Safeguarding

SAFEGUARDING POLICY

Contents

1. INTRODUCTION

The Global Alliance for Improved Nutrition (GAIN) focuses on tackling the human suffering caused by malnutrition. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people - drawn from nearly every country on the planet - are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

We are deeply committed to safeguarding everyone we engage with fulfilling our mission, ensuring they are protected from any harm or operations, or staff. We strive to foster a safe, inclusive, and respectful culture where everyone can thrive and feel secure when

Safeguarding is the responsibility of organisations to make sure their staff, operations, and programmes do no harm to adults at-risk and children nor expose them to abuse or exploitation. This encompasses Prevention of Sexual Exploitation and Abuse (PSEA) and child safeguarding.

It includes preventing, reporting, and responding to harm or abuse caused by GAIN.

Through its mission, GAIN is well positioned to promote and ensure good practice by its staff and by those of its partners who directly or indirectly work with the communities and groups we serve.

Prevention of Sexual Exploitation and Abuse (PSEA)
In common with the humanitarian and development community we use this term 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).

GAIN is committed to safeguarding everyone who comes into contact with its work, including protecting staff from harm and inappropriate behaviour such as bullying and harassment. Additional definitions related to safeguarding can be found in the Glossary in the Appendices.

The aim of this policy is:

- To promote and ensure the safeguarding of all those directly served by GAIN and its partners.
- All staff and associates understand the importance of preventing harm and abuse in all its forms and their responsibility to ensure that their behaviour and work does not result in harm.
- To ensure that any abuse of individuals that occurs in the context of GAIN's projects and programmes is reported and addressed.

Our commitment to safeguarding is underpinned by our **values**, and is reinforced through other policies, including, but not limited to:

- Code of conduct
- Equal Opportunities and Dignity at Work policy
- Dignity and Respect at Work Policy
- Anti-bribery and fraud policy
- Grievance and disciplinary policy
- Whistleblowing Policy
- Social media use guidelines

2. SCOPE

This policy aims to protect all those GAIN directly serves, regardless of personal characteristics such as age, disability, sex, gender reassignment, sexual orientation, religion, ethnic origin, marriage/civil partnership status, maternity or pregnancy or other characteristic from all forms of harm, abuse, neglect, and exploitation. All GAIN staff, Board members, consultants, volunteers and partner staff (collectively referred to as 'staff' throughout this document) must abide by this policy, across all our operations, including online and in-person interactions worldwide.

This encompasses safeguarding vulnerable persons, including children and adults at risk, and preventing sexual exploitation and abuse, ensuring protection against misconduct by our staff in our activities, and by our partners.

GAIN maintains a zero-tolerance stance on abuse and exploitation. Violations of this policy may lead to performance management, disciplinary actions, dismissal, termination of agreements or legal proceedings.

3. OUR SAFEGUARDING COMMITMENTS AND PRINCIPLES

At GAIN, we take our **values** seriously. Safeguarding is a core organisational priority that underpins all aspects of our work. We are committed to fostering an inclusive, respectful, and safe environment for all individuals we engage with, including staff, partners, and community members. Our approach is grounded in the prevention of harm, individual and collective responsibility, and the promotion of dignity and accountability.

GAIN's safeguarding approach is aligned with international standards, including the **Inter-Agency Standing Committee (IASC) Core Principles on the Prevention of Sexual Exploitation and Abuse (PSEA)**, which underpin our policies, training, and conduct expectations.

The following commitments and principles guide our safeguarding efforts:

1.1 Preventing Harm and Promoting Wellbeing

- GAIN is committed to identifying and mitigating safeguarding risks in the design and delivery of all activities.

- We work to create caring environments where the health, safety, and welfare of all individuals—particularly vulnerable persons—are prioritised.

- All staff receive appropriate safeguarding training, including on harassment and bullying, relevant to their role.

1.2 Responsibility and Accountability

- Safeguarding is a shared responsibility. All GAIN staff and representatives are expected to uphold safeguarding principles at all times, including outside of working hours.

- We maintain a strong culture of accountability through adherence to applicable laws, regulatory responsibilities, professional codes of conduct, and internal standards.

- GAIN has a duty of care to the communities we work with, and those engaged through our partners, ensuring minimum protection standards are met.

1.3 Respect, Equality, and Inclusion

- We are committed to upholding the dignity and rights of every individual, without discrimination based on race, gender, religion, political opinion, disability, sexual orientation, or any other status.

- We promote equality of protection and opportunity, working actively to challenge harmful power imbalances and support all individuals to realise their potential.

- Our safeguarding approach is free from judgment and bias, and we strive to create an environment where all staff and community members feel safe, valued, and heard.

1.4 Protection and Reporting

- GAIN enforces a zero-tolerance approach to safeguarding violations and is committed to protecting individuals who raise concerns from retaliation.

- All safeguarding concerns are managed with the utmost confidentiality and investigated independently where appropriate.

- Accessible and well-publicised reporting mechanisms are in place to ensure that everyone knows how and where to raise concerns.

- In line with the IASC Core Principles, the following behaviours are strictly prohibited and constitute grounds for disciplinary action, including termination of employment:

  o Sexual exploitation and abuse by humanitarian workers.
  o Sexual activity with children (persons under the age of 18), regardless of the local age of consent.
  o Exchange of money, goods, employment, or services for sex or sexual favours.
  o Any sexual relationship involving an abuse of power or position between staff and programme participants.
  o Failure to report safeguarding concerns, whether involving GAIN staff or personnel from other agencies.
  o Failure to uphold a working environment that actively prevents sexual exploitation and abuse.

1.5 Survivor-Centred and Adaptive Practice

- GAIN adopts a trauma-informed and survivor-centred approach in responding to safeguarding concerns, prioritising the safety, dignity, and expressed wishes of the person affected.

- We regularly review and update our safeguarding policy to reflect changes in legislation, sector best practice, and organisational learning.

- We implement rigorous safe recruitment procedures, including thorough background checks, to ensure that all staff and volunteers are suitable to work in safeguarding-sensitive contexts.

4. PREVENTION AND RISK MITIGATION TO SUPPORT SAFEGURADING

Recruitment and Selection

GAIN prioritises safeguarding at every stage of recruitment to ensure the safety of community members and uphold our organisational standards:

- Job Descriptions and Advertisements: Clearly state our safeguarding commitment.
- Interviews and Reference Checks: Include specific safeguarding inquiries.
- Verification: Candidates undergo identity and qualification verification
- Selection Criteria: Include understanding and adherence to GAIN's policies and values, and outline relevant experience needed for any role that has a safeguarding dimension.
- Self-Declaration on PSEA: All candidates are required to complete a self-declaration form on PSEA.
- References: Up to three employment-based references are taken, verifying conduct and job performance, particularly regarding suitability to work with community members.
- Background Checks: Conduct as many as possible.
- Probationary Periods: to assess suitability once in post

For more information on our recruitment, onboarding, and offboarding policy, please read here.

Induction and Training

To maintain our safeguarding commitments, comprehensive training is essential for all staff and consultants:

- Induction: New joiners receive a detailed induction into our Safeguarding Policy, Framework, and Code of Conduct.
- Ongoing Training: Held biennially to ensure all staff are up to date with safeguarding practices.
- Specialist support: for staff involved in projects with a specific safeguarding component (e.g. working with those under 18)

Performance Management

- Performance management discussions include understanding of safeguarding and an opportunity to raise concerns
- Competencies include safeguarding

Programming Guidelines

- Programming guidelines include identifying and mitigating risks of harm, abuse and exploitation in programmes to make them safer
- Feedback Mechanisms: Incorporated into programme designs to allow community members to voice safeguarding concerns.
- Risk Assessments: Integral to planning any activity, especially those involving under-18s or vulnerable adults, with specific risk strategies for medium to high-risk contexts.

Communications, Media and Content

- At all times, the dignity of children and adults at risk must be respected. Therefore, all personal information and details of children or adults at risk, which may identify them or may increase the potential risk of harm or injury to their name or reputation, or their families should not be used.

- **Consent**: Informed consent means the individual has an understanding of the purpose of the reporting or photography and gives written permission. GAIN staff must obtain informed consent from any identifiable individual, and from parents, primary caregiver, or guardian where the subject is a child and they are the primary subjects of a story, photo and/or video resource gathering.

  Written consent is obtained from the individual or from the parent, primary caregiver, or guardian in the following situations:
  (a) Where a beneficiary could be easily identified, or
  (b) Where the sensitive nature of their personal disclosure of their situation could cause a risk to his or her privacy, dignity, safety, or reputation, or
  (c) Where otherwise required by applicable law – e.g. General Data Protection Regulation.

- Staff and representatives must follow organisational guidelines on the use of social media to ensure safeguarding risks are not introduced through inappropriate content sharing or engagement.

5. RESPONSIBILITIES

Role	Responsibility
Members of the Board	• Ensure GAIN has in place a process to asses and address safeguarding risks • Ensure GAIN has established and enforced safeguarding policies and procedures. • Ensure effective application and compliance mechanisms. • Regularly review and update policies and performance. • Promote a safe culture and awareness of safeguarding responsibilities. • Prevent and deter safeguarding issues. • Identify and act on emerging safeguarding trends. • Report serious incidents to appropriate authorities.
Senior Management Team	• Design the safeguarding policy for Board approval • Implement the safeguarding policy. • Receive regular reports on safeguarding issues and actions arising • Discuss safeguarding matters periodically to ensure progress and address challenges. • Present an annual safeguarding report to the Board. • Ensure staff awareness and training about safeguarding matters
Safeguarding Committee/Focal Points	• Take a lead role in raising awareness about the importance of safeguarding and the organisation's safeguarding measures including the Safeguarding Policy, Code of Conduct, Whistleblowing and Equality and Diversity policies and provide support to staff and other associated persons. • Work with managers/staff to ensure that safeguarding is integrated into all of GAIN's work, especially projects (design and implementation) to prevent (or address) situations where children and vulnerable adults may be put at risk of harm.

	• Provide specialist support to GAIN activities that target children (aged under 18). • Promote members of the community participation, including children, so that the wider community are aware of the organisation's safeguarding measures, and of their right to protection including how they would raise a concern about their safety or wellbeing or that of another person. • Coordinate regular reports to senior management on the implementation of child safeguarding measures

Safeguarding Officer	• Raise awareness and conduct training for staff and stakeholders.
	• Manage the safeguarding procedure, including:
	   o Receiving and registering reports of abuse.
	   o Collecting additional information.
	   o Assessing risk.
	   o Consulting with GAIN leadership, legal staff, and external organisations.
	   o Commission investigations and makes recommendations
	   o Making formal referrals as appropriate.

Managers	• Ensure staff attend policy training during new employee induction. • Implement safeguarding measures within their area. • Address issues appropriately.
HR staff	• Implement protective recruitment procedures. • Document policy signatories. • Integrate policy briefing into induction processes. • Support the delivery of Safeguarding training • Head of HR receives reports from independent investigations where there is an alleged breach of this policy
All staff	• Adhering to the Safeguarding Policy and Code of Conduct and the Child-behaviour Safeguarding Code of Conduct (section11) • Reporting concerns using the Whistleblowing policy and procedures set out in the Code of Conduct.

6. PARTNERS

GAIN is committed to advancing the protection of the communities it serves through its partnerships, taking into account the unique challenges of the development context in which GAIN operates. GAIN also expects its partners to share this commitment and create a Caring Environment for all community members.

Specifically, GAIN expects partners who work directly with communities to develop a code of conduct that:

- Identifies types of prohibited conduct that could cause harm to community members.

- Provides guidance for their staff to prevent any acts of abuse or exploitation against community members.

- Protects staff from any forms of harm and abuse in the workplace.

To support this, GAIN recommends using resources from the Core Humanitarian Standard (CHS) Alliance, particularly the "NGO Checklist for Developing or Revising Codes of Conduct." [link]

GAIN will:

a. Include Protection Clauses in Agreements: Implement a clause in its template agreements with partners, contractors service providers, or grantees (collectively "GAIN partners") to ensure adherence to GAIN's Safeguarding Policy. The clause will state:

GAIN believes that all community members served by GAIN's projects and its partners require protection from all forms of abuse and exploitation.

GAIN reaffirms its zero-tolerance approach to child labour by requiring all GAIN partners to take active steps to prevent the exploitation of children through labour in any aspect of their operations. Partners must comply with international labour standards and local laws, ensuring that no child is engaged in work that is hazardous, interferes with their education, or is harmful to their physical, mental, or emotional well-being

Wishing to promote and ensure the highest standards in this regard, GAIN expects the Recipient [alternatively: the contractor/ the service provider/ the partner] to adhere to its Safeguarding Policy and to promote the values and standards laid down in this policy in its work."

b. Promote GAIN's Safeguarding Policy: Actively promote the GAIN Safeguarding Policy by making it publicly available on the GAIN website (www.gainhealth.org).

c. Provide Guidance to Partners: Offer relevant guidance to GAIN's partners aimed at safeguarding community members.

7. REPORTING A CONCERN

- GAIN expects all staff to be vigilant and alert to signs that may suggest a community member is at risk of harm, abuse or exploitation. This expectation extends to the employees of GAIN's partners.
- GAIN treats any allegation or concern regarding the abuse of a community member with utmost seriousness. The following reporting procedure must be strictly adhered to by all GAIN staff. During this process, special care must be taken to respect individuals' right to privacy and confidentiality when information is shared with appropriate parties while following up on an allegation.
- GAIN has designated a Safeguarding Officer responsible for implementing and ensuring adherence to this policy. The Safeguarding Officer is the Director of Strategic Operations. The role of the Safeguarding Officer is outlined above.

Reporting Incidents: If any of the following incidents occur, a GAIN staff member must report when:
  o Abuse is observed or suspected.
  o An allegation of abuse is made to them.
  o A community member discloses abuse.
  o A complaint is made about the possible abuse or exploitation of a community member by a GAIN staff member or partner.

Ways to Report:
  o Report to the Safeguarding Officer directly by emailing report@gainhealth.org
  o Use the designated reporting email or phone number (Safe Call): www.safecall.co.uk/freephone or report online at: www.safecall.co.uk/report
  o Inform your project/line manager, who will inform the Safeguarding Officer.
  o Upon receipt of the report, the Safeguarding Officer will follow the safeguarding procedure.

- GAIN staff involved in project development or monitoring must remain alert to the potential abuse and exploitation of community members. If such abuse or exploitation is observed, it is the duty of the staff member to inform the Safeguarding Officer immediately. The staff member should not attempt to investigate the allegation or discuss it further with anyone other than the Safeguarding Officer, who is responsible for further investigation and, if necessary, referral to the police and/or

- appropriate local authority in the jurisdiction where the reported incident has or may have taken place.
- GAIN expects its partners to develop and implement relevant protection and reporting procedures that align with the size and complexity of their organisation. These procedures should be based on relevant risk assessments and comply with international standards, as promoted by the Keeping Children Safe Coalition and the Core Humanitarian Standard (CHS) Alliance.
- For projects that involve working directly with community members (e.g., young people participating in a workshop), a risk assessment must be conducted in advance and approved by a member of staff. This assessment should consider factors such as travel to/from the event, the need for chaperones, safe spaces, access to washrooms, and obtaining parental consent.

What should I report?

Here are some examples of what you should report. If in doubt, it is always better to report. Reporting does not imply that the person has necessarily done anything wrong. The purpose of reporting even minor concerns is to ensure our Safeguarding policy is effective and that we have adequate systems in place to address risks.

1. **Lost or stolen equipment with sensitive information:**

   A Country Director mentions in a call with Jeremy, a Safeguarding focal point that one of the field staff has had their laptop stolen. Jeremy asks what information was on the laptop and whether it was password-protected. The Country Director says it mainly contained trip reports, which include names of children and places without addresses. Jeremy asks the Country Director to talk to the staff member about exactly what was on the laptop and whether any children might be at risk. He then writes a short email to the Director of Strategic Operations explaining what has happened and what action has been taken.

2. **Suspicious activity by visitors:**

   Martha arrives at the office early and finds a plumber working in the kitchen. She is unsure who let him in. Later, she sees him looking through documents left on someone's desk. Feeling unable to approach him, she checks later and sees the documents include photographs of children with notes about them. Martha reports this to the receptionist and the person whose desk it is. The receptionist then reports the incident to the Director of Strategic Operations.

3. **Inappropriate behaviour during visits:**

   A photographer visiting a GAIN project is concerned when a partner allows him to photograph children alone without supervision or knowledge. He explains to the partner why this is inappropriate and reports the incident to the Director of Strategic Operations upon his return.

4. **Harm to a community member by partner staff:**

   During a project site visit, a community member reports to Sarah, a GAIN staff member, that they were mistreated by a staff member of a partner organisation. The community member alleges verbal abuse and inappropriate behaviour. Sarah listens carefully, takes notes, and assures the community member that the incident will be addressed. She reports the incident to the Director of Strategic Operations and the Safeguarding Lead immediately, detailing what was reported and the steps taken to address the concern.

8. RESPONSE TO A CONCERN

Preliminary Assessment: After being informed of an allegation, the Safeguarding Officer will make a preliminary assessment to determine the appropriate course of action based on the seriousness of the alleged offence and decide on whether or not an investigation needs to be conducted

Key steps to substantiate reported allegations:

a. Investigation:

- Consultation: The Safeguarding Officer will consult with relevant GAIN managers. If the abuse occurred within a project context, both the relevant Country Director and the programme lead will be involved.

- Notification: The individual(s) concerned will be informed of the allegations against them and the intended course of action. All relevant information in the possession of the individual(s) suspected will be secured for investigation.

- Interim Measures: If necessary, the individual alleged to have committed the abuse may be temporarily removed from their position. This may involve reassigning them to another position, placing them on leave with pay, or suspending them without pay to safeguard the integrity of the investigation.

b. Collection of evidence:

- Scope: Depending on the magnitude and complexity of the offence, investigations will be conducted by the Country Office, the HR Department, an independent party or, if deemed appropriate, by local authorities.

- Fairness: wherever possible, we will gather evidence from third parties or sources such as technology tools, although we recognise this is not always possible. The individual concerned will have a full opportunity to respond to allegations against them

- Approval: The involvement of external parties must be approved by the Safeguarding Officer to ensure the investigation's integrity and compliance with GAIN's standards.

c. Reporting:

- Timely Report: A report detailing the findings and conclusions of the investigation, including recommendations for action, will be issued promptly.

- Confidentiality: The report will be disclosed only to the Executive Director, the Board, and others with a legitimate need to know, to protect the reputation of those suspected of wrongdoing and subsequently found innocent.

d. Supporting impacted individuals:

- Support Measures: GAIN will provide appropriate support to impacted individuals, ensuring they receive necessary care and assistance throughout the investigation and beyond. This may include counselling, medical assistance, and legal support as needed.

  Action: In all cases, the course of action will be determined in consultation with the relevant Director and GAIN's legal staff. This ensures that the response is appropriate, fair, and compliant with legal and organisational standards.

9. CHILD PROTECTION BEHAVIOUR CODE OF CONDUCT

GAIN's 'Values' and 'Code of Conduct' lay the groundwork for a safe organisation. By clearly defining acceptable and unacceptable behaviours, we promote good practice and minimise opportunities for abuse. Programmes serving children, families, and communities must operate in a safe environment. The primary goal of the Behaviour Code of Conduct is to protect children from harm and abuse. It also safeguards individuals who interact with children from unfounded accusations of improper conduct.

The Code outlines behaviours that are unacceptable and will trigger a formal inquiry, possibly leading to disciplinary action or legal proceedings. It provides guidance on expected behaviours for adults towards children and among children themselves.
This Code of Conduct applies to all GAIN staff and anyone representing GAIN who may come into direct contact with children or facilitate such contact.

Recognising that appropriate behaviour varies across cultures, staff and visitors to GAIN's partners and programmes should seek guidance on cultural norms when interacting with children. Bur irrespective of local context GAIN has expectations that apply across the organisation in every location and activity.

A child is any person under the age of 18.

Expectations for Staff and Others in Contact with Children All

staff and others in contact with children MUST:
- Read and sign GAIN's Safeguarding Policy to confirm compliance with assigned duties and responsibilities.
- Treat children with respect and value their opinions in decisions affecting their lives.
- Be aware of potential risks and take steps to manage them.
- Plan and organise work and workspaces to minimise risks.
- Strive to be visible to others when working with children whenever possible.
- Maintain a non-defensive attitude and foster an open culture for discussing any issues or concerns.
- Take action when there are concerns of abuse.
- Promote a culture of mutual accountability to challenge potentially abusive behaviour.
- Encourage children to talk openly about their interactions with staff and others.
- Respect each child's boundaries and help them understand their rights and how to address problems.

Minimising Risk Situations

NEVER:
- Condone or participate in illegal or unsafe behaviour.
- Introduce children to or share their details with anyone outside of GAIN, country offices, or partner organisations. Do not give out sensitive information about a child.

TRY NOT TO:
- Be alone with a single child, especially in a car, overnight, at your home, or the child's home.
- Show favouritism or spend excessive amounts of time with one child.

TRY TO:

- Avoid compromising or vulnerable positions.
- Be accompanied by a second adult whenever possible.
- Meet with a child in central, public locations whenever possible.
- Document in a logbook any situations that could be misinterpreted by a third party.
- Avoid actions that could be misconstrued by a third party.

Sexual Behaviour
NEVER:

- Develop physical or sexual relationships with a child.
- Behave inappropriately or provocatively.

- Engage in or allow sexually provocative games with children.
- Perform personal tasks for a child that they can do themselves, such as dressing, bathing, and grooming.

Physical Behaviour NEVER:

- Hit or physically assault a child.

DO:

- Wait for the child to initiate appropriate physical contact, such as holding hands.
- Ask permission before taking photographs of a child, except in exceptional circumstances where it is in the child's best interest.

Psychosocial Behaviour DO:

- Be aware of the power balance between adults and children and avoid taking advantage of it.

DO NOT:

- Use language that could mentally or emotionally harm a child.
- Suggest inappropriate behaviour or relationships.
- Act in ways that embarrass, shame, humiliate, or degrade a child.
- Encourage inappropriate attention-seeking behaviour, such as tantrums.
- Discriminate against or favour particular children, excluding others.
- Show discrimination based on race, culture, age, gender, disability, religion, sexuality, or political persuasion.

Peer Abuse DO:

- Be aware of the potential for peer abuse.
- Encourage partners to implement special measures to protect younger and especially vulnerable children.
- Avoid placing children in high-risk peer situations, such as unsupervised mixing of older and younger children.

DO NOT:

- Allow children to engage in sexually provocative games with each other.

Physical Environment DO:

- Develop clear rules to address specific physical safety issues relevant to the local environment (e.g., projects near water, heavy traffic, railway lines).

Responding to Suspected Abuse

Immediately report any witnessed or suspected abuse, or any action or behaviour that could be construed as poor practice or potentially abusive, to GAIN.

Protocols for Running Events Where Children May Attend

1. **Risk Assessment:** Conduct a thorough risk assessment before the event, identifying potential risks and outlining strategies to mitigate them.
2. **Parental Consent:** Obtain written consent from parents or guardians for children to attend the event, including permission for any photography or filming.
3. **Supervision:** Ensure adequate supervision with a minimum of two adults present at all times. Maintain appropriate adult-to-child ratios as per local guideline.
4. **Staff Training:** Ensure all staff and volunteers are trained in child protection and understand the safeguarding policy and code of conduct.
5. **Designated Safeguarding Lead:** Appoint a designated safeguarding lead for the event, responsible for handling any safeguarding concerns or incidents.
6. **Identification:** Provide staff and volunteers with identifiable badges or clothing to ensure they are easily recognisable.
7. **Emergency Procedures:** Establish and communicate clear emergency procedures, including first aid, lost child protocol, and emergency contact information.

Protocols for Online Activities Involving Children

1. **Parental Consent:** Obtain written consent from parents or guardians for children to participate in online activities, including permission for recording sessions if necessary.
2. **Platform Security:** Use secure, password-protected platforms for online activities. Ensure privacy settings are adjusted to protect children's identities and personal information.
3. **Supervision:** Ensure that two adults are present in online sessions whenever possible. Never conduct one-on-one sessions with a child without another adult present.
4. **Code of Conduct:** Reinforce the code of conduct for both staff and children during online activities, ensuring everyone understands the expected behaviours.
5. **Confidentiality:** Remind participants about the importance of confidentiality and not sharing personal information during online activities.
6. **Recording Sessions:** If sessions are recorded, inform all participants beforehand and ensure recordings are stored securely and used only for intended purposes.
7. **Technical Support:** Provide technical support to ensure that all participants can access the online activities safely and securely.
8. **Safe usage:** talk with the children involved about online safety and risks

10. ACKNOWLEDGEMENT OF SAFEGURDING POLICY

I confirm that I have read and understood the content of GAIN Safeguarding policy and have been given full opportunity to discuss or ask questions to clarify any points that I did not understand. I am clear about my obligations to prevent, respond to and report where harm and abuse or suspected harm and abuse is or has been taking place and understand the consequences if I fail to prevent, respond to and report harm

_____

NAME (print)

_____   _____

SIGNATURE   DATE

ANNEX 1

DEFINITIONS

- **Safeguarding:** Encompasses all actions we take to prevent and respond to harm, ensuring the safety and wellbeing of everyone in our organisation and those we interact with through our work. This includes preventing sexual exploitation, abuse, and harassment, mitigating risks to protect at-risk individuals, and promoting wellbeing. It also covers protecting staff from bullying, harassment, and discrimination.

- **Abuse:** A violation of an individual's human and civil rights by any other person, involving actions or lack of actions that cause harm or risk of harm, impacting health and wellbeing. This encompasses physical, sexual, psychological, financial/material, discriminatory abuse, domestic abuse, self-neglect, and neglect.

- **Adult at Risk Safeguarding:** Protecting adults who may be unable to care for or protect themselves from abuse, harm, or exploitation.

- **Child**: In conformity with the UN Convention on the Rights of the Child, 1989, a" Child" is defined as any person who is less than 18 years old, regardless of which country they live in.

- **Child Labour**: Work that is mentally, physically, socially, or morally dangerous and harmful to children, or that interferes with their schooling.

- **Child Marriage:** Marrying children, especially girls, considered a form of sexual violence due to their inability to consent.

- **Child Protection:** Actions aimed at preventing harm or abuse to children under the age of 18 and addressing any instances of suspected or actual abuse. This includes child labour.

- **Child Safeguarding:** Measures to protect children from all forms of abuse, including physical, emotional, sexual abuse and exploitation, and neglect.

- **Coercion:** A spectrum of force including physical force, psychological intimidation, blackmail, or threats affecting an individual's ability to consent.

- **Emotional Abuse (Psychological Harm):** Behaviour causing emotional distress, such as humiliation, constant criticism, belittling, shaming, isolation, and attacks on self-esteem.

- **Exploitation**: Abuse of power or trust to use a person for the benefit of another. This includes, but is not limited to, child labour and sexual exploitation.

- **Financial Abuse:** Theft, fraud, exploitation, or pressure related to financial transactions, wills, or inheritance, often involving misuse of the individual's assets.

- **Grooming:** Behaviour aimed at gaining a person's trust, or their carer's trust, for the purpose of sexual abuse, which can occur in person or online.

- **Modern Slavery:** Situations where a person exercises control over another, including forced labour, human trafficking, bonded labour, and forced sexual exploitation.

- **Neglect:** Failing to provide essential care or attention, leading to impairment of the individual's health or development. Includes self-neglect.

- **Perpetrator:** Any individual who commits a harmful act affecting others.

- **Physical Abuse:** Intentional injury or violence towards an individual, including hitting, slapping, pushing, kicking, and inappropriate physical sanctions.

- **Protection from Sexual Exploitation and Abuse (PSEA):** The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

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

- **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 incudes human trafficking and modern slavery.

- **Victim/Survivor-centred approach:** A survivor-centred approach is one which places the survivor's experiences, considerations, and needs at the centre of our processes and actions, elevates the voice of survivors, and places their wishes, rights, dignity, safety, and wellbeing at the forefront of efforts to prevent and respond. This occurs from the initial concern or report, through to investigating, responding to concerns and potential incidents, followup actions, and case management. A victim/survivor-centred approach aims to ensure the rights of each survivor are upheld, and that each survivor is treated with dignity and respect. By putting the survivor at the centre of the process, such an approach promotes their recovery, reduces the risk of further harm and reinforces their agency.

- **Vulnerable Person:** Individuals who may be at greater risk of abuse, harm, or exploitation due to their age, disability, illness, or other circumstances that affect their ability to protect themselves. This includes, but is not limited to, children, elderly persons, individuals with disabilities, and those experiencing mental health issues.