



**HOPE FOR JUSTICE**



**GLOBAL SAFEGUARDING POLICY**

## Purpose

The purpose of this policy is to protect people, particularly children, at-risk adults, and beneficiaries of assistance, from any harm that may be caused by coming into contact with Hope for Justice. This includes harm arising from:

- The conduct of staff or personnel associated with Hope for Justice
- The design and implementation of Hope for Justice's programmes and activities

This policy lays out the commitments made by Hope for Justice and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy replaces and integrates the: (1) Global Child Safeguarding Policy; and (2) Global Adult Safeguarding Policy.

This policy does not cover:

- Sexual harassment in the workplace – which is dealt with under Hope for Justice's Anti-Bullying and Harassment Policy
- Safeguarding concerns in the wider community not perpetrated by Hope for Justice or associated personnel (which are dealt with as Protection concerns)

## What is safeguarding?

In general terms, safeguarding means protecting peoples' health, well-being, and human rights, and enabling them to live free from harm, abuse, and neglect.

In our sector, safeguarding refers to the explicit responsibility of organisations to make sure their staff, operations, and programmes do no harm to children and adults at risk, nor expose them to abuse or exploitation.<sup>1</sup> Therefore, this policy understands safeguarding to be **the protection of children and adults from harm that could arise as a result of encountering Hope for Justice personnel, programmes, or partners.**

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

## Scope

This policy applies to:

- All staff contracted by Hope for Justice.
- Associated personnel whilst engaged with work or visits related to Hope for Justice including but not limited to the following: Trustees; consultants; volunteers; contractors; programme visitors including journalists, celebrities, and politicians.
- Organisations working in partnership with, or on behalf of, Hope for Justice

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<sup>1</sup> Bond (2023) *Safeguarding resources*. Available at: <https://www.bond.org.uk/resources-support/safeguarding/safeguarding-resources/> (Accessed: 29 August 2023).

## Policy Statement

Hope for Justice believes that everyone we encounter, regardless of age, gender identity, disability, sexual orientation, or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Hope for Justice has a **zero-tolerance** policy towards abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding: (a) child safeguarding; (b) adult safeguarding, and (c) protection from sexual exploitation and abuse [PSEA]. These key areas of safeguarding may have different policies and operations manuals associated with them (see Associated Policies).

Hope for Justice commits to addressing safeguarding throughout its work, through the three pillars: (1) Prevention, (2) Reporting and (3) Response.

### 1. Prevention

#### Hope for Justice's responsibilities

Hope for Justice will:

- Implement stringent safeguarding and background check procedures when recruiting, managing, and deploying staff and associated personnel.
- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy.
- Ensure all staff and associated personnel receive, understand, and sign the organisational Code of Conduct.
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their encountering Hope for Justice. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organisation.
- Undertake regular risk assessments of all project sites to identify and mitigate possible risks before they occur. Such risk assessments shall enlist the input of all relevant stakeholders including the vulnerable adults and children.
- Ensure where services are delivered through partners, we expect the same high standards of safeguarding and will advise where necessary partners on how to strengthen their own policies and practices.
- Follow up on reports of safeguarding concerns promptly and according to due process.

## **Staff responsibilities**

### **Child safeguarding**

Hope for Justice staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18.
- Sexually abuse or exploit children.
- Subject a child to physical, emotional, financial, spiritual, or psychological abuse, or neglect.
- Engage in any commercially exploitative activities with children including child labour or trafficking.

### **Adult safeguarding**

Hope for Justice staff and associated personnel must not:

- Sexually abuse or exploit at-risk adults.
- Subject an at-risk adult to physical, emotional, financial, spiritual, or psychological abuse, or neglect.

### **Protection from sexual exploitation and abuse**

Hope for Justice staff and associated personnel must not:

- Exchange money, employment, goods, or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance.
- Engage in any sexual relationships with beneficiaries of assistance since they are based on inherently unequal power dynamics.

Additionally, Hope for Justice 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 Hope for Justice staff members or associated personnel, to the organisation via appropriate mechanism. This could be via a Designated Safeguarding Officer, the Head of Safeguarding, Security and Investigations, or the organisational Whistleblowing procedures.

## 2. Enabling reports

Hope for Justice will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by Hope for Justice's Whistleblowing Policy.

Hope for Justice will also accept complaints from external sources such as members of the public, partners, and official bodies.

### How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Designated Safeguarding Officer or line manager. If the staff member does not feel comfortable reporting to their Designated Safeguarding Officer 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) or anonymously via the Hope for Justice Whistleblowing Policy.

Hope for Justice has also provided extensive guidance on how to deal with safeguarding reports.

## 3. Response

Hope for Justice will follow up safeguarding reports and investigate concerns according to policy and procedure, and legal and statutory obligations.

Hope for Justice will apply appropriate disciplinary measures to staff found in breach of policy.

Hope for Justice will refer cases of abuse to local authorities and law enforcement, to be dealt with per the rule of law.

Hope for Justice is a member of the Inter-Agency Misconduct Disclosure Scheme<sup>2</sup>. As such, any personnel found to have committed a serious breach of this policy, among others, may be subject to disclosure to future employers who request this information.

Hope for Justice will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

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<sup>2</sup> <https://misconduct-disclosure-scheme.org/>

## 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 always kept secure.

## Associated policies

Adult Safeguarding Operations Manual

Child Safeguarding Operations Manual

Code of Conduct

Dealing with Safeguarding Reports

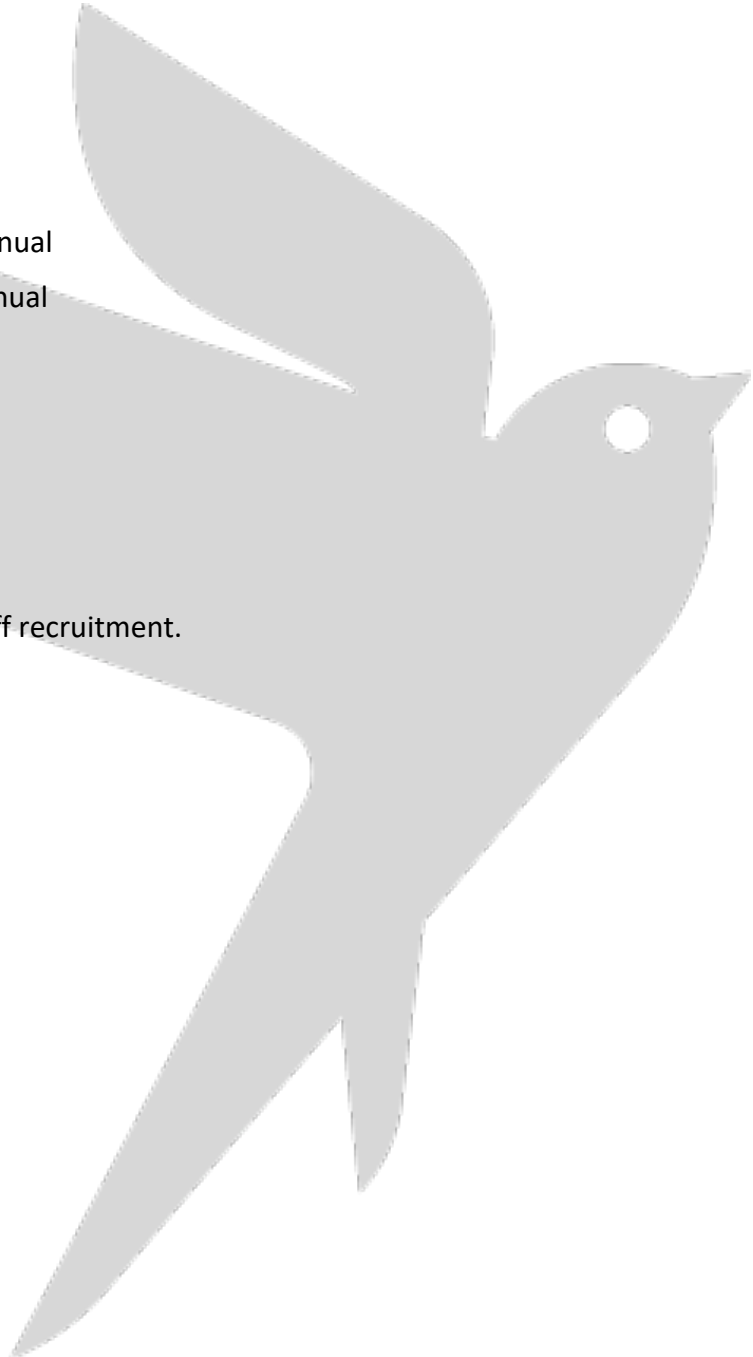
Disciplinary Policy and Procedures

Grievance Policy and Procedure

Incident Reporting

Procedures for safeguarding in staff recruitment.

Whistleblowing Policy



## Glossary of Terms

### **Beneficiary of Assistance**

Someone who directly receives goods or services from Hope for Justice's programme. Note that misuse of power can also apply to the wider community that the NGO serves and can include exploitation by giving the perception of being in a position of power.

**Child:** A person below the age of 18

### **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, however, it is the individual's choice how they wish to identify themselves.

### **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.

### **At-risk adult**

Sometimes also referred to as a "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.

### **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)

## **Safeguarding**

In the UK, safeguarding means protecting people's health, well-being, and human rights, and enabling them to live free from harm, abuse, and neglect.

In our sector, we understand it to mean protecting people, including children and at-risk adults, from harm that arises from encountering NGO staff or programmes, taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse, and harassment from occurring; to protect people, especially vulnerable adults, and children, from that harm; and to respond appropriately when harm does occur.

This definition aligns with Hope for Justice's values and principles and helps shape our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners, and staff. It requires proactively identifying, preventing, and guarding against all risks of harm, exploitation and abuse and having mature, accountable, and transparent systems for response, reporting, and learning when risks materialise. Those systems must be survivor-centred. They must also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre of all we do.

## **Forms of Abuse**

### **Physical abuse**

The use of force which results in pain or injury or a change in the person's natural physical state or the non-accidental infliction of physical force that results in bodily injury, pain, or impairment.

Examples of physical abuse can include: assault, hitting, slapping, punching, kicking, hair pulling, biting, pushing, rough handling, scalding, burning, inappropriate use of restraint e.g., making someone purposefully uncomfortable, involuntary isolation or confinement, misuse of medication (e.g., over sedation), unauthorised restraint or restricting movements.

### **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.

### **Domestic abuse**

Domestic violence and/or domestic abuse include any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour-based' violence, female genital mutilation and forced marriage.



### **Psychological or emotional abuse**

Behaviour that has a harmful effect on the vulnerable person's emotional health and development or any other form of mental cruelty that results in mental distress; the denial of basic human and civil rights such as privacy and dignity; the negation of choices, wishes and self-esteem; isolation or over-dependence which has a harmful effect on a vulnerable person's emotional health, development, or wellbeing.

### **Financial or material abuse**

The use of a vulnerable person's property, assets, income or any other resources without his/her informed consent and authorisation. Financial or Material abuse occurs where an individual's funds or resources are being used inappropriately by a third person.

### **Discriminatory abuse**

It occurs when values, beliefs, or culture result in a misuse of power that denies opportunity to some groups or individuals. It can include abuse or derisive attitudes based on sex, sexuality, ethnic origin, age, disability, or religion. It is the exploitation of a person's vulnerability resulting in repeated or pervasive treatment of an individual which excludes that individual from opportunities available to others.

Incitement to discriminate is also treated as equivalent to actual discrimination.

### **Modern Slavery**

Modern slavery is an international crime and can include human trafficking, slavery, domestic servitude or forced or compulsory labour, criminal exploitation and/or sexual exploitation.

There may be specific legal definitions that include other types of abuse depending on location (international and domestic).

Further types and indicators can be found at: <http://hopeforjustice.org/spot-the-signs>

### **Institutional or Organisational abuse**

Occurs when a vulnerable adult or child is mistreated or abused by an institution or regime or individuals within an institution or regime. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Institutional abuse occurs when the routines, systems and norms of an institution compel individuals to sacrifice their own preferred lifestyle and cultural diversity to the needs of the institution.

### **Neglect - acts or omissions**

This includes ignoring medical, emotional, or physical care needs including failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate fluids or nutrition and cooling or heating.

## **Self-Neglect**

Self-neglect is a behavioural condition in which an individual neglects to attend to their basic needs, such as personal hygiene, appropriate clothing, feeding, or tending appropriately to any medical conditions they have.

## **Faith or Spiritual abuse**

Linked closely to often sexual, emotional, physical and/or institutional abuse it is the act where certain kinds of abuse are linked to faith or belief. Abuse linked to belief in “possession”, “witchcraft” or related to spiritual or religious belief can occur when communities or individuals believe that a vulnerable person is possessed by evil spirits.

Spiritual abuse can occur when a spiritual leader or someone in a position of spiritual power or authority (whether organisation, institution, church, or family) misuses their power or authority, and the trust placed in them, with the intention of controlling, coercing, manipulating, or dominating the person.

## **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. This definition includes human trafficking and modern slavery, also radicalisation.

## **Online abuse**

The term ‘online abuse’ is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets, and mobile phones. And it can happen anywhere online, including: social media, text messages and messaging apps, emails, online chats and gaming or live-streaming sites. Vulnerable adults or children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying, grooming or sexual exploitation.