

## Safeguarding Policy

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### Purpose

The purpose of this policy is to protect children and vulnerable adults from any harm that may be caused due to their coming into contact with Control Arms. It is also to inform staff and associated personnel<sup>1</sup> of their contractual and moral responsibilities to safeguard children and vulnerable adults in all areas of Control Arms's work.

This includes harm arising from

- The conduct of staff or personnel associated with Control Arms
- The design and implementation of Control Arms' programmes and activities

This policy does not cover:

- Sexual harassment in the workplace
- Safeguarding concerns in the wider community not perpetrated by Control Arms or associated personnel

### What is safeguarding?

Safeguarding is the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children and vulnerable adults, and that they do not expose them to the risk of harm and abuse.

Further definitions relating to safeguarding are provided in the glossary below.

### Scope

All staff contracted by Control Arms.

Associated personnel whilst engaged with work or visits related to [organisation], including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians; sponsorees<sup>2</sup>

### Policy Statement

**Control Arms is committed to undertaking all its work in a manner which does not put children or vulnerable people at risk.**

#### **Control Arms staff and associated personnel must not:**

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children or vulnerable adults<sup>3</sup>
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics. Sexual relationships with interns or volunteers are strongly discouraged
- Engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking

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<sup>1</sup> See 'Scope' for definition of associated personnel

<sup>2</sup> For the purpose of this policy, a 'sponsoree' is defined as an NGO colleague or survivor who is sponsored to attend a conference or other international meeting

<sup>3</sup> Any sexual exploitation of or activity with children under the age of 18 is classed as abuse



- Physically assault a child or vulnerable adult
- Emotionally or psychologically abuse a child or vulnerable adult
- Put a child or vulnerable adult at risk as a result of [organisation]'s activities, either through individual action, inaction or programme design and implementation. This includes the way in which we gather and communicate information about individuals in our programmes

**Control Arms 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 an Control Arms staff member or associated personnel to the appropriate staff member

**Control Arms will:**

- Design and undertake all its programmes and activities (including content gathering) in a way that protects children and vulnerable adults from any risk of physical or psychological harm that may arise from their coming into contact with Control Arms
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Comply with Control Arms legislation in any activities involving contact with children and vulnerable adults taking place in the relevant country

**Reporting**

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Focal Point or line manager. If the staff member does not feel comfortable reporting to their Focal Point or line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be a senior manager or a member of the HR Team.

Control Arms will also accept complaints from external sources such as members of the public, partners and official bodies.

**Confidentiality**

It is essential that confidentiality is 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.

**Glossary of Terms**

**Beneficiary of Assistance**

Someone who directly receives goods or services from Control Arms' programme

**Child**

A person below the age of 18.

*-UN Convention on the Rights of the Child*

**Harm**

Psychological, physical and any other infringement of an individual's rights

**Psychological harm**

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

**Safeguarding**

Safeguarding is the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children and vulnerable adults, and that is that they do not expose them to the risk of harm and abuse.

- *Keeping Children Safe (adapted)*

**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.

- *UN Secretary-General’s Bulletin on Special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13)*

**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.

- *UN Secretary-General’s Bulletin on Special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13)*

**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.

**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 or exploitation.

- *UK Government Department of Health (abridged)*

Note that due to issues of poverty, marginalisation and relative lack of power, most people we work with in international programmes can be classed as vulnerable.