

Safeguarding Policy and Procedures

1. Introduction

1.1. Arise is a registered charity (number 1165248) which partners with grass-roots anti human trafficking organisations to promote human rights and defend human dignity. It is governed by a board of trustee directors. Day-to-day operations are delegated to individual trustees and employees.

1.2. From time to time employees, trustees or volunteers at Arise will come into contact with children and vulnerable adults. Our network serves some of the most vulnerable people in the world on a daily basis. In the pursuit of our vision of a world without slavery, and recognising our commitment to realising everyone's human dignity, it is essential that all within the Arise family observe the highest possible standards of safeguarding.

2. Purpose

2.1. The purpose of this policy is to protect those in receipt of Arise's services by clarifying the safeguarding standards expected of all those within the extended Arise family including staff, volunteers and partners.

3. Scope and Application

3.1. This policy applies to all staff, the board of trustees, volunteers and sessional workers, agency staff, or anyone working on behalf of Arise. The accompanying procedures apply to staff, board of trustees, and volunteers of Arise.

3.2. This policy applies to Arise's partners and those involved in service delivery on behalf of Arise. Arise believes that due to shared approaches and values, all partners will fully support the values set out in this policy and recognises that some will already have their own policies and measures in place. Where an organisation does not have these, Arise will work with it to develop them, to ensure that they meet Arise's standards. This will be done on an ongoing basis, and will not be limited to pre-funding agreements. Arise will continue to prioritise safeguarding and work with its grantees across their grant cycle.

4. Statement of Commitments

4.1. We affirm that:

4.1.1. The safety and welfare of children and vulnerable adults is paramount.

4.1.2. All people regardless of age, disability, gender, racial heritage, religious belief, and perceived sexual orientation or

identity have the right to equal protection from all types of harm or abuse.

4.2. We commit to:

4.2.1. Valuing, listening to and respecting all those with whom we come into contact in the course of our work, paying particular attention to children and all those who may be in vulnerable situations and ensuring that they are, as far as possible, protected from harm including abuse, exploitation and neglect.

4.2.2. Making all prudent and necessary checks when recruiting staff and volunteers, and ensuring that they understand their responsibilities as well as the mechanisms to report concerns and the requisite steps to take. This will be supported through ongoing supervision, support and training.

4.2.3. Sharing information about safeguarding with staff, trustees, volunteers, parents, children and vulnerable adults where necessary and appropriate. This includes sharing information about safeguarding concerns with agencies who need to know, and involving parents and children appropriately.

4.2.4. Supporting our partners to ensure children and vulnerable adults under their care are protected with the requisite safeguarding policies.

4.2.5. Regularly reviewing our policy and good practice to ensure we remain dynamic to the needs of those we serve.

5. Guiding Principles

5.1. Arise affirms the belief in the right of all children to be protected from all forms of abuse, neglect, exploitation and violence and is committed to upholding the rights and obligations set out in the UN Convention of the Rights of the Child, 1989.

5.2. Arise believes that the safeguarding of vulnerable persons is the responsibility of all persons and that there is a shared responsibility to protect children and vulnerable adults.

5.3. Arise does not tolerate any form of harm of children and vulnerable adults. Arise aims to achieve the highest protection and works to reduce the risks associated with its programmes. It will only work with partners that cooperate with Arise on the necessary standards of protections.

5.4. Arise recognises its duty of care for its staff and direct beneficiaries. It also recognises that this applies to its partners, and it will work with them constructively to meet this.

6. Arise's Partners and Beneficiaries

6.1. Arise recognises that due to the global nature of its work each of its partners will have their own commitment to safeguarding and that these will be tailored to their local contexts.

6.2. Before entering into grant agreements or other project implementation Arise will ensure that their partner's safeguarding policy meets the criteria established in Annex 1 of this policy.

6.3. If Arise's partners do not have a safeguarding policy in place Arise will work with them to create one in line with the guidelines set out in Annex 1.

6.4. Arise's commitment to safeguarding and any necessary work with its partner on safeguarding will be reflected in the Grant Agreement.

7. Review

7.1. This policy shall be reviewed every 2 years.

8. Adoption

8.1. This policy was adopted by the trustees at the third quarterly trustee meeting in 2018.

PROCEDURES

Arise works with partners across countries and legal jurisdictions. We recognise that our partners will have differing levels of requirements surrounding safeguarding. However, Arise has some procedures that all organisations should follow, no matter their location or legal context.

1. Working with children and vulnerable adults

1.1. A clear safeguarding structure and mechanism should be identified within the organisation. This should be effectively communicated to both staff, volunteers and those interacting with the organisation. This will include age appropriate communication of safeguarding structures, which can be done through a variety of methods including written notices, posters, informative images or spoken information.

1.2. A person outside the project will be the designated Safeguarding Officer (SO), and will have appropriate training for this. They will act as the contact person for all safeguarding concerns. Any safeguarding incident or concern should be reported to the SO who will then take the appropriate action set out in the mechanism. Where necessary, this should include informing local police and relevant authorities.

1.3. Safeguarding concerns and any subsequent investigations will be treated with complete confidentiality, and with a focus on the best interests of the child.

1.4. The SO will report all safeguarding concerns and incidents to the project's liaison person at Arise. Arise should also be informed about the investigative process and any resolution or change to arise.

2. Arise responsibilities for partners

2.1. Arise has developed a process for implementing this policy with its partners, the steps of which are laid out in Annex 2.

2.2. Arise will treat any reported safeguarding concern from its partners with confidentiality. However, if the incident is deemed needful, Arise holds the right to contact the police or other relevant authorities.

2.3. Arise staff will keep the Trustees informed of any safeguarding incidents or concerns. This will happen at the regular Board Meetings, unless the incident is deemed to be serious enough to require immediate informing

ANNEX 1

Below are the guidelines and principles Arise's partners' safeguarding policies should affirm. If they do not, Arise will work with the organisations to bring them in line. If the organisation does not have a safeguarding policy in place, these guidelines and principles will form the basis upon which it will be built, with Arise's assistance.

1. Prevention

1.1. The Organisation will take appropriate measures to reduce and manage safeguarding risks in relation to their project activities.

1.2. These should include:

1.2.1. A Safeguarding Policy.

1.2.2. Codes of Conduct for Staff and Volunteers, including those in frontline work.

1.2.3. The promotion of safeguarding information relevant to their situations.

1.3. All information on individuals involved in the project should be kept confidentially.

1.4. There should be clear responsibilities and regulations within the Organisation to determine what data is stored and who can access it.

2. Gender-Equality and Non-Discrimination

2.1. The Organisation should ensure that all policies should take into account gender equality and non-discrimination.

2.2. They should recognise that all people regardless of age, disability, gender, racial heritage, religious belief and perceived sexual orientation or identity have the right to equal protection from all types of harm or abuse.

2.3. Children and vulnerable adults should not be treated as objects, but should be actively, meaningfully and ethically involved in safeguarding. Their concerns should be taken seriously.

3. Screening Procedures

3.1. There should be screening procedures for all staff and volunteers.

3.2. This will be specific to the country but might include references, certificates of good conduct, and verification that the individual is not on an offence registry or police checks.

4. Awareness

4.1. All individuals working in either a paid or voluntary capacity should be made aware of their safeguarding responsibilities and rights.

4.2. All children, guardians, and adults accessing the Organisation's services should be made aware of safeguarding procedures and policies. This should be done in the most applicable method for their situation and can include spoken information, written information, pictorial information (including posters) or other suitable methods.

5. Capacity Building

5.1. The Organisation should develop the capacity of all who work with and for children and/or young people to appropriately prevent, detect, report and respond to safeguarding concerns, particularly as they pertain to differing gender and other identities.

5.2. Efforts should be made to ensure organisational policies and practices are understood and can be effectively implemented.

6. Reporting Mechanisms

6.1. Reporting mechanisms specific to the Organisation should be created that ensure the safe reporting of safeguarding concerns. These mechanisms should ensure the correct escalation of concerns and set out clear procedures for documenting and following up concerns.

6.2. A Designated Safeguarding Officer (DSO) should be identified within each organisation.

6.3. Child and youth reporting structures should be clear and suitable to their specific needs.

7. Response

7.1. Mechanisms should include appropriate measures to protect individuals when concerns arise. All measures should put the welfare of the concerned individual at the centre and ensure they are protected.

7.2. Concerns should be written up and kept in accordance to the privacy policy of the Organisation and local regulations. Arise should be informed of any safeguarding concerns within 2 working days of the concern first arising.

8. Review

8.1. The Organisation's policy should be reviewed at regular intervals, which should be no more than every 3 years.

ANNEX 2

Arise process to assess its partners' safeguarding policies, and then develop or change them as needs be to meet the necessary conditions, will take the following steps.

1. First application stage (initial application form):

1.1. Arise has included basic questions to gather a generic understanding of the applicants own safeguarding procedures. Since this is the first level, Arise only seeks to establish whether the applicants have a safeguarding policy. If they do, we ask them to provide us with a copy. If they do not, we ask if they will be willing to work with Arise to develop one.

1.2. There is a disclaimer within the application form stating that Arise has its own considerations for safeguarding, and that even if the applicant does have its own policy, there might still be need to work with Arise to develop policies and procedures to our requirements. Applicants are asked to affirm this.

2. Second application stage (for grantees in the process of starting a grant):

2.1. Arise has formulated a simple online questionnaire for prospective grantees to fill in. This is a simple set of questions, from which Arise can assess the risk level of their work according to its safeguarding considerations. This includes areas such as working regularly with children, working in rural areas, working alone and management structures to deal with complaints.

2.2. Based upon the results of this questionnaire Arise will classify the grantee as either red, orange or green.

2.2.1. 'Red' organisations do not have any formalised safeguarding procedures, or who only have an ad hoc understanding of safeguarding. Before funding can be agreed, Arise must work with these organisations to ensure a commitment to, and understanding of, safeguarding that meets its standards.

2.2.2. 'Orange' organisations are those who have a basic understanding of safeguarding, and who might have a simple Safeguarding Policy in place, but who do not meet Arise's standards. These organisations need to show willingness to raise their Safeguarding Procedures to meet Arise's level. On its side, Arise commits to working with these organisations to ensure their Safeguarding Policy is brought in line with Arise's, within a reasonable timeframe of the grant being agreed.

2.2.3. 'Green' organisations are those who Arise considers to have procedures in line with its own standards, and whose activities are covered and supported by commitments to safeguarding. Arise will

work with these organisations to ensure that they are abiding by best practice.

2.3. Arise will prioritise working with 'red' and 'orange' organisations. It will not release funding to 'red' organisations until it has deemed their Safeguarding Policies to be adequate. It holds the right to not release funding to 'orange' organisations until they have met Arise's standards. Arise recognises that safeguarding is not a static event, but an ongoing process, and commits not only to working at the initial grant formation period, but also to assisting in monitoring and evaluation of safeguarding policies across the grant cycle.

The Arise Foundation is a registered charity in the UK (1165248) and is 501(c)(3) exempt in the United States (EIN 81-1111051)

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