

ARIF-GENERATION

GLOBAL SAFEGUARDING POLICY

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GLOBAL SAFEGUARDING POLICY

1 Purpose

- 1.1 The purpose of this policy is to protect all individuals who come into contact with Arif-Generation through its work, including children, vulnerable adults, and staff/associated representatives from any form of harm or abuse. It confirms the contractual and moral responsibilities of staff, contractors, partners and volunteers to safeguard children, young people, and vulnerable adults in all areas of Arif-Generation's work as outlined in more detail in Arif-Generation's Global Code of Conduct, which all staff sign up to.

This includes harm arising from:

- The conduct of staff or representatives associated with Arif-Generation.
- The design and implementation of Arif-Generation's programmes and activities.

This policy does not cover:

- Safeguarding concerns in the wider community not perpetrated by Arif-Generation or associated representatives.

2 Scope

- 2.1 This is a global policy and applies to all staff across the Arif-Generation operational areas and representatives whilst engaged with work or visits related to Arif-Generation's work, including but not limited to the following: consultants; volunteers; contractors; partners; programme visitors; and trustees.

3 What is safeguarding?

- 3.1 Safeguarding is the responsibility that organisations have to ensure their staff, associated representatives, and programmes do no harm. Safeguarding people includes, but is not limited to, safeguarding against harassment, sexual harassment, bullying or cyberbullying, discrimination, exploitation or abuse, safeguarding children, safeguarding vulnerable adults, and health, welfare, safety and security.
- 3.2 Arif-Generation defines a child as anyone under the age of 18 in line with the UN Convention on the Rights of the Child definition.

4 Policy Statement

- 4.1 At Arif-Generation we are committed to the safeguarding and wellbeing of all

individuals who we come into contact with, including the people in communities in which we work, staff, volunteers, contractors, and partners. Arif-Generation will not tolerate its employees, volunteers, consultants, partners or any other representatives associated with the delivery of its work engaging in, or being subjected to, any form of exploitation or abuse.

4.2 In accordance with Arif-Generation's Global Code of Conduct Arif-Generation staff and representatives will not:

- Engage in any form of sexual activity with anyone under the age of 18 including online offending.
- Sexually abuse or exploit children or vulnerable adults.
- Subject a child or vulnerable adult to physical, emotional or psychological abuse, neglect or harassment.
- Engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking in persons.
- Exchange money, employment, goods or services for any form of sexual activity. This includes any exchange of assistance that is due from Arif-Generation to communities.
- Engage in any sexual relationships with individuals receiving assistance since there are inherently based upon unequal power dynamics.
- Put a child or vulnerable adult at risk as a result of Arif-Generation's activities, either through individual action, inaction, events, or programme design and implementation. This includes the way in which we gather and communicate information about individuals in our programmes, since there are inherently unequal power dynamics.

4.3 Arif-Generation staff and associated representatives are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of Arif-Generation's Safeguarding Policy and Procedures.
- Report any concerns or suspicions to Arif-Generation regarding safeguarding violations by a Arif-Generation staff member or associated

4.4 Arif-Generation will:

- Design and implement programmes and projects which ensure that children and vulnerable adults are protected from risk of harm.
- Seek assurance and conduct robust due diligence on all of Arif-Generation's

partners in respect of their safeguarding policies and procedures.

- Operate strict safer recruiting practices to ensure all staff, contractors and volunteers are appropriate for their roles and do not pose a risk to others in line with Arif-Generation's Global Disclosure Policy.
- Comply with all statutory reporting requirements such as the UK Charity Commission, and donor safeguarding responsibilities.

5 Reporting a concern

- 5.1 Arif-Generation will ensure that safe, appropriate, and accessible means of reporting safeguarding concerns are made available to all staff, associated representatives, partners and the communities in which we work.
- 5.2 Arif-Generation's Reporting Malpractice and breaches to the Global Code of Conduct procedure details how complaints and concerns can be raised including details of our independent external reporting line.
- 5.3 Any member of staff who raises a concern is protected under our Reporting Malpractice and Breaches to the Global Code of Conduct procedure.
- 5.4 Arif-Generation will also accept complaints from external sources such as members of the public, partners and official bodies. These should be sent to safeguarding@arifgeneration.org.

6 How to report a concern

- 6.1 As detailed in our Reporting Malpractice and breaches of the Global Code of Conduct procedure, staff members who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Focal Point, or line manager. If the staff member does not feel comfortable reporting to their Safeguarding 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 directly to the Global Safeguarding Team. Concerns can also be reported to safeguarding@arifgeneration.org or our external independent partner Protect.

7 Response

- 7.1 Arif-Generation operates a zero-tolerance approach towards inaction and will follow up on all safeguarding reports and concerns according to policy, procedure, and legal and statutory obligations where applicable. Our safeguarding procedures are set out within our Global Safeguarding Internal Operating Procedures and Child Safeguarding.

- 7.2 Arif-Generation will apply appropriate disciplinary measures to staff, volunteers and contractors found in breach of this or any related policy.
- 7.3 Arif-Generation will offer support to survivors of harm caused by staff or associated representatives, regardless of whether a formal internal response is carried out (such as an internal investigation).
- 7.4 Arif-Generation is committed to taking a survivor centred approach in its responding and handling of incidents and concerns. This is detailed within our Global Safeguarding Internal Operating Procedures.

8 Accountability

- 8.1 Safeguarding is a shared responsibility, and all staff and representatives will be held accountable. Ultimately each federation member's Board of Trustees is responsible for ensuring effective safeguarding measures are in place and are fit for purpose. This responsibility is delegated by the Boards of Trustees to the Chief Executives of each member. Arif-Generation employs a professional Global Safeguarding Team who support safeguarding on a day to day basis across the organisation ensuring awareness and consistency of safeguarding measures and policies.

9. Confidentiality

- 9.1 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 will be shared on a need to know basis only and will be kept secure at all times.
- 9.2 Any breaches of confidentiality will be dealt with seriously and could result in disciplinary actions in line with the Reporting Malpractice and Breaches to the Global Code of Conduct procedure.