

# ARISE The Frontline of Abolition

## Arise Foundation Safeguarding Policy and Procedures

Policy	Date of approval by board of Trustees	Date of policy review
Safeguarding Policy	December 2023	December 2024
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*Arise is the trading name of Arise Foundation, a Charitable Incorporated Organisation registered in England and Wales with charity number 1165248 and a principal office at [Nazareth House, 169 Hammersmith Rd, London W6 8DB, UK](#). Arise Foundation America Inc. is a 501(c)(3) public charity with EIN 81-1111051 and offices located at [201 E. 87th Street, Suite 3D, New York, NY 10128, USA](#).*

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## 1. Introduction

Arise Foundation, referred to as Arise in this policy, was established in 2015 to support frontline groups and their networks in their fight against slavery and human trafficking. Arise is a registered charity in the United Kingdom (number 1165248). Our vision is to see a world without slavery and human trafficking in which the dignity of every person is respected. To achieve our vision, we build the strength, sustainability and direct impact of frontline groups working to prevent slavery and human trafficking. Arise supports front line groups working in Asia, Africa, Europe, and the Philippines. Arise also partners with Universities in the United States of America and the United Kingdom to help us to analyse data and develop evidence-based interventions to tackle the root causes of slavery.

We work in a spirit of solidarity with our partners, communities, and beneficiaries without compromising the need for safety and protection. We seek to protect the rights and uphold the dignity and humanity of all the victims of slavery and trafficking that we reach. We recognise and respect individuals' capacity: we see them as actors in their own development, and we encourage their engaged participation in the work that we support.

We recognise that the work our partners engage with is not without risk to them and the people they serve to rescue and protect. We do everything we can to ensure that safeguarding risks are identified and regularly reviewed and strategies to mitigate these are in place. We ensure that the work of our partner projects is not shared irresponsibly, such as in a public forum or on social media. This includes confidential or personal details of staff or volunteers, information about individuals' cases and records of our work.

To save and rebuild lives, we work to fund and strengthen the capacity of partners on the ground.

## 2. Arise Safeguarding policy statement

Arise believes that everyone we encounter through our work, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation<sup>1</sup> has the right to be protected from all forms of harm, abuse, neglect, and exploitation.

Arise Safeguarding Policy puts the protection of the communities we support and the people that work with us at the centre of all we do and the safety and welfare of children and vulnerable adults is paramount in our decision-making processes.

Arise will not tolerate any form of abuse, neglect and exploitation of and by staff or associated personnel.

## 3. Safeguarding definition

Arise works to the Charity Commission's definition of safeguarding. In its guidance, the Charity Commission describes safeguarding as ***“taking reasonable steps to protect from harm people who come into contact with your charity. This includes people who***

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<sup>1</sup> Equality Act 2010 (legislation.gov.uk)

***benefit from your charity's work, staff, volunteers, other people who come into contact with your charity through its work***<sup>12</sup>

In the NGO and international development sector in general, we understand it to mean taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse, and harassment from occurring; to protect people, especially adults at risk, and children, from that harm; and to respond appropriately when harm does occur.

In the context of our work, we need to be aware that:

- Arise direct contact with children and vulnerable adults is through our country coordinators or when staff provide capacity building for partners in the field, or when during field visits with project partners.
- Arise selects partners via a robust due diligence process and supports their delivery of projects in the field through financial and technical support where the partner requires it and Arise is able to offer it.

#### **4. The scope of this policy**

Arise Safeguarding Policy applies to trustees, staff and visitors, including all those who represent or are validated by us, such as interns, volunteers, consultants, contractors and journalists.

Our partners are required to have appropriate safeguarding measures reflecting Arise safeguarding standards and we expect partners to notify us if a safeguarding incident occurs.

#### **5. Legal Framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and adults at risk in the international context and the UK, including the Children Act 1989 and 2004 and Safeguarding Vulnerable Groups Act 2006, Care Act 2014 in England, and United Kingdom Charity Commission guidance.

#### **6. Definitions**

**Child** - any person under the age of 18 (United Nations Convention on the Rights of the Child, Children Act 1989 and 2004).

**Adult at risk**- Any person aged 18 or over who is or may need care and support, (e.g., health, personal or social care), is experiencing or is at risk of abuse or neglect and as a result of this is unable to protect themselves from either the risk or experience of neglect or abuse. (Care Act 2014).

**Vulnerable Adult** - Vulnerable adults are defined as people who are unable to take care of protecting themselves against harm or exploitation for any reason. When safeguarding adults, this involves reducing and preventing the risk of harm, neglect, or abuse alongside supporting them to maintain their own lives. While most would consider vulnerable adults to

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<sup>2</sup> [Safeguarding and protecting people for charities and trustees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/safeguarding-and-protecting-people-for-charities-and-trustees) [Safeguarding and protecting people for charities and trustees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/safeguarding-and-protecting-people-for-charities-and-trustees)

be those who lack capacity, adults with full capacity can also be considered as vulnerable as well. This is when they are unable to take care or protect themselves from harm<sup>3</sup>.

See Annex 1 of this policy for further definitions and information on categories of abuse.

## **7. Arise Safeguarding Framework**

Arise safeguarding framework is supported by four key pillars – **Prevention, Protection, Reporting and Responding**. These are sustained by embedding a strong safeguarding culture throughout the organisation.

### **8. Prevention**

Arise believes that having robust safeguarding arrangements in place to reduce the risk of harm is beneficial to the organisation, staff, and people we come into contact with, in the course of our projects, research, campaigning and awareness raising work. Arise has arrangements in place for safer work practices, safer recruitment, a code of code, a robust due diligence framework for partner selection and a training programme as part of our prevention strategy.

#### **8.1. Safer Recruitment**

Safer recruitment is an integral part of Arise's commitment to build an organisational culture wherein the safety and wellbeing of everyone involved is paramount. Arise is fully committed to safer recruitment principles in the selection and vetting of potential new staff.

The overall purpose of safer recruitment is to help identify and deter or reject individuals who are deemed to pose a danger to children and vulnerable adults. Arise has appropriate arrangements in place to reduce the risk of unsuitable people entering the organisation.

[Arise Safer Recruitment Policy](#) includes 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. Relevant posts with potential contact with vulnerable groups will be risk assessed and the level of DBS checks will be decided accordingly as part of our commitment to safer recruitment and safeguarding.

No member of staff or other representative may undertake activities in relation to Arise that involve access to children or adults at risk without supervision unless and until an appropriate background check (which may include a criminal record check, as appropriate) has been completed with satisfactory results.

Recruitment of trustees will be undertaken in accordance with applicable guidance from relevant local regulators. In England and Wales, this includes guidance issued by the Charity Commission for England and Wales<sup>4</sup> to ensure best practice in respect of trustee recruitment.

Where we become aware that any current staff member/volunteer or anyone associated with our work may pose a risk to children and/or adults at risk we will comply with the legislation

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<sup>3</sup> <https://www.carecheck.co.uk/importance-of-safeguarding/>

<sup>4</sup> For example, see Charity Commission guidance CC30 *Finding new trustees*: <https://www.gov.uk/government/publications/finding-new-trustees-cc30>

and relevant guidance in respect of referring that representative to the relevant authorities if appropriate<sup>5</sup>.

The protection from harm of our personnel and management of reports is addressed through HR policies.

## **8.2. Code of Conduct**

Arise Code of Conduct describes the ethics and behaviour required of all stakeholders to ensure a robust safeguarding environment. It is designed to create a culture of best practice in keeping beneficiaries and everyone associated with our work safe. All staff members, and all those who act on our behalf, trustees, consultants, journalists, as well as visitors will read and sign the Code of Conduct and are expected to adhere to its values and minimum standards. Those making overseas visits are expected to uphold local law wherever they operate, in addition to Arise Code of Conduct. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal. Arise Code of Conduct can be accessed [here](#). The trustees' Code of Conduct can be accessed [here](#). We expect the networks we work with and the grantees to have their own internal robust Code of Conduct that clarifies the values, principles, and the acceptable behaviours within their organisation which should influence and drive the organisation's culture.

## **8.3. Whistleblowing**

[Arise Whistleblowing Policy](#) provides a process whereby the concerns of Staff can be raised and resolved at the appropriate level. The policy includes a clear process for dealing with concerns and a handling framework with identified owners of each step. The policy is explicit that there can be no reprisals for the whistle-blower where concerns are reported in good faith and without malice. It identifies a clear process to follow if the concern is being raised against an individual in the organisation who manages internal complaints or concerns.

## **8.4. Embedding a strong safeguarding culture through capacity building**

A strong safeguarding culture requires an informed and trained staff team and a clear action plan for commitments made. Arise board members, staff, contractors, and volunteers will receive a thorough induction covering all aspects of our safeguarding framework and implementation plan, and they will be introduced to the Safeguarding Leads at operational and governance levels.

Everyone associated with Arise is obliged to create and maintain an environment that prevents exploitation and abuse. However, directors and managers at all levels have a particular responsibility to support and develop a culture and system that maintains this environment.

Arise partners will ensure similar arrangements are in place in their organisations and beneficiaries, children and vulnerable adults are informed about safeguarding and reporting procedures.

All staff will be supported through ongoing supervision and training. Staff with specific safeguarding responsibilities will be trained to implement safeguarding in their specific context and encouraged to be approachable and will respond to issues in a professional and

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<sup>5</sup> For example, for more information about making a referral to the DBS please see: <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

timely manner. Programmes staff and contractors will be trained to assess safeguarding in partner selection, provide and or facilitate capacity building where gaps have been identified and support partners to manage safeguarding incidents and the reporting procedure to Arise.

Arise's Safeguarding Policy will be reviewed at least annually by the Safeguarding Lead in collaboration with the CEO and approved by the board of trustees.

## **8.5. Partner Selection**

Arise supports organisations working in the anti-trafficking and tackling modern slavery space in several countries. Many of our partners operate in complex social, political, and legal contexts where mobilising social protection, and getting justice for victims of abuse and trafficking is challenging. As a starting point our due diligence process requires implementing partners to have their own safeguarding measures for the safety and well-being of their staff, volunteers and beneficiaries that are tailored to their local contexts and reflect Arise Safeguarding Standards.

However, we recognise that each of our partner organisations are at different stages of developing and implementing their safeguarding practices. We use our due diligence process to assess the safeguarding practices of all partners and to satisfy ourselves that these are adequate and appropriate in the circumstances.

Where it is felt advantageous and in the best interests of our mission to work with a partner that does not meet our safeguarding requirements, the following steps are considered -

- The prospective partner adopts the Safeguarding Policy and Code of Conduct templates reflecting Arise standards as an interim measure.
- Place additional conditions on the funding awarded to such a partner.
- Where possible allocating financial support to the partner to strengthen their own safeguarding practices.
- Provide additional safeguarding advice and support to the Partner via our Safeguarding Lead, sharing and signposting resources and, where necessary, arranging external capacity building support, and
- Conduct a risk assessment and develop a risk mitigation strategy in consultation with our trustee board whilst capacity building needs are being assessed and resourced.

We will assess the work needed to achieve adequate safeguarding practices (including the cost and the length of time needed to strengthen the partners' capacity). Although it is not the responsibility of Arise to build a prospective partner's capacity to enable them to reach safeguarding compliance, we may choose to do so if we find no other suitable partner to work with, and if we believe working with this partner is crucial to the achievement of programme goals and outcomes.

As per our grant agreements, we expect all serious incidents to be reported to Arise. We will then follow procedures outlined in section 10 of this policy. Partners, as independent organisations, are ultimately responsible for dealing with their own safeguarding concerns and we work closely with them to improve their capacity to manage safeguarding risks and concerns.

## **8.6. Community and Beneficiary Engagement**

Addressing the root causes of human trafficking and slavery is an important aspect of our mission. Where possible, our partners must demonstrate a commitment to community and beneficiary engagement through processes that facilitate community representation and feedback mechanisms on the effectiveness of the safeguarding measures that have been put in place. Partners will also be expected to demonstrate arrangements for working together with INGO protection coordination and accountability systems when they are present, along with other relevant authorities. Arise aims to work closely with partners to establish how these could be strengthened for sustaining safeguarding policies and practices in contexts where they operate.

## **8.7. Monitoring, learning and evaluation**

The monitoring of projects and programmes is an important process in the management of funding and relationships. Arise recognises the importance of partnerships built on respect and equality and strives to build open, trusting, and transparent partnerships with organisations that deliver services to beneficiaries. All monitoring visits will include a discussion around safeguarding to ensure that partners are implementing their policies and procedures and feel confident about exercising their responsibilities. All evaluation frameworks will integrate safeguarding. All visits to the field will include a meeting with beneficiaries and, if applicable, their representative groups. All learning will be incorporated to further strengthen safeguarding within Arise and its partners.

## **9. Protection**

Protection is the action that Arise will take and or facilitate to ensure the safety and protection of a survivor of harm. Arise will facilitate a referral to appropriate protection agencies within the UK and support its partners to do the same in their operational contexts.

## **10. Reporting**

Arise will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with through our partners.

Arise will also accept complaints from external sources such as members of the public, partners, and official bodies. Reporting is supported by our Whistleblowing policy and procedures for internal and external (from partners) safeguarding concerns. Where concerns relate to anyone associated with our work, we take all the necessary steps to ensure the safety and protection of individuals making a report.

Safeguarding concerns may arise from recognition of potential signs of abuse, suspicion of harmful behaviours, and direct disclosure by a survivor. Guidelines for responding disclosures ([insert link](#)) should be followed.

The reporting of suspected or actual abuse is a professional obligation for Arise personnel. Failure to report information can lead to disciplinary action or dismissal. In any cases of suspicion of a safeguarding issue the person to whom it has been reported must immediately inform the Safeguarding Lead.

Arise believes that no concern is too small. If you are unsure whether a situation constitutes a safeguarding concern you are encouraged to contact the Safeguarding Lead as soon as possible at [safeguarding@arise.foundation](mailto:safeguarding@arise.foundation) as soon as possible. Your concern will be treated with respect and dealt with professionally and confidentially. You can speak to the Safeguarding Lead via email or telephone. If the Safeguarding Lead is unavailable or your concern relates to the Safeguarding Officer(s), you can report your concern to the Safeguarding Lead trustee via (insert name/contact for lead SG trustee)

A form is provided (insert link) to facilitate reporting and is available to download from our website. If you are not able to do this, our safeguarding lead will help you.

A report from a partner should include the actions that are being taken to act on the concern raised. Allegations of inappropriate behaviour between and by Arise staff will be managed through our human resource management and safeguarding processes. Allegations of inappropriate behaviour between partner staff and by partner staff will be managed by the partner. Support can be sought from Arise who will comment, and advise where necessary, on any steps being taken by the partner. Should the concern be connected to an allegation of harm, abuse or exploitation by the manager or coordinator of one of our Partners, Arise, following consultation, can support the partner's governing body to manage the investigation, such as by funding the services of an external investigator.

Our partners are expected to identify appropriate processes to communicate clear reporting pathways to all beneficiaries, staff, and volunteers and to ensure that complaint and feedback mechanisms are fully understood by the beneficiaries they support.

Arise Contact details for the Safeguarding Lead and Safeguarding Lead Trustee can be found on the first page of this policy document. The Safeguarding Lead or the Safeguarding Lead Trustee (as applicable) ensures that all discussions and actions are documented.

All staff are responsible for maintaining confidentiality of records and cases of allegations or suspicions. This information shall only be made available to the relevant parties.

## **11. What to report**

The Charity Commission requires Arise to ensure that safeguarding incidents are handled sensitively and appropriately within the organisation and by partners. Arise requires implementing partners to report serious incidents (including all safeguarding incidents) to us, in addition to their safeguarding focal point. After consultation, Arise will provide a mutually agreed form of support to assist partners who are developing their capacity. All serious incidents must be reported to Arise Safeguarding Lead using agreed reporting pathways and within agreed timeframes.

Below is a non-exhaustive list of examples of incidents that should be reported to Arise by our own staff and by partner organisations:

- Allegations of criminal activity involving beneficiaries committed by staff or partner staff.
- A romantic or sexual relationship formed between a staff member or a partner staff member and a beneficiary/community volunteer where there is a power imbalance.



- A disclosure of sexual abuse or harassment between two staff members/partner staff members or between a staff member/volunteer, staff member/partner staff member and a beneficiary.
- A safeguarding complaint made about the partner organisation by any other organisation or individual.

Examples of incidents that Arise would **not** expect to be reported from partner organisations include:

- A security incident or evacuation at a distribution.
- A disclosure of abuse or harassment between beneficiaries. These should be reported with consent (following a risk assessment) when it involves adults, to community protection mechanisms.
- Internal conflict between volunteers/staff members within the organisation unless it is seriously affecting running of the operation.

## 12. Responding

Arise is committed to responding effectively, sensitively and swiftly to all allegations and suspicions of any type of harm, violence and harassment. Arise will follow up all safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations pertaining in the country where the organisation is registered and if different, also in the country where the incident is reported to have taken place.

The safety and wellbeing of the individual(s) affected is the paramount consideration and immediate steps will be taken by the Safeguarding Lead in collaboration with other Arise senior team members as necessary to protect the individual(s) affected and to address any possible urgent medical needs.

We take all reports of safeguarding concerns seriously and will treat them confidentially. Arise aims to acknowledge a safeguarding report within **48 hours** and aims to respond within 5 working days of the concern being filed.

A virtual or in person case discussion involving relevant members of Arise Leadership will be held within 24 hours to discuss the nature of the case and to take decisions on next steps. Any investigation involving board members, directors, staff (**full time or part time**), consultants and contractors will be handled fairly with the full support of Arise board. Investigations will be objective, transparent, and will be guided by professional expertise and support when required.

Where it appears that a criminal offence may have taken place, the matter will be referred to the appropriate national authorities in line with local reporting/referral systems.

The complaint is investigated following principles of best practice in investigating safeguarding allegations, reflecting survivor centred approaches, including a report to the statutory authorities where relevant and with survivor consent. Investigation findings will be analysed, remedial steps will be taken and any learning will feed back into further strengthening of our Safeguarding measures.

### **13. Sanctions**

Where partners do not demonstrate commitment to achieving safeguarding compliance and reluctance to report concerns, we will review the partnership for its suitability to continue. Wherever possible, agreement to achieve compliance will be discussed and agreed.

Decisions about suspending funding will be made following a risk assessment of the partner organisation. If it is felt that the situation has not been dealt with in line with the severity of the incident, then Arise will advise on the next steps and, if appropriate, report to the relevant authorities where the partner operation is located. We will aim to do this sensitively, in a non-judgemental manner and with the best interests of the people we support at the centre of decision-making processes.

However, if the partner remains high risk in relation to safeguarding, Arise may take steps to terminate the partnership. A review will be led by the Director of Programmes, who is also the Safeguarding Lead, and recommendations made to the CEO.

### **14. Implementation**

Safeguarding will be integrated in all our functions and activities. Arise safeguarding policy will be available to all team members (full time or part time), trustees, interns, consultants and contracted individuals for specific projects.

Everyone will sign the code of conduct as part of the induction process; the Safeguarding Lead will ensure this arrangement is in place through the CEO and access to safeguarding training will be facilitated for staff and trustees.

Arise team members with specific safeguarding responsibilities will be sign posted to training to support their role to receive and respond professionally to safeguarding concerns and allegations.

Partners will be informed about Arise safeguarding requirements and expectations will be included in the partnership agreement.

Arise will continually evaluate its safeguarding practice and update its policy following a review annually by the Safeguarding Lead and the CEO.

## **Annex 1: Definitions**

**Beneficiaries** - Any person whom we and our partners' support. For the purpose of this policy, and, again in line with Charity Commission guidance, we define a beneficiary as “*a person or group of people eligible to benefit from a charity.*”

**Adult at risk** - Any person aged 18 or over who is or may need care and support, (e.g., health, personal or social care), is experiencing or is at risk of abuse or neglect and as a result of this is unable to protect themselves from either the risk or experience of neglect or abuse.

**Child** - any person under the age of 18 (United Nations Convention on the Rights of the Child). This may not always be possible to verify. It is often difficult to know the true age of a person within the context in which we work. There are times when adults can present themselves as a minor and instances when minors present as adults. People who present as minors will be accepted as such until information about their true age is established.

**Child Abuse** - A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place online, either wholly, or by its use to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children - Working Together to Safeguard Children, 2018.

Modern slavery - when an individual is exploited by others, for personal or commercial gain. Whether tricked, coerced, or forced, they lose their freedom. This includes but is not limited to human trafficking, forced labour and debt bondage.

**Partner:** an organisation which receives funding from Arise or one with which Arise collaborates to deliver its programmes or which is otherwise associated with the Arise name and brand.

**Partner staff** means employees and directors/board members of a partner, freelance workers (self-employed or agency staff), and volunteers, interns and secondees of a partner.

**Safeguarding Adults** – Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear, or unrealistic about their personal circumstances. There may be instances whereby the risk is so high that referrals for support need to be made without an adult's consent. - Care and Support Statutory Guidance, March 2020.

**Safeguarding Children** - means protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best outcomes. Working Together Safeguard, Children 2018.

**Staff** means Arise employees and directors, freelance workers (self-employed or agency staff), and volunteers, interns and secondees.

**Survivor-centred Approach** - The principle of a survivor-centred approach is to view the person who has been on the receiving end of harm, abuse, or exploitation as a survivor, rather than victim. Using the language of victim when talking about sex and gender-based violence (SGBV) can result in presenting the person as not having agency or the power to defend themselves. When we shift to acknowledge this person as a survivor, we see that their identity is not shaped by the violence or harassment that has happened and see that they have survived the incident. A survivor-centred approach means that we prioritise the rights, needs and wishes of the survivor. We aim to create a supportive environment in which the survivor's rights are respected and in which they are treated with dignity and respect.

**Unaccompanied Child (UAC)** - An unaccompanied child is a person who is under the age of eighteen, unless, under the law applicable to the child, majority is, attained earlier and who is "separated from both parents and is not being cared for by an adult who by law or custom has responsibility to do so."<sup>6</sup>

**Vulnerable Adult** - Vulnerable adults are defined as people who are unable to take care of protecting themselves against harm or exploitation for any reason. When safeguarding adults, this involves reducing and preventing the risk of harm, neglect, or abuse alongside supporting them to maintain their own lives. While most would consider vulnerable adults to be those who lack capacity, adults with full capacity can also be considered as vulnerable as well. This is when they are unable to take care or protect themselves from harm<sup>7</sup>.

**A list of categories of abuse for children can be accessed [here](#) and adults at risk [here](#). These can be referred to when assessing allegations of harm.**

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<sup>6</sup> <https://www.unhcr.org/3d4f91cf4.pdf>

<sup>7</sup> <https://www.carecheck.co.uk/importance-of-safeguarding/>