Definitions

Safeguarding: In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

At Global Health Partnerships (GHP - formerly THET) we understand safeguarding to mean protecting people, including children and at-risk adults, from harm that arises from coming into contact with our staff or programmes. This means taking all reasonable steps to prevent harm, including sexual exploitation, abuse and harassment, from occurring; protecting people, especially vulnerable adults and children, from that harm; and responding 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, including for sexual purposes. GHP is committed to an inclusive approach to safeguarding, ensuring that individuals have the tools to understand their rights, responsibilities and access to support.

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 appropriate and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and protect those accused until determined responsible.

A child: A person below the age of eighteen years, as defined by the UN Convention on the Rights of the Child.

A vulnerable / at-risk adult: A person aged 18 years or above who either identifies themselves as unable to take care of themselves or protect themselves from harm or exploitation, or who due to their gender, age, frailty, mental health, religion, learning or physical disabilities, or exposure to disasters and conflict may be unable or unwilling to identify themselves as vulnerable but are deemed to be at risk. Vulnerability is often situational and context-specific, not fixed or permanent.

Purpose

GHP recognises that harm, violence and abuse of power against children and at-risk adults is prevalent throughout the world and in all societies. This policy aims to ensure that clear procedures are in place at GHP to prevent and respond to such incidents.

This policy aims to protect people within GHP and externally, particularly children, at-risk adults, persons receiving assistance as well as our colleagues, from any harm that may be caused through their contact with GHP, including harm arising from:

- the conduct of staff or personnel associated with GHP (externally and internally);
- the design, development and delivery of GHP's programmes and activities; or
- barriers to accessing GHP's safeguarding processes and support (including national and international institutional support).

Scope

This policy applies to the whole of GHP: Board members and staff, volunteers and interns, consultants, contractors and representatives of partners engaged in GHP's work. The policy lays out the commitments made by GHP and informs staff and associated personnel of their responsibilities in relation to safeguarding.



Policy Statement

GHP is fully committed to the safeguarding of all staff, children and at-risk adults from all forms of harm, violence and abuse. We take very seriously our responsibility and duty of care to ensure that we as an organisation, and anyone who represents us, does not in any way harm, abuse, or commit any act of violence against children, young people or at-risk adults, or place them at risk of the same.

GHP ensures all who work with and engage with us understand and are supported in meeting their safeguarding roles and responsibilities. We apply an inclusive approach to all our safeguarding processes, ensuring cultural sensitivity and national guidelines and legislation are applied. We take stringent measures against anyone who perpetrates an act of violence or abuse against a child or at-risk adult.

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

Commitments and Legislation

The following key pieces of legislation and guidance inform the principles underpinning this policy:

- The Children Act 1989
- United Nations Convention on the Rights of the Child 1989
- The Children Act 2004 & 2007
- The Care Act 2014
- Human Rights Act 1998
- Good Governance Guide 2020
- Working Together to Safeguard Children 2023 (HM Government / Department for Education)
- Core Humanitarian Standard on Quality and Accountability (CHS) 2024
- FCDO Safeguarding against SEAH Due Diligence Guidance (updated 2022, reviewed 2024)
- *Bond Commitment to Change in Safeguarding* / Safeguarding Resource and Support Hub

Note on national and local legislation: The above frameworks are primarily drawn from UK and international sources. GHP recognises that its programmes operate across diverse legal and cultural contexts. National and local legislation is addressed directly through the GHP Health Partnership Safeguarding Protocol, which each funded partner completes before grant commencement. That protocol requires partners to identify and document the legislation and regulations applicable in their specific country of operation. It should also be noted that the majority of countries in which GHP operates are signatories to the UN conventions listed above. Where a country has ratified a UN convention, that convention takes precedence over domestic law in relation to its terms, including, for example, the definition of a child as anyone under 18 years of age under the UN Convention on the Rights of the Child. GHP as an international organisation applies this principle consistently across all of its programmes

GHP will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy.
- Design and ensure all GHP programmes and activities are undertaken in a way that protects people from any risk of harm, including the way in which information about individuals in our programmes is gathered and communicated.
- Ensure all staff have undertaken appropriate training on safeguarding at a level commensurate with their role.
- Follow up on reports of safeguarding concerns promptly and according to due process.



- Ensure an inclusive approach to safeguarding, the review and design of processes and tools across all country offices.
 - Conduct annual reviews of the Safeguarding Policy and associated tools.
 - Require all appointed staff to undergo security and background checks commensurate with the safeguarding requirements of their role.
 - Require potential staff members to answer at least one safeguarding question appropriately during interview.
 - Require new staff upon employment to sign a declaration of full understanding and commitment to GHP's Safeguarding Policy.
 - Ensure all sub-contractors have access to, are familiar with, and know their responsibilities within GHP policy and procedures.
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Child Safeguarding

GHP staff and associated personnel must:

- Ensure the best interests of the child are paramount and the primary consideration in all decision-making.
- Respect children's rights, including the right to protection and to participate in decisions affecting their lives, as enshrined in the UN Convention on the Rights of the Child 1989.
- Ensure equality of opportunity so that all children can safely access and benefit from activities regardless of their gender, ability, race, ethnicity, circumstances or age.
- Obtain informed consent when engaging with children and adolescent from their parent or guardian.
- Demonstrate cultural sensitivity and recognition of local context in decision-making and in informing procedures.
- Be accountable and responsible for meeting their duty of care obligations towards children, and act where a child is believed to be at risk or has been harmed.
- Work in an honest and transparent way, explaining how GHP works to safeguard children.
- Ensure confidentiality to protect sensitive personal data. Information will only be shared and handled on a need-to-know basis.
- Work together to safeguard children both across GHP and with other organisations, including law enforcement and specialist child welfare agencies where necessary.
- Follow guidelines on how to appropriately engage with children (training material available upon request).
- Ensure potential risks are assessed and monitored. GHP has developed a range of tools and approaches to identify and mitigate potential risks to ensure a universal and least-intrusive response appropriate to the risk presented.

GHP 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.



Where GHP programmes, including grant giving, interact with children, adolescents and/or youth under the age of 18, additional training must be undertaken. Training materials will be shared with GHP personnel and associated personnel upon request by the programme lead.

Adult Safeguarding

GHP staff and associated personnel must:

- Empower, support and encourage adults to make their own decisions and obtain informed consent.
- Ensure potential risks are assessed and monitored. GHP has developed a range of tools and approaches to identify and mitigate potential risks to ensure a universal and least-intrusive response appropriate to the risk presented.
- Protect, support and represent those in greatest need.
- Offer local solutions by working closely with communities, recognising that communities have a part to play in preventing, detecting and reporting.
- Be accountable and transparent in delivering safeguarding.
- Work together to safeguard adults both across GHP and with other organisations, including law enforcement and specialist welfare agencies where appropriate.
- Not engage in and immediately report any sexual abuse or exploitation of at-risk adults, and not subject any beneficiaries to risks of physical, emotional or psychological abuse or neglect.

GHP staff and associated personnel must not:

- Sexually abuse or exploit any adult.
 - Subject any adult to physical, emotional or psychological abuse, or neglect.
 - Engage in any commercially exploitative activities with at-risk adults, including forced labour or trafficking.
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Protection from Sexual Exploitation and Abuse (PSEA)

Protection from Sexual Exploitation and Abuse (PSEA) is a priority commitment for GHP and applies to all children and adults. It is not optional and cannot be waived in any context or country of operation.

GHP 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.
- Engage in any sexual relationships with beneficiaries of assistance (of any age), since such relationships are based on inherently unequal power dynamics.

GHP staff and associated personnel are additionally obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes implementation of this policy.
- Report any concerns or suspicions regarding safeguarding violations by a GHP staff member or associated personnel to the Safeguarding Lead.
- Identify relevant PSEA reporting processes for other (I)NGO staff in-country, particularly when a PSEA incident involving staff from an organisation GHP is not associated with is observed.



Whereas safeguarding of beneficiaries is the primary objective of this policy, the safeguarding of GHP staff and associated personnel is also of paramount importance. GHP has a strict zero-tolerance policy against any safeguarding incidents internally and externally. Please refer also to the GHP Anti-Bullying Policy and Code of Conduct.

GHP's Responsibility: Where It Starts and Ends

GHP is responsible for safeguarding wherever its staff, activities, programmes or funding create conditions in which harm could occur. This includes direct GHP programme activities, grant-funded Health Partnerships (HPs), and any context in which GHP staff or associated personnel interact with children or at-risk adults.

GHP is not the investigating authority for incidents that are entirely internal to a partner organisation (health partnership grant) and fall outside GHP's programmatic activities. However, GHP retains the right and in many cases has a statutory and contractual obligation to:

- Report serious concerns to relevant statutory bodies, including the Charity Commission and local authorities;
- Notify funders and umbrella bodies in line with grant agreements and contractual requirements;
- Take grant management action, up to and including suspension or termination of a partnership, where a serious concern arises; and
- Cooperate with any external investigation or statutory inquiry.
- Where a partner organisation or an individual has received a grant and does not have a policy, GHP policy can be adopted. In such rare cases, the partner must sign up to this policy and complete GHP safeguarding training.

GHP's responsibilities begin at the point of engagement, including programme design, partner onboarding, and recruitment, and do not end simply because an activity is delivered by a partner organisation or in a country office. Responsibility continues for as long as GHP funding, staff or organisational authority is involved.

GHP's responsibility ends where incidents occur entirely outside the scope of GHP's activities, funding and personnel, and where GHP has no reasonable means of oversight or intervention. Where GHP deliver programmes directly, safeguarding responsibilities lay with GHP and will be investigated as outlined in this policy. In such cases, GHP will still refer concerns to the appropriate local or statutory bodies where it is safe to do so.

Health Partnership Grants: GHP's Role and Limits

Mandatory requirements for funded Health Partnerships

All Health Partnerships (HPs) who receive funding from GHP must, before funds are disbursed:

- Complete Safeguarding due-diligence;
- Attend a mandatory GHP Safeguarding Session;
- Complete the GHP Safeguarding Protocol (SP), which ensures alignment of partner safeguarding policies, processes and reporting lines with GHP's requirements; and
- Confirm in writing that their organisation has an adequate safeguarding policy in place or agree to adopt GHP's policy for the duration of the grant where none exists.



HPs are contractually required to report any safeguarding incidents to GHP within 48 hours of that incident being reported internally. Failure to report in a timely and transparent manner constitutes a breach of grant conditions.

GHP's role during the grant period

During the life of a grant, GHP is responsible for:

- Providing safeguarding guidance and support to HP staff upon request;
- Monitoring HP safeguarding compliance as part of grant oversight;
- Receiving and processing any safeguarding reports relating to HP activities; and
- Taking appropriate grant management action if concerns arise, including requesting an HP investigation, commissioning an independent review, or suspending/terminating the grant.

Limits of GHP's responsibility for HP activities

GHP does not have operational control over the day-to-day activities of independent HP organisations. GHP is not directly responsible for incidents that:

- occur entirely within an HP organisation's internal staffing or operations and have no connection to GHP-funded activities; or
- involve HP staff acting outside the scope of their GHP-funded role.

In such cases, GHP will support the HP to respond appropriately, may refer concerns to relevant bodies, and will consider whether continued funding is appropriate. GHP will not intervene in an HP's internal disciplinary processes but may require evidence that appropriate action has been taken as a condition of continued grant funding.

Note: Where an HP does not have a safeguarding policy in place, or where their policy does not meet GHP's minimum standards, GHP's Safeguarding Policy applies to all activities funded under the grant. This must be agreed in writing before grant commencement.

Preventive Action

Prevention is the key to mitigating safeguarding risk. GHP will embed organisational awareness, good practice and positive action to enable earlier detection, response and reduction in safeguarding incidents.

GHP programme and project design, development and delivery will be regularly and appropriately assessed for safeguarding risks, mitigating any direct or indirect negative impacts on children and adults through GHP activities. This includes using a safeguarding risk assessment tool at programme design stage, prior to any activity involving contact with beneficiaries.

Additional preventive measures include:

- All appointed staff will have security and background checks commensurate with the safeguarding requirements of the role.
- Potential staff members will be required to answer at least one safeguarding question appropriately during interview.
- All staff and associated personnel will undertake initial and regular refresher safeguarding training appropriate to their post and role.
- New staff will sign a declaration of understanding and commitment to this policy upon employment.
- The Safeguarding Policy and associated tools will be reviewed annually.



- Safe, appropriate and accessible means of reporting will be made available to staff and the communities GHP works with.
 - Donors and funding proposals are assessed against GHP Safeguarding due-diligence processes.
-

Reporting Safeguarding Concerns

In no circumstance should concerns of abuse or inappropriate behaviour be ignored. Any person in scope of this policy who becomes aware of a safeguarding concern must report it as follows:

- Document the concern using the Safeguarding Reporting Template (Annex D).
- Submit the completed report to the Nominated Safeguarding Lead within 24 hours of becoming aware of the concern, by email to safeguarding@globalhealthpartnerships.org.
- Reports may also be submitted anonymously via the GHP website; these are automatically forwarded to the safeguarding inbox.

GHP will ensure that reporting mechanisms are accessible to all, including community members and programme beneficiaries who may have low literacy or limited internet access. Country offices are responsible for ensuring that local, accessible reporting mechanisms are in place and communicated to communities, including non-digital routes where needed.

GHP's Whistleblowing Policy covers the procedures and protections for staff who wish to raise a concern (GHP's Responsibility: Where It Starts and Ends). A GHP employee who raises a genuine concern that is later determined to be unfounded will not face action. Any employee who makes false and malicious accusations will face disciplinary action.

Response Procedures

On receipt of a safeguarding report, the Safeguarding Focal Point will determine the immediate action required within 48 hours. Investigations into safeguarding concerns should take place within 20 working days where possible. All investigations will be treated sensitively and with strict confidentiality. Full response procedures are set out in Annex C.

GHP will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal investigation is carried out. Decisions regarding the nature of support will be led by the survivor.

Where a safeguarding incident relates to a specific project or grant, information will be shared with the relevant grant holder or donor in line with the contractual obligations and donor policies agreed in the signed contract.

All actions taken will be recorded in the Safeguarding Incident Record (Annex E), kept securely and password-protected (or under lock and key where internet access is unavailable).

Sanction

Breaches of this policy will be investigated in accordance with GHP's disciplinary procedures and contractual agreements. A referral may also be made to statutory authorities for criminal investigation under the law of the country in which the incident was reported.

Breaches may incur sanctions including disciplinary action leading to possible dismissal, termination of all contractual and partnership relations, and where relevant, appropriate legal action. Where a legitimate concern about suspected abuse is raised but found to be unfounded on investigation, no action will be taken against the reporter. Appropriate sanctions will, however, be applied in cases of false and malicious accusations.



Confidentiality

Confidentiality must be maintained at all stages of the safeguarding process. Information relating to a concern and subsequent case management must be shared on a strict need-to-know basis only and kept secure at all times. This applies to all internal staff, including senior management, unless they are directly involved in managing the case.

Safeguarding Committee

GHP has a designated Safeguarding Committee comprising country office representatives, GHP HQ representatives, the Trustee Safeguarding Focal Point, and the Nominated Safeguarding Lead. A gender balance and diversity of staff, with equal representation across organisational departments and levels of authority, will be ensured.

The Safeguarding Committee will develop an annual workplan and meet quarterly to reflect on challenges, share learning, and design or improve resources and tools. Committee members are regularly reviewed and undergo extensive safeguarding training. Contact details of all members are accessible to all GHP staff and associated personnel (see Annex G for Terms of Reference).

Inclusion and Diversity in Safeguarding

Safeguarding as a concept originates primarily from western institutional frameworks. GHP acknowledges that processes, understanding and even language around safeguarding can vary greatly across the contexts in which it operates. GHP is committed to an inclusive approach to its safeguarding processes and tools, working collaboratively across all GHP offices and partnerships.

GHP achieves this through regular engagement with the Safeguarding Committee, the Safeguarding Protocols for Health Partnerships, and safeguarding sessions with staff and GHP partners based in low- and middle-income countries. Where relevant, translated versions and culturally adapted guidance are made available for key country contexts. Staff are encouraged to raise concerns about cultural appropriateness or contextual barriers through their line manager or the Safeguarding Champion.

Connected GHP Policies and Further Reference

This policy connects to the following GHP policies:

- GHP Code of Conduct
- Whistleblowing Policy
- Disciplinary and Grievance Policies
- Anti-Bullying Policy
- GHP GDPR Policy

Further reference:

- United Nations Principles of Older People (1999)
- United Nations Convention on the Rights of the Child (1989) and associated regional conventions



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- The International Covenant on Economic, Social and Cultural Rights
- Tear Fund: Setting the Standard: A common approach to child protection for international NGOs

For external safeguarding advice, signposting and training:

- Safer Activities For Everyone CIC: <http://www.safecic.co.uk>
- Keeping Children Safe (in partnership with UNICEF): <http://www.keepingchildrensafe.org.uk>
- Child Exploitation and Online Protection (CEOP): <https://www.ceop.police.uk>



Annex A: Safeguarding Focal Point (Designated Lead) – Responsibilities

The Safeguarding Focal Point is the focal person for safeguarding within the organisation. Their responsibilities include:

- Providing advice and guidance to staff on safeguarding policy and procedures.
- Ensuring that information regarding any suspected safeguarding issue is appropriately stored and acted upon.
- Holding joint responsibility with the SMT and Board of Trustees to ensure the organisation's safeguarding policy and related procedures are followed and regularly updated.
- Chairing the Safeguarding Committee.
- Ensuring any safeguarding concerns are reported to relevant stakeholders and agencies.
- Determining immediate action required within 48 hours of a safeguarding report being received.

Current Nominated Lead: Kat Brassington, katharina.brassington@globalhealthpartnerships.org



Annex B: Glossary of Terms

Abuse: Sexual abuse or other physical or mental harm deliberately caused to a person.

At-risk adult / vulnerable adult: A person aged 18 or above who may be in need of care by reason of mental or other disability, religion, age or illness, and who is or may be unable to take care of themselves or protect themselves against significant harm. Vulnerability is often situational, not fixed.

Child: A person below the age of eighteen years, as defined by the UN Convention on the Rights of the Child.

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, 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. Derives from the UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13).

Safeguarding: Protecting peoples' health, wellbeing and human rights, enabling them to live free from harm, abuse and neglect. In our sector, this means protecting people, including children and at-risk adults, from harm that arises from coming into contact with our staff or programmes, taking all reasonable steps to prevent harm and respond appropriately when harm occurs.

Sexual abuse: The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation: 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 preferred over 'victim' as it implies strength, resilience and the capacity to recover. However, it is always the individual's choice how they wish to identify themselves.



Annex C: Response to a Safeguarding Report

Procedures

Step 1: Receiving a report

Reports can reach GHP through various routes — a structured format such as a letter, email or message; or in the form of informal discussion or rumour. All staff have a duty to treat any information that could indicate a safeguarding concern seriously and to report it.

If a safeguarding concern is disclosed directly to a staff member, they should:

- Listen carefully and without judgement.
- Empathise with the person.
- Ask who, when, where, and what — but not why.
- Check and confirm their understanding of the situation.
- Not promise confidentiality, but reassure the person that information will only be shared with those who need to know.

The person receiving the report must document the following as soon as possible:

- Name of person making the report
- Name(s) of alleged survivor(s)
- Name(s) of alleged perpetrator(s)
- Description of the incident(s)
- Date(s), time(s) and location(s)

This information must be forwarded to the Safeguarding Focal Point or appropriate staff member within 24 hours.

Step 2: Initial assessment (within 48 hours)

The Safeguarding Focal Point will determine within 48 hours:

- Whether the reported incident(s) represent a breach of safeguarding policy.
- Whether there is sufficient information to take the report forward.
- Whether any children under the age of 18 are involved, if so, expert advice must be sought immediately.
- Whether any immediate risks to stakeholders need to be addressed, and whether a mitigation plan is required.
- Which external bodies (funders, umbrella networks, statutory authorities including the Charity Commission) must be notified, and within what timeframe.
- Whether a case conference is required (mandatory for serious incidents — see below).

If there is insufficient information to proceed, the report must still be filed securely for possible future use, and any available lessons should be recorded.

Step 3: Case conference (for serious incidents)

Where a serious safeguarding violation is alleged, GHP will convene a case conference. This should include:

- The Decision Maker (a senior staff member not implicated in the case)
- The person who received the report



- The HR & Operations Manager
- A safeguarding adviser or equivalent, if available

The case conference will determine next steps, including protection concerns and support needs for the survivor and other stakeholders.

Step 4: Survivor support

GHP will offer appropriate support to survivor(s) of safeguarding incidents as a duty of care, regardless of whether a formal investigation has been initiated. All decisions about support will be led by the survivor. Support may include referral to counselling, medical care, legal advice, or local specialist agencies, and will be determined in consultation with the survivor and in line with what is available in-country.

Step 5: Investigation

Where investigation is required, GHP's disciplinary procedure will guide the process. The Decision Maker will make a final decision based on the investigation report, in accordance with existing policies and procedures for staff misconduct.

If at any stage criminal activity is suspected, the case must be referred to relevant authorities unless doing so would pose a risk to those involved. This decision must be made by the Decision Maker together with other senior staff, bearing in mind a risk assessment for all concerned.

Step 6: Reports involving associated personnel or Health Partnership staff

Where a report concerns associated personnel (contractors, consultants, HP staff), the same process applies, but formal disciplinary procedures may not be available. GHP may decide to terminate a contract or grant, require the partner organisation to take internal action, or report individuals to relevant authorities. GHP will require evidence that appropriate action has been taken as a condition of continued partnership or funding.

Step 7: Closing the case

- Document all decisions clearly and confidentially.
- Store all information in accordance with GHP policy and local data protection law.
- Record anonymised data to feed into organisational reporting requirements (Board serious incident reports, donor safeguarding reports) and lesson learning for future cases.

If a reporting staff member is not satisfied that the organisation is appropriately addressing the report, they have the right to escalate to the Board, or to an external statutory body.



Annex D: Safeguarding Reporting Template

This form is CONFIDENTIAL. Complete and submit to safeguarding@globalhealthpartnerships.org within 24 hours of becoming aware of a concern. Do not discuss the contents with anyone not directly involved in managing the case.

Section 1: Details of person raising the concern

Name	
Date and time	
Contact details	
Address	
Relationship to at-risk adult and/or child	
If a child is involved, please indicate age	
Did you witness the concern directly? If not, please provide witness details below.	

Section 2: Witness details (if different from above)

Name	
Date and time	
Contact details	
Address	
Relationship to at-risk adult and/or child	

Section 3: Details of the at-risk adult or child

Name	
Contact details	
Address	
Age	
Date of birth	
If a child: parent/guardian name	
If a child: parent/guardian contact details	
If a child: parent/guardian address	



Section 4: Details of the concern, incident or allegation

Please describe the incident(s) in as much detail as possible:

Section 5: Action taken to date

Section 6: External agencies contacted

Agency	Date	Name & contact details	Advice received
Police			
Social Care Services (INGOs / NGOs / state agencies)			
Local Authority			
Other			

Declaration

Name	
Date	
Signature	

Please email the completed form to safeguarding@globalhealthpartnerships.org



Annex E: Safeguarding Incident Record

For use by the Safeguarding Lead only. All records are strictly confidential and must be stored securely.

[illegible]



Annex F: Designated Trustee for Safeguarding

The Designated Trustee for Safeguarding will:

- Have undertaken safeguarding training (e.g. GHP online safeguarding training).
- Be DBS cleared (or in-country equivalent).

The Designated Trustee accepts responsibility for ensuring:

- Safeguarding has a high priority within GHP.
- The Safeguarding strategic risk is updated prior to each Finance, Risk and Governance Committee (FRGC) meeting, and whenever there are changes in legislation, guidance, or specific concerns raised.
- Policies and procedures are reviewed and updated annually.
- The CEO and HR can confirm compliance with safeguarding recruitment and training requirements for all staff.
- The Head of Programmes and Grants can confirm partner compliance with GHP safeguarding requirements.
- A known Trustee-level confidential point of contact is available for raising safeguarding concerns (for staff, trustees, partners and any stakeholders).
- Safeguarding concerns are promptly acted upon following due process.
- All Trustees are kept informed of safeguarding concerns at an appropriate level.
- The FRGC and Programme Quality Committee (PQC) receives a safeguarding update four times per year.



Annex G: GHP Safeguarding Committee – Terms of Reference

Purpose and Role

The GHP Safeguarding Committee exists to strengthen safeguarding structures, processes and systems across all GHP programmes, staff, associated personnel and digital engagement. The Committee does not engage directly with individual safeguarding complaints — this remains the responsibility of the Safeguarding Lead. Instead, the Committee's role is to enable an environment in which concerns can be raised, processes are understood, and safeguarding standards are upheld. All staff have responsibilities relating to safeguarding, and it is important that each staff member understands their particular responsibilities, as well as those of others in the organisation.

Scope

The Committee supports the embedding of safeguarding principles, roles and procedures across all GHP offices, partnerships and programmes, working to ensure a comprehensive and inclusive approach.

Membership

Name	Email	Role
Kat Brassington	katharina.brassington@GHP.org	Safeguarding Lead
Nadine Decker	Nadine.Decker@globalhealthpartnerships.org	HR & Operations Manager
Ayaan Mohamed	ayaanm@GHP.org	Somalia / Somaliland Lead
Ethel Mukosa	Ethel.Mukosa@GHP.org	Zambia Lead
Sheila Aryatuha	sheila@GHP.org	Uganda Lead
So Pyay Naing	so.naing@GHP.org	Myanmar Lead

Note: the CEO and designated trustee are members of this group. For further information please reach out to the Safeguarding Lead.

Accountability

All GHP staff are accountable for following the GHP Safeguarding Policy and Digital Safeguarding Policy. The Safeguarding Committee is accountable for ensuring those policies are understood and applied throughout GHP's systems and programmes. The GHP Board of Trustees has ultimate oversight of all activities the Committee proposes or plans. All resources developed, reviewed or shared with staff, beneficiaries or associated personnel must undergo a comprehensive review and be approved by either the Board of Trustees or the Senior Management Team.

Country Director/ Representative (or delegate)	Overall responsibility for ensuring the effective and consistent implementation of safeguarding procedures in country offices. This requires working closely with SMT members to ensure that they each understand how safeguarding affects the function of their department. Be familiar with the local legislation on children protection and child rights. Working with SMT members and Safeguarding Champions, lead on delivery of mandatory staff training for Safeguarding and Respect at Work and ensure that this is suitably evidenced.
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	Develop projects that consider safeguarding issues within the project design stage, and that relevant costs for safeguarding are included within project budgets. Ensure that GHP is effectively represented within relevant INGO safeguarding forums Ensure that the country office maintains up-to-date contact details of relevant care and support services for victims/survivors. Develop a county-specific complaints response mechanism that sets out in detail how the country office will respond to serious allegations. This is particularly important for offices working directly with the most vulnerable groups (i.e. adolescent girls, refugees, children). Ensure there is a diversity of ways for people to raise concerns and that these are regularly communicated to staff, freelancers, partners, trainees and contributors. Ensure that all concerns are reported immediately via the online confidential reporting tool on Sharepoint/Policy, as well as directly to the Safeguarding Lead. In consultation with the CD/SMT, keep relevant donors and project partners informed about reported concerns and any related investigations. When specifically delegated, lead on fact-finding investigations into allegations and concerns reported about GHP staff and freelancers.
Hr and Ops	Ensure that staff and freelancers are recruited according to relevant safeguarding standards. Ensure that vetting (professional references and police background checks) are carried out by hiring managers and suitably evidenced. Be familiar with the local legislation on children protection and child rights. Oversee and evidence induction for all staff and freelancers which includes training in safeguarding and the staff code of conduct. Evidence participation in face-to-face training with signed participation sheets and ensure these are stored securely within the country office. Develop and maintain an up-to-date list of local contacts at credible agencies that specialise in offering relevant services to survivors – including trauma counselling and medical services. Report any Safeguarding concerns immediately, either to the Safeguarding Lead, Country Director, anonymously via safeguarding@GHP.org or using the Whistleblowing Policy.



	Provides advice on safer recruitment, across all GHP offices. Provides advice and support relating to case management. Ensures Safeguarding Policies are uploaded and incorporated in recruitment processes.
Programmes team	Factor safeguarding issues into project design and include costs within budgets. Ensure that relevant safeguarding due diligence is conducted with any local partner organisations that may be working with vulnerable adults or children as part of the project. Where any risks are identified, ensure that projects are designed to mitigate these risks. Report any Safeguarding concerns immediately, either to the Safeguarding Lead, Country Director, anonymously via safeguarding@GHP.org or using the Whistleblowing Policy. Provides advice to country offices in working with children and vulnerable adults. Point of contact for advice on safeguarding concerns. Development of relevant Safeguarding resources and documents. Not part of the reporting process, but rather an advisory role. Assessment of safeguarding procedures, risk registers and assurance audits. Factor safeguarding issues into project design and include costs within budgets. Ensure that relevant safeguarding due diligence is conducted with any local partner organisations that may be working with vulnerable adults or children as part of the project. Where any risks are identified, ensure that projects are designed to mitigate these risks.
CEO	Has ultimate executive responsibility for safeguarding including ensuring that appropriate staffing is in place and that appropriate policies and procedures are in place and followed. Reports to the Board on any breaches and on overall safeguarding performance. Responsible for developing and maintaining a culture in which abuse, exploitation and harassment cannot thrive. Leads safeguarding management. Chairs the safeguarding group (with support of Safeguarding Champions). Receives and manages all confidential reports. Oversight of safeguarding investigations.
All staff	Understand and comply with the Safeguarding policy and the staff Code of Conduct. Participate in relevant mandatory training on Safeguarding. Be familiar with GHP Safeguarding Tool Kit, policy, digital safeguarding policy Report any Safeguarding concerns immediately as stipulated in the Safeguarding Policy, either to the Safeguarding Lead, Country Director or anonymously via GHP@safeguarding.org, or using the Whistleblowing Policy. Report any Safeguarding concerns immediately, either to the Safeguarding Lead, Country Director, anonymously via safeguarding@GHP.org or using the Whistleblowing Policy.



Safeguarding leads	Support the CD and other SMT members in the delivery of relevant training to all staff and freelancers contracted directly by the office Support Country Director and SMT members through the provision of guidance and advice for staff who are planning activities that involve working with vulnerable adults and children. Be familiar with the local legislation on children protection and child rights. Help to maintain an up-to-date record of all those who need and have completed relevant training. Be familiar with the local legislation on children protection and child rights. ·Work with the Country Director to maintain an up-to-date record of all those who need and have completed safeguarding training.
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Review of Membership

Safeguarding Committee members are reviewed every two years and undergo safeguarding training. The value and effectiveness of the Committee is assessed annually.

Ways of Working

The Safeguarding Committee will meet every three months to discuss safeguarding challenges, processes and next steps. The Committee will design internal and external training for staff, beneficiaries and associated personnel, and ensure compliance across all departments. The Safeguarding Lead, with the support of the Safeguarding Champion, will chair meetings. A minute-taker will be identified and rotated at the beginning of each meeting.

Head of External Engagement and Communications (EEC)

- Ensures that EEC team members are trained, support and advice to project teams on working with children and vulnerable adults.
- Ensure that consultants contracted by the EEC team are detailed on the central register of approved trainers, suitably trained on Safeguarding and Respect at Work, fully briefed on the staff code of conduct, and that this is adequately documented.
- Development of EEC resources and documents that include relevant elements of good safeguarding practice.

Head of Advisory & MEL

- Ensures that Advisory team members are trained, support and advice to project teams on working with children and vulnerable adults.
- Ensure that consultants contracted by the Advisory team are detailed on the central register of approved trainers, suitably trained on Safeguarding and Respect at Work, fully briefed on the staff code of conduct, and that this is adequately documented.
- Development of Advisory resources and documents that include relevant elements of good safeguarding practice.
- Ensure MEL resources include relevant elements of good safeguarding practice.



Annex H: Digital Safeguarding Policy

Definition

Digital Safeguarding (DS) is the protection from harm in the online space through the implementation of effective technical solutions, advice, support and procedures. At GHP, we understand it to mean protecting people — including children, at-risk adults, GHP staff and associated personnel — from digital harm that arises from their work for or on behalf of GHP. This includes taking all reasonable steps to prevent and protect people from harm including sexual exploitation, abuse, bullying and harassment, and responding appropriately when harm does occur. This policy must be read and understood in conjunction with the main GHP Safeguarding Policy.

Purpose and Scope

This policy covers all online and digital activities undertaken on behalf of GHP at national, international and regional level, including on proprietary platforms and third-party social media and devices. This includes email; social media channels (Facebook, X, YouTube, Instagram, WhatsApp, TikTok, LinkedIn); all blogging platforms; volunteer platforms; and other digital platforms such as Google Hangouts and Zoom; and all ICT devices (including phones) with internet connectivity provided by GHP.

GHP will ensure full compliance within its organisational remit (organisationally linked accounts and platforms). GHP acknowledges that third-party terms of service may present constraints beyond its direct control. GHP can provide guidance and support to external parties including Health Partnerships, but does not have direct control or responsibility for third-party actions.

Digital Harms Covered

This policy addresses the following online harms:

- Bullying and harassment
- Sexual exploitation and grooming
- Discrimination and abuse on the grounds of any protected characteristic
- Sharing of illegal and/or inappropriate imagery
- Cyberstalking
- Impersonation and hacking
- Disinformation and misinformation
- Incorrect storage of, or oversharing of, personal information without prior consent

Commitments

GHP will ensure that all projects, activities, programmes and campaigns support all members, volunteers and staff to be protected from harm and to stay safe online by:

- Ensuring best practice, including culturally and contextually appropriate, user-friendly digital tools, technical solutions, processes and procedures.
- Providing appropriate training and guidance tools for GHP staff and members (HP Digital Safeguarding Guidance Tool).
- Having robust procedures in place for reporting digital safeguarding incidents (in line with the main GHP Safeguarding Policy).
- Keeping up to date with the latest risks within the digital space.
- Raising awareness and ensuring appropriate referral to support agencies and organisations.
- Risk-assessing all projects, programmes, activities, services and campaigns to ensure appropriate digital safeguards are in place.

Responsibilities of GHP Staff and Associated Personnel



GHP staff and associated personnel must:

- Ensure social media accounts, digital platforms and virtual communication platforms are set up appropriately with support from the Safeguarding Lead.
- Make clear that any content shared on personal social media accounts represents their own views and not GHP policies or guidance.
- Ensure technical solutions are in place to reduce access to inappropriate content on GHP-owned or GHP-used devices, with support from GHP's independent outsourced IT provider.
- Ensure correct permissions are in place before taking or sharing photographs or any other content using GHP devices or sharing online.
- Ensure parental, guardian or carer permission before contacting or sharing any content or photos of persons under the age of 18 or vulnerable persons.
- Not contact any vulnerable person or child under the age of 18 on GHP social media, email, or any other online platform without parental or guardian permission — even if the minor initiates contact.
- Use social media responsibly and safely, using appropriate privacy settings.
- Store account credentials securely with appropriate levels of password protection.
- Verify any connections or friend requests from strangers or work contacts.
- Not engage in any form of online or cyber-bullying, harassment or abuse.
- Keep all personal data of persons under 18 secure and password-protected; not share externally unless parent or guardian consent has been given.
- Keep personal data of adults, particularly at-risk adults, secure; not share externally unless consent has been given and the funder explicitly requires it.

Assessing Digital Tools

All digital tools and services used in GHP programmes must be risk-assessed before adoption. When conducting this assessment, consider:

- The purpose of the data to be collected and whether it could result in harm to an identifiable individual.
- Who the data will be shared with and where it will be stored.
- How safe the tool is for the user, including considering other organisations who may also use the system.
- Whether users are able to access the tool in a safe space.

The GHP Digital Team must be alerted in advance of any proposed digital solution being used in any GHP programme or Health Partnership activity, to allow them to raise concerns about content or delivery methods.

IF IN DOUBT ABOUT THE APPROPRIATENESS OF ANY PROPOSED DATA COLLECTION (INCLUDING PHOTOGRAPHIC) OR DISSEMINATION, YOU MUST SEEK GUIDANCE FIRST.

For further information on data and privacy, please refer to the GHP GDPR Policy. Where digital safeguarding cases arise at country office level, local data protection and privacy regulations will also be considered.

Use of informal messaging tools

WhatsApp and similar messaging platforms are widely used across GHP's programmes and partnerships for day-to-day communication, coordination and updates. While these tools offer genuine practical benefits, particularly in low-connectivity contexts, they carry significant safeguarding and data



protection risks that all staff and partners must be aware of. Personal data, including the names, images, locations and health information of beneficiaries, must never be shared via WhatsApp or other informal messaging platforms. Images of community members, patients or programme participants, including children, must not be taken, stored or shared on personal devices or through unofficial channels without explicit informed consent, regardless of the intent behind the image. Group chats that include beneficiaries, community health workers or partner staff can inadvertently expose personal information to a wide and uncontrolled audience, and should never be used to discuss individual cases, incidents or safeguarding concerns. Any safeguarding concern must be reported through GHP's formal channels, by email to safeguarding@globalhealthpartnerships.org or via the GHP website, not via WhatsApp or similar messaging tools, even for speed. When in doubt about whether a piece of information is appropriate to share via an informal platform, do not share it and seek guidance from your line manager or the Safeguarding Champion.

Reporting and Response

All digital safeguarding reports should be submitted to safeguarding@globalhealthpartnerships.org or via the GHP website. The Safeguarding Lead will determine the immediate action required within 48 hours of a report being received. Investigations should take place within 20 working days where possible, treated with strict confidentiality.

GHP will apply appropriate disciplinary measures to staff found in breach of this policy and will report people to their employer where they are not a direct GHP employee. GHP will offer support to survivors regardless of whether a formal investigation is carried out.

Breaches may incur sanctions including disciplinary action, dismissal, termination of all contractual or partnership relations, and where relevant, appropriate legal action or referral to a professional regulator.



Annex I: At a Glance – GHP Safeguarding Policy

This summary is for everyone who works with or for GHP — including staff, volunteers, partner organisations and Health Partnerships. It tells you what safeguarding means at GHP and what, when and how to report. The full policy contains all the details.

What is safeguarding?

Safeguarding means protecting people from harm. At GHP, this means making sure that anyone who comes into contact with our work, including the communities and patients we serve, is safe from abuse, exploitation or neglect.

Safeguarding applies to everyone: children, adults, staff, partners and volunteers.

Who does this policy apply to?

This policy applies to all GHP staff, volunteers, Board members, consultants, contractors and partner organisations (including Health Partnerships we fund). If you work with or for GHP in any capacity, this policy applies to you.

What behaviour is not acceptable?

GHP has zero tolerance for:

- Any sexual activity with anyone under 18.
- Sexual abuse or exploitation of any person.
- Physical, emotional or psychological abuse or neglect.
- Exchanging money, goods or jobs for sex.
- Child labour, trafficking or forced labour.
- Any form of bullying, harassment or discrimination — online or in person.

What should you do if you are concerned?

If you see, hear or suspect that someone has been harmed, or is at risk of being harmed, you must report it. You should:

- Write down what you know: who was involved, when, where, and what happened.
- Send your report within 24 hours to: safeguarding@globalhealthpartnerships.org
- You can also report anonymously through the GHP website.

Do not investigate it yourself. Do not promise confidentiality to anyone. Do not ignore it.

What happens after you report?

GHP will respond within 48 hours. Your report will be handled sensitively and in confidence. Only people who need to know will be told. GHP will support the person who has been harmed. If needed, GHP will also involve relevant authorities.

If you raise a genuine concern and it turns out to be unfounded, you will not face any action. GHP protects people who speak up.

What about Health Partnership organisations?



If your organisation receives funding from GHP, you are required to have a safeguarding protocol in place, attend GHP's safeguarding session, and report any safeguarding incidents to GHP within 48 hours. GHP is here to support you, please reach out if you need help.

Who can you contact?

To report a concern	safeguarding@globalhealthpartnerships.org
Nominated Safeguarding Lead	Katharina Brassington – katharina.brassington@globalhealthpartnerships.org
Anonymous reporting	Via the GHP website

Remember: safeguarding is everyone's responsibility. If in doubt, report it.