

GHP Safeguarding Policy

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 it to mean 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, including sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, including for sexual purposes. At GHP we also understand the importance of diversity and inclusion in safeguarding, we particularly aim to ensure 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: means a person below the age of eighteen years, as defined by the UN Convention of the Rights of a Child.

A vulnerable/ at risk adult: means a person aged 18 years or above who either: Identify themselves as unable to take care of themselves or protect themselves from harm or exploitation or, due to their gender, age or frailty, mental health problems, learning or physical disabilities as well as disasters and conflicts, may be unable or unwilling to identify themselves as vulnerable or subject to abuse, but are deemed to be at risk.

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 procedures are in place at GHP to prevent and respond to such incidents.

This policy aims to protect people, particularly children, at risk adults and persons receiving assistance, from any harm that may be caused due to their coming into contact with GHP. This includes harm arising from:

- The conduct of staff or personnel associated with GHP
- The design, development and delivery of GHP's programmes and activities
- The lack to access GHP safeguarding processes and support available through GHP and partners (including national/international institutional support).

Scope of policy

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

GHP ensures all who work with and engage with us understand and are supported in their meeting safeguarding roles and responsibilities. We apply an inclusive approach to all our safeguarding processes, ensuring cultural sensitivity and national guidelines/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

There are several key pieces of legislation and guidance that inform the principles underpinning this policy, and our practice in relation to safeguarding children and adults, these include:

- 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
- Keeping Children Safe in Education 2020
- Good Governance Guide 2020

The following section outlines GHP's Safeguarding principles, values, role and responsibilities.

GHP shall:

- 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. This includes the way in which information about any individual in our programmes is gathered and communicated.
- Ensure all staff have undertaken appropriate training on safeguarding at a level commensurate with their role in the organisation.
- Follow up on reports of safeguarding concerns promptly and according to due process.

- Ensure an inclusive approach to safeguarding, the review and design of processes and tools across all country offices.

Child safeguarding

GHP staff and associated personnel must:

- Ensure best interests of the child/children are paramount and shall be the primary consideration in decision making.
- Respect children's rights, including the right to protection and the right to participate in decisions affecting their lives, as enshrined in the United Nations 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.
- Demonstrate cultural sensitivity and recognition of local context in decision making and in informing procedures.
- Be accountable and responsible for meeting their obligations regarding a duty of care towards children and acting where a child is believed to be at risk or has been harmed.
- Work in an honest and transparent way, informing and explaining how we work to safeguard children.
- Ensure confidentiality to protect sensitive personal data. Information will only be shared and handled on a need-to-know basis - access to information must be necessary solely for the conduct of official duties.
- Work together to safeguard children both across the GHP and with other organisations. This includes law enforcement and specialist child welfare agencies where necessary.

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.

Adult safeguarding

GHP staff and associated personnel must:

- Empower, support and encourage adults to make their own decisions and obtain informed consent. (GHP has engaged in developing a range of tools / approaches in order to identify and mitigate potential risks. All tools/approaches will be disseminated to all strategic business units to ensure a universal understanding and least intrusive response appropriate to the risk presented.)
- Protect, support and represent those in greatest need.
- Offer local solutions through working closely with communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Be accountability and transparent in delivering safeguarding.

- Work together to safeguard adults both across the GHP and with other organisations. This includes law enforcement and specialist welfare agencies where requested.
- Not engage in and 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 adult.
- Subject any adult physical, emotional or psychological abuse, or neglect.
- Engage in any commercially exploitative activities with at risk adults including forced labour or trafficking.

Protection from Sexual Exploitation and Abuse (PSEA) of all child and adults

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 of assistance.
- Engage in any sexual relationships with beneficiaries of assistance (under the age of 18 or above), since they are based on inherently unequal power dynamics.

Additionally, GHP 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 GHP staff member or associated personnel to the nominated lead.
- Identify relevant PSEA reporting processes, where applicable, of (I)NGO staff in-country. This is particularly important when GHP staff observe a PSEA incident and/or have a concern about a staff member from another organisation GHP is not associated with.

Whereas safeguarding of beneficiaries is the primary objective of this policy, the safeguarding of GHP staff and associated personnel is also of paramount importance to ensure an inclusive, trusting and safe organisational environment. GHP has a strict non acceptance policy against any safeguarding incidents internally and externally. For more information, please refer to GHP Anti-bullying Policy and Code of Conduct.

The above commitments are in line with and supported by the GHP Values. These values govern our decision making, organisational culture and behaviours and our dealings with external contacts and underpin how we implement this policy.

Sanction

Breaches of this policy will be investigated in accordance with disciplinary procedures, contractual agreements, and a referral may be made to statutory authorities for criminal investigation under the law of the country in which the incident has been reported. Breaches may incur sanctions including disciplinary action leading to possible dismissal, termination of all relations including contractual and partnership agreements, and where relevant, appropriate

legal or other such actions. If a legitimate concern about the suspected abuse of a child or young person is raised but is determined to be unfounded on investigation, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of false and malicious accusations.

Safeguarding children, adolescents and youth

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

Safeguarding in Health Partnerships

All Health Partnerships (HPs) who receive funding from GHP must attend a mandatory Safeguarding Session and complete the Safeguarding Protocol (SP). The SP is a simple tool to encourage discussion and alignment of partners safeguarding policies and processes. It encourages an inclusive approach where national legislation and existing processes in the country of implementation are discussed and incorporated ensuring cultural sensitivity. It further ensures clear lines of communication and reporting for HPs, especially those who do not have institutional policies in place.

Safeguarding Committee

GHP has a designated Safeguarding Committee which is comprised of country office representatives, GHP HQ representatives, Trustee Safeguarding Focal Point and the nominated Safeguarding Lead. Due to the potential sensitivity of safeguarding concerns and reports raised, a gender balance and diversity of staff in form of equal representation of organisational departments and level of authority is essential. The Safeguarding Committee will develop an annual workplan, meet on a quarterly basis for reflection, discussion on challenges, improvement and design of resources and tool. Safeguarding Committee Members are regularly reviewed and undergo extensive safeguarding training. Contact details of the members are accessible to all GHP staff and associated personal (Annex H Safeguarding Committee ToR).

Inclusion and Diversity in Safeguarding

Safeguarding as a concept is primarily coined by western culture. Whereas safeguarding is practices to various degrees in all context GHP operates, processes, understanding and even language can vary greatly. GHP is committed to having an inclusion approach to its safeguarding processes and tools, working in collaboration across all GHP offices and partnerships. We achieve this through regular engagement with the safeguarding committee, our tools such as the safeguarding protocols for HPs as well as staff and HP safeguarding sessions with partners based in LMICs.

Preventive action

The key to mitigate any safeguarding risk is prevention. GHP will achieve this by embedding organisational awareness, good practice and promoting positive action which will lead to earlier detection, response, and reduction in safeguarding offenses. GHP programme/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.

In addition to the actions outlined in this policy:

- All appointed staff will have security / background checks, commensurate with the safeguarding requirements of the role.
- Potential staff members will be required to appropriately answer a minimum of one safeguarding question during the interview processes.
- Due diligence in ensuring all staff and associated personnel have undertaken initial and regular refresher safeguarding training appropriate to their post/ role.
- Upon employment new staff will sign to declare full understanding and commitment to GHP's Safeguarding Policy
- Annual review of the Safeguarding Policy and Tools.
- Enabling reports

GHP will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with. In no circumstance should concerns of abuse and inappropriate behaviour be ignored. Alleged safeguarding cases should be reported to the nominated lead or/ Safeguarding Committee Members in line with GHP procedure. Information must be recorded in writing by sharing the in annex D outlined reporting template. All reports should be submitted to safeguarding@globalhealthpartnerships.org. Alternatively, reports can also be submitted anonymously via the [GHP website](#). Safeguarding reports submitted via the website will be automatically forwarded to the safeguarding@globalhealthpartnerships.org inbox.

GHP's Whistleblowing policy covers the procedures and protections in place for staff who wish to raise a concern. A GHP employee who raises a genuine concern about suspected safeguarding issues will not face action if the concern is determined to be unfounded. Any employee who makes false and malicious accusations, however, will face disciplinary action. An employee alleged to be a perpetrator of abuse will be dealt with in line with GHP's disciplinary policy and procedures.

All others in scope of this policy will be subject to similar action and GHP will sever all relations if the individual is found responsible to have committed abuse. GHP will take appropriate legal or other action in the case of false and malicious accusations of child or at-risk adult abuse. GHP will also accept complaints from external sources such as members of the public, partners and official bodies.

Nominated Lead Person (Safeguarding Focal Point)

Ben Simms, Chief Executive Officer is the Nominated Lead Person for the purposes of this policy. Ben.simms@globalhealthpartnerships.org (See Annex A for responsibilities)

- Trustees Responsibilities: (As stated in Principle 3 of The Charity Governance Code)

- Trustees understand their safeguarding responsibilities and go beyond the legal minimum to promote a culture in which everyone feels safe and respected.
- Safeguarding policies and procedures are appropriate and regularly reviewed
- Safeguarding risks are identified, managed and recorded
- Trustees, staff, volunteers and people who work with the charity understand the safeguarding policy and know how to speak up and feel comfortable raising concerns.
- Appointed a Designated Trustee for Safeguarding (see Annex G)

Response

GHP will investigate safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations. Detailed procedures can be found in Annex C.

GHP will apply appropriate disciplinary measures to staff found in breach of policy (please see disciplinary policy).

GHP will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation).

Decisions regarding support will be led by the survivor. The safeguarding lead will determine, within the first 48 hours, the immediate action required. Investigations into safeguarding concerns/reports should take place within 20 working days, where possible/appropriate, treated sensitively and no communication should be shared on the matter with any staff/persons internally or externally.

However, if GHP receives a safeguarding incidence reported related to a particular project, information will have to be shared with the grant holder/donor. The extend of the information shared will be dependent on the donor and/or grant holder organisational policy/T&C agreed upon signed contract. All actions taken will be recorded in the Safeguarding Incident Record and kept at a secure place and password protected and/or under lockable key where internet access is not available.

Confidentiality

It is essential that confidentiality be 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.

Connected GHP Policies

This policy connects to:

- GHP Code of Conduct
- Whistleblowing policy
- Disciplinary and Grievance policies.
- Anti-bullying policy

Further Reference:

- United Nations Principles of Older People (1999)

- United Nations Convention on the Rights of the Child (1989) and its associated regional conventions
- The International Covenant on Economic, Social and Cultural Rights
- Tear Fund: Setting the Standard: A common approach to child protection for international NGOs

Further information, support and advice

Internally:

Should anyone in scope of this policy require further information, clarification or support in the implementation of this policy, they should contact GHP London HR or the relevant Country Director.

Externally:

A source of national and international safeguarding advice, signposting and training is Safer Activities For Everyone CIC <http://www.safecic.co.uk>.

Keeping Children Safe (in partnership with UNICEF) <http://www.keepingchildrensafe.org.uk> is a community of good practice that has developed in the INGO group regarding particular issues they face when undertaking development work across multiple jurisdictions.

Where applying this policy in an international setting local embassies can support police liaison if needed by providing advice about the local climate/checks that can be done. They will be linked into law enforcement agencies in the UK and elsewhere.

Child Exploitation and Online Protection (CEOP) is based in the UK and is the police team that deals with child exploitation. CEOP has a lot of information and tools on how to protect children from online abuse and has a network of overseas contacts and tracks globally mobile offenders. [CEOP Safety Centre](#).

Annex A: Safeguarding Focal Point (Designated Lead)

Responsibilities

The Safeguarding Focal Point is the focal person for safeguarding within the organisation.

They provide advice and guidance to staff on safeguarding policy and procedures.

They ensure that information regarding any suspected safeguarding issue is appropriately stored and dealt with.

They have joint responsibility with SMT and Board of Trustees to ensure that the organisation's safeguarding policy and related policies and procedures are followed and regularly updated.

Leads the Safeguarding Committee

They are responsible for ensuring any safeguarding concerns are reported to the relevant stakeholders/ agencies.

Annex B Glossary of Terms

- A child means a person below the age of eighteen years, as defined by the UN Convention of the Rights of a Child.
- A vulnerable/ at risk adult means a person aged 18 years or more who either: Identify themselves as unable to take care of themselves or protect themselves from harm or exploitation or, due to their gender, age or frailty, mental health problems, learning or physical disabilities as well as disasters and conflicts, may be unable or unwilling to identify themselves as vulnerable or subject to abuse, but are deemed to be at risk.
- Abuse means sexual abuse or other physical or mental harm deliberately caused to a person.
- 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)
- Safeguarding In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect³. In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes. One donor definition is as follows:
- Safeguarding means taking all reasonable steps to prevent harm, including sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.
- This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, including for sexual purposes.
- Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until they are found responsible. Safeguarding puts beneficiaries and affected persons at the centre of all we do.
- Sexual abuse the term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- Sexual exploitation The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including,

but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

- Survivor; The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.
- At-risk adult sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm.

Annex C – Response to a safeguarding report

Procedures

Report is received:

Reports can reach the organisation through various routes. This may be in a structured format such as a letter, e-mail, text or message on social media. It may also be in the form of informal discussion or rumour. If a staff member hears something in an informal discussion or chat that they think is a safeguarding concern; they should report this to the appropriate staff member (please see below).

If a safeguarding concern is disclosed directly to a member of staff, the person receiving the report should bear the following in mind:

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

The person receiving the report should then document the following information:

- Name of person making report
- Name(s) of alleged survivor(s) of safeguarding incident(s) if different from above
- Name(s) of alleged perpetrator(s)
- Description of incident(s)
- Dates(s), times(s) and location(s) of incident

The person receiving the report should then forward this information to the Safeguarding Focal Point or appropriate staff member within 24 hours.

Due to the sensitive nature of safeguarding concerns, confidentiality must be maintained during all stages of the reporting process, and information shared on a limited 'need to know' basis only. This includes senior management who might otherwise be appraised of a serious incident.

If the reporting staff member is not satisfied that the organisation is appropriately addressing the report, they have a right to escalate the report, either up the management line, to the Board (or other governance structure), or to an external statutory body.

- Assess how to proceed with the report
- Appoint a Decision Maker for handling this report
- Determine whether it is possible to take this report forward
- Does the reported incident(s) represent a breach of safeguarding policy?
- Is there sufficient information to follow up this report?
- If the reported incident does not represent a breach of GHP's Safeguarding Policy but represents a safeguarding risk to others (such as a child safeguarding incident), the report should be referred through the appropriate channels (eg. local authorities) if it is safe to do so.
- If there is insufficient information to follow up the report, and no way to ascertain this information (for example if the person making the report did not leave contact details), the report should be filed in case it can be of use in the future, and look at any wider lesson learning we can take forward.
- If the report raises any concerns relating to children under the age of 18, GHP will seek expert advice immediately. If at any point in the process of responding to the report (for example during an investigation) it becomes apparent that anyone involved is a child under the age of 18, the Decision Maker should be immediately informed and should seek expert advice before proceeding.
- If the decision is made to take the report forward, GHP will ensure that it has the relevant expertise and capacity to manage a safeguarding case. This may require seeking external assistance from specialist agencies/ individuals.
- Clarify what, how and with whom information will be shared relating to this case. Confidentiality should be maintained at all times, and information shared on a need-to-know basis only. Decide which information needs to be shared with which stakeholder – information needs may be different.

Check GHP's obligations on informing relevant bodies when a safeguarding concern is raised. These include (but are not limited to):

- Funding organisations
- Umbrella bodies/networks
- Statutory bodies (such as the Charity Commission in the UK)
- Some of these may require GHP to inform them when a report is received, others may require information on completion of the case, or annual top-line information on cases. When submitting information to any of these bodies, think through the confidentiality implications very carefully.
- Appoint roles and responsibilities for case management
- If not already done so (see above), appoint a Decision Maker for the case. The Decision Maker should be a senior staff member, not implicated or involved in the case in any way.

If the report alleges a serious safeguarding violation, GHP will hold a case conference. This should include:

- Decision Maker
- Person who received the report (such as the designated lead, or manager)
- Head of Finance, HR & Operations
- Safeguarding adviser (or equivalent) if there is one
- The case conference should decide the next steps to take, including any protection concerns and support needs for the survivor and other stakeholders (see below).
- Provide support to survivor where needed/requested
- Offer appropriate support to survivor(s) of safeguarding incidents. Nb. this should be offered as a duty of care even if the report has not yet been investigated.
- Assess any protection or security risks to stakeholders

For reports relating to serious incidents:

- GHP will undertake an immediate risk assessment to determine whether there are any current or potential risks to any stakeholders involved in the case and develop a mitigation plan if required.
- GHP will continue to update the risk assessment and plan on a regular basis throughout and after the case as required.

Decide on next steps

- The Decision Maker decides the next steps. These could be (but are not limited to).
- No further action (for example if there is insufficient information to follow up, or the report refers to incidents outside the organisation's remit)
- Investigation is required to gather further information
- Immediate disciplinary action if no further information needed

Referral to relevant authorities

If the report concerns associated personnel (for example contractors, consultants or suppliers), the decision-making process will be different. Although associated personnel are not staff members, we have a duty of care to protect anyone from harm who encounters any aspect of our programme. We cannot follow disciplinary processes with individuals outside our organisation, however decisions may be made, for example to terminate a contract with a supplier based on the actions of their staff, or to report them to relevant authorities.

- Manage investigation if required GHP's disciplinary procedure will be used to guide the investigation.
- Make decision on outcome of investigation report
- The Decision Maker makes a decision based on the information provided in the investigation report. Decisions relating to the Subject of Concern should be made in accordance with existing policies and procedures for staff misconduct.

If at this or any stage in the process criminal activity is suspected, the case should be referred to the relevant authorities unless this may pose a risk to anyone involved in the case. In this case, the Decision Maker together with other senior staff will need to decide how to proceed. This decision should be made bearing in mind a risk assessment of potential protection risks to all concerned, including the survivor and the Subject of Concern.

- Conclude the case
- Document all decisions made resulting from the case clearly and confidentially.
- Store all information relating to the case confidentially, and in accordance with GHP policy and local data protection law.
- Record anonymised data relating to the case to feed into organisational reporting requirements (eg. serious incident reporting to Board, safeguarding reporting to donors), and to feed into learning for dealing with future cases.

Annex D – Safeguarding Reporting Template

Safeguarding Incident Report

Confidential

Details of person raising the complaint.

Name	
Date and Time	
Contact details	
Address	
Relationship to at risk adult and/or child If this is a child please indicate age	
Did you witness the safeguarding concern? If no, please provide the information of the person who witnessed the incident below.	
Name	
Date and Time	
Contact details	
Address	
Relationship to at risk adult and/or child	

Details of the at-risk adult/child.

Name		
Contact details		
Address		
Age		
Date of birth		
If the incident related to a child provide the parent/guardian information below		
Name		
Contact details		
Address		
Details of the concern, incident or allegation:		
Action taken:		
External agencies contacted: Police Date: Name & Contact number: Advice received: Social Care Services Date: Name & Contact number: Advice received: Local Authority Designated Date: Name & Contact number: Advice received: Other? Date: Name & Contact number: Advice received:		
Police	Date	Name & Contact details Advise received:
Social Care Services (INGOs/NGOs/state agencies)	Date	Name & Contact details Advise received:
Local Authority	Date	Name & Contact details Advise received:
Other	Date	Name & Contact details Advise received:
Person completing this please sign and date the below and email the report to safeguarding@globalhealthpartnerships.org		
Name		

Date
Signature

Annex E – Safeguarding Incident Record

This template is for the safeguarding lead use only, for the collection and recording of information obtained at the time and process.

Incident No.	Time/date	Event	Action	By whom	Done?

Annex F Designated Trustee for Safeguarding will;

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

Accept their role in ensuring:

- Safeguarding has a high priority in GHP
- The Safeguarding strategic risk is updated prior to each FRGC and if there are any changes in legislation or guidance, or if specific concerns raised.

Policies and procedures are reviewed and updated annually:

- The CEO/ Head of HR can confirm compliance with safeguarding recruitment and training requirements for all staff.
- The Head of programmes and Grants can confirm partners compliance with GHP safeguarding requirements
- They provide a known Trustee level confidential point of contact for the raising of safeguarding concerns (for staff, trustees, partners, any stakeholders)
- Safeguarding concerns are promptly acted upon following due process
- Trustees are kept informed of safeguarding concerns
- FRGC receive (four times a year) a safeguarding update

Annex G Terms of Reference; GHP Safeguarding Committee

Safeguarding: Safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. At GHP we understand it to mean protecting people in globally, 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, including sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur. This definition draws from our values and principles and shapes our culture.

Scope

The key to mitigate any safeguarding risk is prevention. GHP will achieve this by embedding organisational awareness, good practice and promoting positive action which will lead to earlier detection, response, and reduction in safeguarding offenses. GHP programme/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.

To embed Safeguarding principals, roles, and procedures further, across all GHP programmes, staff, associated personal and digital engagement, a Safeguarding committee has been formed. The group will aim to strengthen already existing structures within GHP and ensure a comprehensive and inclusive approach across GHP offices. This ToR stipulates the safeguarding committee and its members role, responsibilities and organisation.

Purpose/Role of the group

The GHP Safeguarding Committee is comprised of country office representatives (4), GHP HQ representatives (2) and the nominated Safeguarding Lead. Due to the potential sensitivity of safeguarding concerns and reports raised, a gender balance and diversity of staff in form of equal representation of organisational departments and level of authority is essential. The Safeguarding Committee will meet on a regular basis for reflection, discussion on challenges, improvements, and actions. All safeguarding concerns will be directed to GHP Safeguarding Lead, Ben Simms. This group will not engage directly with safeguarding complaints but strengthen the processes, resources and systems enabling greater understanding across all GHP staff, beneficiaries, and associated personal; enabling an environment where concerns can be raised.

Membership needs

- Ben Simms ben.simms@GHP.org (Safeguarding Lead)
- Saf Rahbour Saf.rahbour@GHP.org (HR & Operations Lead)
- Kat Brassington katharina.brassington@GHP.org (Safeguarding Campion)
- 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)

Accountability

All GHP staff have accountability to follow GHP Safeguarding Policy and Digital Safeguarding Policy. The GHP Safeguarding Committee is accountable to ensure that those policies are understood and applied throughout the organisations systems and programmes. GHP board of trustees have ultimate oversight of all activities/actions the Safeguarding Committee propose/plan. All resources developed/reviewed and shared with GHP staff, beneficiaries and associated personal will undergo a comprehensive review process and must be approved by either the Board of Trustees or the Senior Management Team, depending on the nature of the resource.

Review of group membership and value of the group

Safeguarding Committee Members are reviewed every 2 years and undergo safeguarding training. Reflection activities and value of the group is assessed on an annual basis.

Ways of working

The Safeguarding Committee will meet every three months to discuss safeguarding challenges, processes and next steps. The safeguarding committee will design internal and external training for staff, beneficiaries, and associated personal while ensuring compliance across all departments. The safeguarding lead, with the support of the safeguarding champion, will chair the meetings. A minute taker will be identified at the beginning of every meeting and rotated.

Annex H: Digital Safeguarding Policy

GHP 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 as well as GHP staff and associated personnel, from digital harm that arises from their work for or on behalf of GHP. We are taking all reasonable steps to prevent and protect people from harm, including sexual exploitation, abuse, bullying and harassment from occurring; and to respond appropriately when harm does occur. This policy should be read and understood in conjunction with the GHP Safeguarding Policy.

Purpose

This policy focuses specifically on all online and digital activities, including all digital activities undertaken on behalf of GHP at a national, international, and regional level, on proprietary platforms (i.e., non GHP affiliated) and third-party social media and devices.

This includes but is not limited to email; social media channels (such as Facebook, X, YouTube, Instagram, WhatsApp, TikTok, LinkedIn); all blogging platforms; volunteer platforms; and other digital platforms such as Google Hangouts and Zoom; all ICT devices (including phones) with internet connectivity that is provided by GHP.

Whereas GHP can and will ensure full compliance of digital safeguarding as outlined in this policy and within the organisational remit (organisationally linked accounts/platforms). It must acknowledge that third-party terms of service on social media, among other online and digital

tools, may present constraints. GHP can provide guidance and support to external parties (including Health Partnerships HPs) GHP does not have direct control or responsibility for third party actions

This Policy addresses online harms such as:

- 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,
- The correct storing of and not oversharing of personal information without prior consent.

Commitments

GHP will ensure that all our projects, activities, programmes and campaigns support all our members¹, volunteers and staff to be protected from harm and stay safe online by;

- Ensuring best practice, including culturally/context appropriate and user-friendly digital tool, 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 of digital safeguarding incidents (GHP Safeguarding Policy).
- Keeping up to date with the latest risks within the digital space (internal and external).
- Raising awareness and ensure appropriate referral to support agencies/organisations.
- Risk-assessing all projects, initiatives, programmes, activities, services, and campaigns to make sure appropriate digital safeguards are in place.

GHP staff and associated personnel must:

- Ensure that social media accounts, digital platforms and virtual communication platforms are set up appropriately with the support of the digital transformation team.
- Make it clear that any content shared on personal social media accounts represent the staffs and/or associate persons views, thoughts and opinions and are not reflective of GHP policies, procedure, or guidance.
- Make sure that technical solutions are in place to reduce access to inappropriate content on devices owned or used by GHP with support of an independent outsourced IT provider.
- Ensure the correct permissions are in place before taking and using photographs or any other content on/with any GHP devices and/or before being shared online.

- Make sure that children have permissions from their parent, guardian or carer before contacting and/or sharing any content or photos of persons under the age of 18 or vulnerable persons.
- Not to contact any vulnerable person or children under the age of 18 or engage in conversation without parental, guardian or carer's permission on any of GHPs social media accounts, email, or any other online platforms, even if being contacted by the minor first.
- Ensure all GHP staff and associated personnel understand why and how they must use social media responsibly and safely using the appropriate privacy settings.
- Store account credentials securely and safely and ensure that appropriate levels of protection are placed upon the password details.
- Verify any connections or friend requests from either strangers or work contacts.
- Not engage in any form of online/cyber bullying, harassment or abuse against staff, associated personnel, or members.
- Ensure all personal data of persons under the of 18 are kept secure and password protected if required. Data should not be shared externally unless the parent or guardian provided consent.
- Ensure all personal data of adults, particularly at-risk adults, are kept securely and not shared externally unless consent has been given by the individual and explicitly required by the funder.

When representing GHP through digital forums, communities or events, comply fully with this Policy.

4. Assessing Digital Tools

Working at GHP or any internal or national healthcare setting will require the use of digital services and tools to engage with various types of stakeholders and recording of data. To ensure everyone is protected online, everyone must ensure any digital intervention promotes safe and easy access for all.

- You should always conduct a risk assessment when using or adopting digital tools. The risk of harm will be related to the development of the system in hand but below are some helpful tips:
- Understand the purpose of the data you will be analysing and whether this could result in harm to an identifiable individual.
- What is the purpose of the data collection? Who will you share it with? Where will it be stored?
- How safe is the online product for the user? Consider other organisations who may utilise the system.
- Are users able to access it in a safe space?
- Data Regulations
- Data and privacy are fundamental aspects of ensuring all digital users remain safe. Any technical solutions used should ensure that only the necessary information is displayed to the wider userbase. Staff and all those who come into contact with GHP will be

supported to ensure that they are protected against any type of harm which may originate from the digital intervention. Please refer to the following GHP policy: [GHP GDPR](#). Instances where digital safeguarding cases arise at country office level, respective data protection and privacy regulations/laws will be considered.

6. Preventive action

The key to mitigate any digital safeguarding risk is prevention. GHP will achieve this by embedding organisational awareness, good practice and promoting positive action which will lead to earlier detection, response, and reduction in safeguarding offences. GHP programme/project design, development and delivery will be regularly and appropriately assessed for digital safeguarding risks, mitigating any direct or indirect negative impacts on children and all adults through GHP activities.

Alerting GHP digital team in advance of any proposed digital solution being utilised in any of our programmes (including HPs) to allow them to raise any concerns they may have regarding the content or method of delivery.

Creating an introductory session for project teams and wider health partnership community which details where and how users can raise issues if they feel uncomfortable or have a concern with digital proposals and how to report those.

Share GHP Health Partnerships Digital Safeguarding Toolkit with grantees.

For further information, please refer to GHP Safeguarding Policy.

7. Reporting of and Response to Digital Safeguarding Concerns

All reports should be submitted to safeguarding@globalhealthpartnerships.org or via our [website](#). GHP will investigate safeguarding reports and concerns in accordance with its policies and procedures and its legal and statutory obligations. GHP will apply appropriate disciplinary measures to staff found in breach of policy (please see disciplinary policy), and we will also report people to their employer (if they are not a direct employee of GHP).

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 support will be led by the survivor. The safeguarding lead will determine, within the first 72 hours or as is soon as reasonably practical thereafter, the immediate action required. Investigations into safeguarding concerns/reports should take place within twenty working days, where possible/appropriate, treated sensitively and no communication should be shared on the matter with any staff/persons internally or externally. For information on how to report a digital safeguarding concern and how GHP response procedure please refer to GHP Safeguarding Policy.

Breaches of this policy will be investigated in accordance with disciplinary procedures and contractual agreements, or a referral may be made to statutory authorities under the law of the country in which the incident has been reported. Breaches may incur sanctions including disciplinary action leading to possible dismissal, termination of all relations including contractual and partnership agreements, and where relevant, appropriate legal or other such actions. If a legitimate concern about the suspected abuse is raised but is determined to be

unfounded on investigation, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of false and malicious accusations, which may include making a report to a relevant professional regulator.

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