



Safeguarding policy

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Contents

1. Definitions	2
2. Policy overview	4
2.1 : Purpose	4
2.2 : Statement	4
2.3 : Scope	4
3. Responsibilities	5
4. Prevention	5
4.1 : What we must do	5
4.2 : Safe recruitment	7
4.3 : Safe partnership agreements	7
4.4 : Training	7
4.5 : Accountability to the communities we work with	7
4.6 : Safe programming	7
5. Reporting	8
6. Responding	8
6.1 : Internal response	8
6.2 : Survivor-centred approach	8
6.3 : Robust and accountable case management	9
6.4 : Partner Response	9
7. Related policies, guidelines and documents	10
8. Annexes	10

Note: This Policy was developed and approved by the International Institute for Environment and Development (IIED) for internal use. It is believed to be an accurate reflection of the legislation and other regulatory requirements at the time it was approved. It should not be incorporated into or used by other organisations without permission.

1. Definitions

Abuse refers to the mistreatment, harm or cruelty inflicted upon an individual, usually by another person or group. It involves the exertion of power and control over someone, often resulting in physical, emotional, psychological, financial or sexual harm. Abuse can take various forms. **Sexual abuse** is the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This would include forced marriage and sexual slavery and also includes sexual activity with a child (any person under the age of 18). **Child sexual abuse** is when a child is used by another child, adolescent or adult for sexual stimulation or gratification. Sexual abuse involves contact and non-contact activities which encompasses all forms of sexual activity involving children, including exposing a child to online child sexual exploitation material, or taking sexually exploitative images of children.

At risk adult is any person aged 18 years and over who is - or may be - in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, or unable to protect themselves due to age or illness and who may be unable to take care of themselves or unable to protect themselves against significant harm or serious exploitation. **Child** refers to anyone under 18 years old. This definition is recognised internationally as identifying a population who are particularly vulnerable and require additional safeguards to protect their rights. The definition of a child for the purposes of safeguarding and child protection should not be confused with the legal definition of a child or age limits set out in other relevant laws. The fact that a person under the age of 18 may have reached the age of sexual consent, voting age or such like does not alter their inherent vulnerability as a child.

Complainant is the person who raises a complaint (this may or may not be the survivor).

Employees includes all employees of IIED, directly or indirectly, including through employer of record arrangements.

Exploitation refers to the act of taking advantage of someone for personal gain, often through unfair or unethical means. It involves using another person, group, or resource for a person's own benefit, usually without their consent and/or to their detriment. **Sexual exploitation** is 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. IIED recognises that the terms sexual abuse and exploitation represent a wide spectrum of behaviours and is not limited to the act of sexual intercourse. This definition includes human trafficking and modern slavery.

Harassment is unwanted conduct that has the purpose or effect of violating a person's dignity by creating an intimidating, hostile, degrading, humiliating or offensive environment. **Sexual harassment** is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another. Such conduct will also be considered sexual harassment when it interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.

Harm refers to any physical, emotional, psychological or social injury or damage caused to an individual or entity. It can result from various actions, circumstances, or events and can have short-term or long-term consequences. Emotional or psychological harm can include - but is not limited to - humiliating and degrading treatment such as constant criticism, belittling, persistent shaming, solitary confinement or isolation.

Modern Slavery refers to a relationship based on exploitation, where individuals are forced to work against their will, often under threat of violence or coercion. It encompasses various forms of slavery, including human trafficking and forced labour.

PSEAH stands for the Prevention of or Protection from Sexual Exploitation, Abuse and Harassment.

Related personnel includes Trustees, Associates, consultants, volunteers/interns, casual workers, contractors and grantees to IIED. This includes organisations and individuals who have entered into partnership, grantee, or recipient agreements with IIED as well as their own related personnel who are involved in the delivery of work with or for IIED.

Safeguarding means taking all reasonable steps to prevent people from all forms of harm, particularly sexual exploitation, abuse, and harassment from occurring, and to respond appropriately if harm occurs. This definition draws on IIED's values and principles and shapes IIED culture. Safeguarding applies consistently and without exception across our programmes, projects, partners and employees. It requires proactively preventing and identifying the risk of harm, exploitation and abuse and having accountable and transparent systems for response, reporting and learning when risks materialise.

SEAH refers to Sexual Exploitation, Abuse or Harassment.

Sexual relationship includes - but is not limited to - an employee or related personnel having a physically intimate relationship, or an online sexually related relationship via social media, text or telephone.

Survivor refers to a person who has been subject to abuse, exploitation or harassment. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves. In the context of IIED safeguarding, this may include people in vulnerable circumstances or people who are subject to a power imbalance i.e. an environment, relationship or interaction where one party has significantly more social power than the other.

Zero tolerance refers to zero tolerance of IIED employees and related personnel engaging in any form of sexual exploitation or abuse. In practice, this is a commitment to immediate operational response when a concern is raised and an obligation on all employees and related personnel to report concerns as soon as they arise. It includes protection of, and non-retaliation towards, whistleblowers or anyone else reporting concerns. Zero tolerance to sexual abuse, exploitation and harassment includes a prohibition on payment for sex, and on sexual activity with any person under the age of 18, regardless of local legislation.

2. Policy overview

2.1 : Purpose

The purpose of this policy is to protect all people, particularly children, at risk adults, and programme participants from any harm. IIED will not tolerate its employees or related personnel carrying out – or being subject to - any form of harassment, exploitation or abuse. This includes all forms of harm arising from:

- The conduct of IIED employees and related personnel.
- The design and implementation of IIED's programmes and activities.

The policy sets out IIED's approach to safeguarding and preventing and addressing all forms of abuse, exploitation and harassment, including sexual exploitation, abuse and harassment (SEAH). The policy sets out the requirements for IIED employees and all related personnel to prevent, respond to and report harm, ensuring effective and appropriate action is taken when issues arise.

Each of these areas of safeguarding are also related to other policies and procedures including IIED's policies on: Anti-Harassment and Anti-Bullying Policy, Equity Inclusion and Justice Policy, Code of Conduct, Whistleblowing Policy, Research Ethics Policy, Grievance and Disciplinary Procedures and Recruitment Policy and Procedures.

2.2 : Statement

IIED has a zero-tolerance approach to all forms of exploitation, abuse and harassment including sexual exploitation, abuse and harassment (SEAH) and to inaction where these forms of harm arise. We believe that everyone, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to live their lives free from all forms of harm, abuse, neglect and exploitation. IIED commits to strengthening safeguarding capacity throughout its work, and supporting survivors through the three pillars of **prevention, reporting and response**.

IIED has adopted the UK Collaborative on Development Research approach to safeguarding which defines safeguarding as preventing and addressing any '*sexual exploitation, abuse or harassment (SEAH) of research participants, communities and research staff, plus any broader forms of violence, exploitation and abuse, such as bullying, psychological abuse and physical violence*'.

IIED is committed to achieving full, ongoing implementation of the Six Core Principles relating to Sexual Exploitation and Abuse provided by the Inter-Agency Standing Committee (IASC) Working Group on Prevention and Response to Sexual Exploitation and Abuse (PSEA), the Inter-Agency Standing Committee Minimum Operating Standards on PSEA and the Core Humanitarian Standard on Quality and Accountability.

IIED takes its obligation to safeguarding very seriously in its delivery and supply chains. IIED will endeavour that all necessary safeguarding due diligence is carried out throughout our delivery and supply chains.

2.3 : Scope

The policy applies to all IIED employees and related personnel involved in IIED work. This policy applies globally both during and outside normal working hours. In countries where the policy differs from local legislation, it only takes precedence if it prescribes stricter measures than this policy. This policy will take precedence if it is stricter than local legislation.

This policy may be adapted or amended at any time by IIED. IIED may also (acting reasonably and depending on the circumstances of each case) adapt, vary or depart from the application or implementation of this policy and procedure, including any time limits, to reflect the circumstances of each case and to reflect general principles. Any adaptations, variations or departures from this policy must be agreed in advance by the Executive Director and the Board of Trustees.

3. Responsibilities

IIED's Board of Trustees has collective responsibility for safeguarding and overseeing the implementation of this policy and the organisation's management of safeguarding risk.

Members of IIED's Strategy and Leadership Council are responsible for guiding IIED's response to safeguarding and managing and minimising all risks of harm. The Chief Operating Officer is responsible for ensuring that this policy meets and delivers to external and internal standards. This will include lessons learned from specific incidents to improve policy and understanding.

The Safeguarding Focal Point (Head of People) is responsible for the development, monitoring and review of this policy. The Safeguarding Focal Point will initiate the internal response for any safeguarding concern and lead on building the capability of the organisation required to implement this policy. This will include direct knowledge and information transfer and accessing appropriate external expertise.

The Company Secretary will coordinate timely legal and regulatory reporting of safeguarding incidents and will work with the Compliance Manager to ensure reporting to funders as required.

The Equity, Inclusion and Justice Committee will maintain oversight of the implementation and monitoring of the effectiveness of the Safeguarding Policy, with regular reporting to the Strategy and Leadership Council and People, Culture and Remuneration Sub-Committee. The delivery of the implementation and monitoring of the Safeguarding Policy will be undertaken by a cross functional Safeguarding forum led by the Safeguarding Focal Point.

IIED will ensure sufficient time is given to acquire the necessary skills and knowledge to undertake the above activities. Line Managers will recognise the priority of Safeguarding and the Focal Point role in incident reporting and response when an incident occurs, and the dual reporting line required for the implementation of this policy.

All IIED employees and related personnel have a responsibility to read and follow the safeguarding policies and procedures, undertake mandatory and other training required for their role, respond effectively, respecting the rights of children and adults to live a life free from abuse, exploitation and harm, and report concerns in line with our Safeguarding Policy and procedure. Additional responsibilities for IIED's Line Managers are noted below under [Prevention](#).

All IIED employees and related personnel are required to report any suspicions or incidences of harm to others, concerns for safety and wellbeing, inappropriate behaviour, and breaches of this policy including SEAH. Failure to report a suspicion of harm could lead to disciplinary action being taken against employees and the termination of IIED's relationship with non-employees. There is no obligation for an individual to report an incident that has happened to them although IIED encourages such reporting.

IIED commits to addressing safeguarding throughout its work through the three pillars of **prevention, reporting and response**.

4. Prevention

4.1 : What we must do

IIED will:

- Ensure no abuse of power is tolerated, addressing gender, race and other inequalities that drive unacceptable behaviours; including bullying, harassment, offensive behaviour and verbal abuse.
- Ensure all employees, Trustees, Associates, volunteers/interns and Consultants have access to, are familiar with, and know their responsibilities under this policy; and have understood and signed a copy of our Code of Conduct at onboarding stage.

- Ensure all the people we serve, our employees, related personnel and the organisations we work with are aware of their safeguarding rights and obligations.
- Ensure all organisations we partner with have a designated Safeguarding Focal Point, receive a copy of this policy prior to contracting, and understand their responsibilities under this policy.
- Incorporate safeguarding responsibilities into all IIED contracts and Memorandums of Understanding.
- Provide mandatory induction and regular refresher training to employees, Trustees, Associates, casual workers, volunteers and interns, commensurate with their role in the organisation.
- Work with employees, related personnel and survivors to build and maintain safeguarding systems that are clear and give people the confidence to report concerns.
- Design and undertake all projects, programmes and activities in a way that minimises and mitigates the risk of harm for people coming into contact with IIED and partners undertaking work funded by IIED. This includes the way in which data about individuals is gathered and communicated.
- Implement clear and robust safeguarding procedures when recruiting, managing and deploying employees and related personnel.
- Follow up on all reports of safeguarding concerns promptly and according to IIED procedure, detailed in section 5

IIED Line Managers:

- Are responsible for understanding the Safeguarding Policy and promoting awareness of this policy with people they manage and in supporting systems and approaches that create and maintain a safe working environment.
- Must conduct reviews of the safeguarding standards required for each role. A re-assessment will be required if changes are made to individual responsibilities which may require a new/different level of employment check.

IIED employees and related personnel must not:

- Engage in sexual activity with children (persons under the age of 18) regardless of the age of majority, or age of consent locally. Mistaken belief in the age of a child is not a defence.
- Sexually abuse or exploit children or at-risk adults.
- Exchange money, employment, goods, advice or services for sexual activity, including sexual favours or another forms of humiliating, degrading or exploitative behaviour.
- Engage in any commercially exploitative activities with children or adults, including child labour, trafficking, or modern slavery.
- Engage in any sexual relationships with recipients of IIED funding or community members directly or indirectly involved in research with IIED, since such relationships are based on inherently unequal power dynamics.
- Physically assault a child or an adult.
- Emotionally or psychologically abuse a child or an adult.

In addition, IIED employees and related personnel are required to:

- Report any concerns or suspicions regarding safeguarding violations by an IIED employee or related personnel to the appropriate employee.
- Uphold the integrity and reputation of IIED by performing their professional duties through the values and behaviours that underpin the vision and mission of IIED.
- Treat all people, including children and at-risk adults with respect irrespective of age, race, gender, religion/or none, sexual orientation or disability.

4.2 : Safe recruitment

Hiring Managers and the People Team are required to ensure robust recruitment screening processes (e.g. pre-screening using a combination of Police and reference checks or similar including the misconduct membership scheme) for all employees, volunteers, consultants, and other representatives.

Recruitment and selection processes must take proportionate measures to address safeguarding, equality and IIED values requirements. IIED takes seriously its obligation to report relevant concerns to the Disclosure and Barring Service of the UK in accordance with the Safeguarding of Vulnerable Groups Act 2006 or the equivalent body in the relevant country. Hiring Managers are required to raise any relevant concerns with the People Team in the first instance.

4.3 : Safe partnership agreements

IIED will ensure that, when engaging in partnerships, sub-grant or sub-contract agreements, all agreements:

1. Incorporate this policy as an attachment.
2. Include the appropriate language requiring contracting entities and individuals, and their employees and volunteers, to abide by a Code of Conduct that meets or exceeds the standards of this policy.
3. Expressly state that the failure of those entities or individuals, as appropriate, to take measures to prevent, report and respond to safeguarding issues, shall constitute grounds for IIED to terminate such agreements.
4. Include assessments to understand partner capacity and provide appropriate support in relation to safeguarding, including review of existing policies, procedures and access to training where not in place.

4.4 : Training

IIED employees, Associates, Trustees, volunteers/interns and casual workers must receive, as part of their induction, training on SEAH and safeguarding when they join IIED, including a briefing on IIED's policies and values, the Code of Conduct, information about how to report concerns, and advice about where to seek further information about safeguarding and safer practices across the organisation. Anyone working directly with community members on behalf of IIED must receive additional training on how to receive complaints and handle them in a safe and confidential manner.

4.5 : Accountability to the communities we work with

IIED commits to promoting accountability towards individuals and the communities where we work by:

- (i) Being transparent about IIED projects and programming, activities and services they are entitled to.
- (ii) Raising awareness about IIED's Code of Conduct, safeguarding policies, and reporting channels.
- (iii) Actively seeking feedback from communities on IIED's work, individual behaviours, and complaints.
- (iv) Presenting feedback to communities on what changes have been made resulting from community feedback - ideally by a senior IIED representative. The above steps should occur regularly throughout the lifecycle of the programme, project or activity.

4.6 : Safe programming

IIED employees and related personnel are required to take proactive measures to avoid causing inadvertent harm to people involved in the delivery of IIED research activities either directly or indirectly and contribute to actively reduce existing risks. This includes embedding good practice, safeguarding and SEAH prevention measures throughout the programme and project cycle, including project design, ethics review, grant proposals, assessments, complaints and feedback mechanisms, and monitoring, evaluation and learning.

5. Reporting

IIED is committed to ensuring that safe and accessible means of reporting safeguarding concerns are available and actively promoted to employees and related personnel and the communities we work with.

Any employee reporting safeguarding concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by IIED's Whistleblowing Policy. IIED will also accept complaints from external sources including members of the public, partners and official bodies. IIED's website includes details of the [complaint procedure](#).

IIED takes seriously its obligations to funders in relation to the reporting of safeguarding incidents according to contractual requirements.

Everyone who works on behalf of IIED and related personnel will have information about how to access these safe reporting channels, including messaging that is suitable for children.

Training and information to all IIED employees and related personnel, including receiving complaints, will be provided to ensure they understand their obligations and how to discharge their duties should they receive a complaint. A particular emphasis will be made on confidentiality.

How to report a safeguarding concern

The safety of a child and at-risk adult is of paramount importance. Immediate action may be required to safeguard investigations and any other children or adults at risk. Any concern that children or adults may be at risk of harm or abuse, must immediately be reported to the Safeguarding Focal Point.

IIED recognises that disclosures and suspicion should always be acted upon swiftly and if there is an urgent vulnerable adult protection situation, for example if an at-risk adult is in imminent danger of abuse, then immediate protective action must be taken.

All concerns can be reported via the following mechanisms:

- Report directly to an IIED member of staff who will escalate the concern to the Safeguarding Focal Point
- Report a concern to a safeguarding mailbox, managed by the Safeguarding Focal Point: safeguarding@IIED.org
- Via our Report and Support Tool: ([Annex 1](#) – currently under development)

Please also refer to IIED's Whistleblowing Policy (External Disclosure) for further details.

6. Responding

6.1 : Internal response

IIED will respond in a professional and timely manner to all concerns of harm to children and at-risk adults and allegations of sexual exploitation, abuse or harassment. All concerns or allegations will always be taken seriously, and investigated and acted upon where appropriate, in line with our safeguarding principles.

6.2 : Survivor-centred approach

A survivor-centred approach creates a supportive environment in which the survivor's rights and wishes are respected, prioritised, their safety is ensured, and they are treated with dignity and respect. A survivor-centred approach is based on the following guiding principles:

Safety: The safety and security of the survivor and their family has priority consideration.

Confidentiality: Survivors have the right to choose with whom they share their experience, and information should only be shared with the informed consent of the survivor. If serious harm or criminal

activity has been committed, as a registered UK charity, IIED has an obligation to contact the relevant UK authorities.

Respect: All actions taken should be guided by respect for the choices, wishes, rights and dignity of the survivor. The role of Safeguarding Focal Point is to facilitate recovery and provide resources to aid the survivor.

Non-discrimination: Survivors should receive equal and fair treatment regardless of their age, gender, race, religion, nationality, ethnicity, sexual orientation or any other characteristic.

6.3 : Robust and accountable case management

Safeguarding concerns raised through one of the above mechanisms will be escalated to the Safeguarding Focal Point and acknowledged along with the needs and wishes of the survivor within 24 hours. The Safeguarding Focal Point is to establish if there is sufficient credible information, if external expertise is required and if additional support is required for the Survivor within 48-72 hours.

Investigations: IIED will carry out independent, safe, and discreet investigations, through trained investigators working with the Safeguarding Focal Point, recognising the rights of and duty of care to everyone involved, including complainant and/or survivor, witnesses and Subject of Complaint (SoC). It is essential that every effort must be made to maintain confidentiality and manage communications while an allegation is being investigated. Anyone who breaches confidentiality will be subject to disciplinary action up to and including termination of employment. In some cases, such breaches constitute breaking the law.

Accountable decision-making: IIED will take swift and appropriate action against IIED employees and related personnel who are found to have perpetrated harm against another person. This may include disciplinary action, and/or referral to the relevant local authorities where appropriate and safe to do so. An independent and gender representative decision-making panel will be assigned to consider the findings for every investigation to ensure impartiality, transparency, and accountability.

Survivor support will be provided by IIED to survivors of harm and SEAH caused by employees or related personnel. All decisions regarding access to support will be led by the survivor. Support may include specialist psychosocial support such as counselling, medical assistance and legal counselling. For IIED employees this includes access to counselling services under IIED's [Employee Assistance Programme](#) – additional support information is available through the following pages: [People Team Home page](#) | [FAQs](#) | [Wellbeing](#).

Victimisation occurs if a person is treated less favourably because they have asserted their rights under this policy, either by making - or intending to make - a complaint, or has given - or by intending to give - assistance and/or evidence in an investigation. IIED is committed to ensuring that anyone making a complaint in good faith will not be victimised. The victimisation of witnesses or others involved in a complaint in any capacity, including but not limited to the individual(s) against whom the complaint is made, is a disciplinary offence.

Outcomes of established misconduct include disciplinary action and may result in dismissal according to our disciplinary procedure. IIED related personnel who contravene this policy will have their relationship with IIED terminated.

6.4 : Partner Response

All individuals and organisations who work with IIED through a grant or recipient agreement have a responsibility to ensure appropriate safeguarding standards have been cascaded throughout their work. All partners must report any incidents or alleged incidents to IIED immediately in line with the safeguarding procedure in [Annex 1](#).

IIED will expect the partner to respond quickly and appropriately and to ensure their associated personnel are aware of how to report an incident or alleged incident directly.

Safeguarding Focal Points in partner organisations should report according to their own organisational safeguarding channels and they must also report incidents directly to IIED through IIED's reporting mechanisms.

- Report directly to any IIED employee, Trustee or Associate
- Report to IIED's Safeguarding Focal Point through the safeguarding mailbox: safeguarding@iied.org
- Via our Report and Support Tool (see [Annex 1](#) - currently under development)

7. Related policies, guidelines and documents

- Code of Conduct
- Anti-harassment and anti-bullying policy
- Grievance and disciplinary procedures
- Research ethics policy and procedures
- Whistleblowing policy
- Complaints policy
- Equity, Inclusion and Justice policy
- Data protection policy and procedures

8. Annexes

Annex 1: [Report and Support Tool](#)

Annex 2: [Safeguarding Referral Plan](#)



Annex 1: Report & Support Tool

Background

Howlett Brown was commissioned to set up an external Reporting Tool. The aim was to allow IIED colleagues to report incidences of concern, with an external trusted provider. This came about following a gap in a safe reporting mechanism which our colleagues said was very needed. The contract with Howlett Brown is now up and we have decided to create our own Report & Support Tool. We understand that being an international organisation there are many cross regional differences such as culture, patriarchy, linguistic, social/class, white supremacy, and fear of offending. We hope to address all these in our new Report and Support Tool.

Prior Resources Before Reporting

We are currently investing time in creating an Equity, Inclusion and Justice dictionary which will be a language and behaviour guide on managing difficult situations and challenging certain behaviour including reporting it via our various channels including the Report and Support Tool, training on tackling difficult conversations and being an ally to minoritised groups, having signposting material on our Intranet/Website on wellbeing support, safeguarding and whistleblowing, as well as a HR Policy Review.

Other avenues of support provided would be speaking to the People Team regarding bullying or harassment, as well as our whistleblowing and safeguarding processes (safeguarding champions or safeguarding mailbox), mediation services to resolve conflict at the earliest opportunity, our RRWG (Race and Race Working Group) and GECN (Gender Working Group) working groups, the trade Union and mental or occupation health.


Reporting with Confidence & Trust

Our Report and Support Tool will ensure psychological safety and trust by having a reporting process that is both anonymous if needed and does not penalise the person reporting the issue. If someone's manager is the perpetrator then the individual reporting will receive protection and support, and immediate signposting/support is provided following any incident. Data transparency on common issues/trends will be provided to the EIJC (Equity, Inclusion and Justice Committee) so that visible changes within the organisation can occur and held accountable.

Reporting Process

The tool will be based upon our Intranet/Internet page and thus accessible to all our colleagues, partners, and communities we work with. There are two options to report- both anonymously or with your details, and demographical data will be collected to see any trends or issues we need to iron out organisation wide. Our introduction page to the tool will include resources such as EAP assistance, TELUS Health One, Policy link to grievance, anti-harassment, bullying, safeguarding and whistleblowing, Wellbeing champions, safe space facilitators, RRWG, GECN, EIJC, DEI (Diversity, Equity, Inclusion) Manager, People Team etc.

Once the individual has decided whether to disclose their identity, they will be asked what happened, with various categories to select from: antisocial behaviour, bullying, discrimination and/or hate incidents, domestic violence and/or coercive control, drink spiking, harassment, hate crime, mental health and wellbeing, microaggressions, physical violence, racism, safeguarding concern, sexual assault and rape, sexual harassment and misconduct or other, with all of these categories having subheadings explaining what they are.



The individual then discloses where the location of the incident occurred, and can request where they want their disclosure to go if they know such as HR Team for mediation, EIJC for whole organisation wide issues, Trade Union, Occupational Health, Wellbeing Champions etc.

Post Reporting Process

Our current suggested post reporting process is that the People Team will receive all reports with a flowchart to decide on how they will be processed, the data will be anonymised and kept for reporting purposes, the report then to be sent to the designated team the person reporting requested and then if needed to any other team too, EIJC contacted for whole organisation conversation and change with DEI Champions (once they are set up) and RRWG and GECN supporting, occupational health and/or mental health team for support, and trade union for representation, HR Team for meditation services.

Three Report and Support Tool Options

We are currently trialing out three options for the Report and Support Tool and will have demos and consultations to ensure we select the right option for IIED.

- In house Report and Support Tool on the intranet in a form format with resources.
- External Report and Support Tool from [Culture Shift](#) costing £10k a year approx.
- [Sightsavers](#) Reporting Platform cost to be confirmed.

Annex 2 -Safeguarding Referral Plan for all individuals and organisations working with

You observe or receive a report that any individual linked to the delivery of the IIED programmes or activities may harm/ has harmed/ is harming another person who is vulnerable or where there is an unequal power dynamic

Approach/allow the person making the report to freely talk (clarify limits on confidentiality and disclosure)

Is there immediate danger?

YES

Ensure immediate safety and wellbeing of alleged survivor(s). Contact relevant authorities

NO

Has a crime been committed?

YES

NO

Is there a child or vulnerable adult involved?

YES

Move straight to Referral

NO

Does the alleged survivor have capacity?

YES

Clarify and record their wishes. Explain necessary measures and process

NO

In UK, and in partner country (as relevant), initiate safeguarding referral process

YES

IMMEDIATELY: Inform nominated Safeguarding Focal Point in respective partner organisation

Nominated Safeguarding Focal Point from respective partner organisation records:

- Name of person making the report
- Name of alleged survivor(s)
- Name of alleged perpetrator(s)
- Description of incident(s)
- Date(s), time(s) & location(s) of incident

WITHIN 24 HOURS NOMINATED SAFEGUARDING Focal Point IN PARTNER ORGANISATION INFORMS:

- IIED Safeguarding Focal point, Head of People safeguarding@iied.org
- Compliance Manager and Company Secretary to coordinate to inform donor and charity commission according to circumstances outlined below

Is there sufficient, credible information

NO

Take steps to gather necessary information where possible

Is external expertise required?

YES

Take steps to engage relevant experts and continue moving through referral process

Is additional support necessary for the alleged survivor(s)?

YES

Assist in the provision of necessary support and continue moving through referral process

Is it necessary to inform external bodies?

YES

Inform relevant bodies (Charity Commission, other relevant agencies) and continue moving through referral process

Assess and agree findings and outcomes from initial partner review and together with partner Safeguarding Focal Point:

- Assess any protection or additional security risks
- Clarify appointment of Decision Maker
- Clarify what information should be shared and with who

Partner Safeguarding Focal Point and/or alleged survivor(s) not satisfied that IIED is adequately addressing the report

YES

Escalate report to IIED Board or external statutory body

ALERT

REFERRAL

INITIAL REVIEW

IIED REVIEW

ASSESSMENT

Case conference convened by IIED to include IIED and Partner Safeguarding Focal Point, Project Lead, Decision Maker and external expert if needed

Decision Maker decides any immediate action and draws up plan for further action/investigation

Further investigation to gather information

Additional expertise brought in if needed

Final decision based on outcome of investigation/immediate action

Decision shared by Safeguarding Focal Point or nominated partner Safeguarding Point with:

- Alleged survivor
- Alleged perpetrator
- Relevant bodies

IIED Safeguarding Focal Point ensures all decisions are recorded and appropriately documented

RESOLUTION

In UK

In partner country

Implement agreed actions which could include e.g.

Immediate disciplinary action

Review of partnership, terms of contract

Referral to relevant authorities

Additional training

No further action

Project Director ensures necessary support is available

Update individual staff to the extent necessary

IIED Safeguarding Focal Point and Project Director review progress and implementation of agreed actions

To note:

- This plan is read from top to bottom with all steps followed in sequence.
- All IIED partners take a zero-tolerance approach to – and are expected to take reasonable steps to prevent (by their own employees and downstream partners) – exploitation of any kind, including sexual exploitation, abuse and harassment of any person linked to the delivery of the Project. This approach is also required of all downstream partners (who are defined as organisations and individuals).
- This plan assumes that a safeguarding incident could arise anywhere that individuals and/or organisations are involved in the delivery of activities. The plan allows for UK support to, and coordination of, the safeguarding response (through IIED – as lead administrative partner) regardless of the location of the incident.
- All partner organisations and individuals involved in the delivery of activities are expected to fully cooperate with investigations into alleged events, whether led by IIED, FCDO or duly authorised representatives or agents.
- For FCDO-funded projects, partners will immediately contact FCDO at reportingconcerns@fcdo.gov.uk or +44 (0)1355 843747, to report any credible suspicions of, or actual incidents of sexual exploitation, abuse or harassment related to IIED activities.
- The Partner should assess credibility based on the source of the allegation, the content, and the level of detail or evidence provided. If there is any uncertainty regarding credibility the partner should follow the steps above and consult IIED’s Safeguarding Focal Point safeguarding@iied.org. All sexual activity with children (persons under the age of 18) is prohibited, regardless of the age of majority, or age of consent locally.
- Nominated Safeguarding Focal Points within partner organisations will be named in all downstream sub-grant/contract agreements.
- Confidentiality must be maintained at all stages of this process and information shared on a strictly need-to-know basis, only with relevant people. All individuals involved in the process should be made aware of the confidentiality requirements.
- Consideration should be given to keeping the alleged survivor/s informed throughout this process.
- Under “Initial review” it is intended that partner is likely to be in a better position to lead this part of the process than IIED. If there are any concerns regarding this, IIED would be able to support this part of the process also.
- The Decision Maker should be a senior staff member at IIED and not implicated or involved in the case in any way.