

Global Safeguarding Policy

1.0 Introduction

1.1 This policy sets out Hope for Justice's safeguarding commitments and informs staff and associated personnel of their responsibilities

1.2 Hope for Justice defines **safeguarding** in line with international development standards. This is understood as:

the prevention of, and response to, harm that is caused or enabled by Hope for Justice's staff, associated personnel, programmes, activities, partnerships, or serious failures of duty of care.

1.3 In practice, safeguarding at Hope for Justice focuses on preventing and responding to harm that arises from people coming into contact with staff, associated personnel, programmes, partners, or organisational systems. This includes harm arising from:

- The conduct of staff or any personnel associated with Hope for Justice
- The design and implementation of Hope for Justice's programmes and activities
- Serious failures, omissions or neglectful acts occurring under Hope for Justice's duty of care.

1.4 This policy addresses: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse and harassment (SEAH). These areas may have additional protocols and Operations Manuals associated with them (see Associated Policies).

1.5 Safeguarding is distinct from, and should not be conflated with the following issues, which are addressed through other Hope for Justice policies, and are implemented in line with best practice and statutory requirements:

- Workplace matters, including harm, abuse, sexual harassment and bullying of staff in the workplace.
- General complaints or misconduct that does not involve actual or potential harm to children, at risk adults, or beneficiaries of assistance.
- Health and safety risks that do not involve serious failure, omission, or neglect under a duty of care.
- Security risks arising externally to Hope for Justice operations.
- Protection concerns, where harm occurs in the wider community and is not perpetrated by Hope for Justice or associated personnel.
- Responses to human trafficking and the recovery of victims/survivors, which form Hope for Justice's primary mission (*unless organisational harm or neglect is alleged*).

1.6 This policy applies to:

- all staff contracted by Hope for Justice;
- any associated personnel engaged with the organisation's work, including (but not limited to) trustees, consultants, volunteers, interns, and contractors
- All programme visitors, such as other NGOs, donors, journalists, government officials, and celebrity patrons

1.7 Hope for Justice operates across environments where statutory definitions of safeguarding¹, and the respective legal obligations for reporting, may differ from those set out in this policy. Where there is a discrepancy, the more stringent standards apply.

2.0 Policy

2.1 Hope for Justice believes that everyone, 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. Therefore;

2.2 *Hope for Justice has zero appetite for safeguarding risk and adopts an averse approach. We are unequivocally committed to protecting all individuals from harm, abuse and neglect, especially vulnerable populations, including children and at-risk adults, who come into contact with our organisation. Ensuring the safety, dignity, and well-being of those we serve is paramount to the principle of 'Do No Harm', our respect for human rights, and our adherence to regulatory and normative standards. We will not compromise on this under any circumstances. This reflects our deep commitment to the trust placed in us by our beneficiaries, partners, and supporters, and we will continuously review and strengthen our safeguarding practices to uphold this commitment.*

— Risk Appetite Statement: Safeguarding

2.3 Hope for Justice is fully committed to preventing and responding to Safeguarding and SEAH that is rights-based, age, disability-and gender sensitive, non-discriminatory and culturally appropriate, and victim/survivor-centred.

2.4 Safeguarding places particular emphasis on preventing and responding to harm linked to abuses of power, trust, or vulnerability, including but not limited to sexual exploitation, abuse, and harassment. This applies consistently and without exception across all Hope for Justice programmes, partnerships, and personnel. This requires the proactive identification and mitigation of safeguarding risks and the maintenance of mature, accountable, and transparent systems for reporting, response, learning, and continuous improvement.

2.5 Hope for Justice's' safeguarding systems are survivor centred, prioritising safety, dignity, choice, and support. At the same time, they uphold due process and fairness, ensuring that individuals accused of safeguarding violations are treated appropriately throughout investigations and remedial action.

2.6 Hope for Justice commits to addressing safeguarding throughout its work, through the three pillars of **prevention, reporting and response**.

3.0 Prevention

3.1 In recognition of its responsibility to embed safeguarding into all aspects of operations and to ensure that staff, associated personnel and partners understand and uphold safeguarding standards at all times, Hope for Justice will:

- Ensure that all staff and associated personnel have access to this policy, are familiar with its contents, and understand their individual responsibilities for safeguarding.
- Require all staff and associated personnel to receive, understand and formally agree to comply with the organisational Code of Conduct.

¹ For example, UK definitions may require reporting on *protection* concerns under certain circumstances.

- Design and deliver all programmes and activities in a manner that protects people from any risk of harm arising from contact with Hope for Justice, including through the responsible collection, handling and communication of personal and sensitive information.
- Implement robust safeguarding procedures throughout the recruitment, management and deployment of staff and associated personnel.
- Ensure that safeguarding training is provided at a level proportionate to each person's role and responsibilities within the organisation.
- Conduct regular safeguarding risk assessments across all project sites and activities to identify and mitigate potential risks before harm occurs, drawing on the input of relevant stakeholders, including children and at-risk adults where appropriate.
- Require partners delivering services on behalf of Hope for Justice to meet safeguarding standards consistent with this policy and, where necessary, provide guidance and support to strengthen partner safeguarding systems and practices.
- Follow up safeguarding concerns and allegations promptly and in accordance with due process, organisational procedures and applicable legal obligations.

3.2 All personnel are expected to contribute to the creation and maintenance of an environment that prevents safeguarding violations and promotes full implementation of this Safeguarding Policy. All personnel must report any concerns or suspicions regarding safeguarding violations as outlined by this policy.

3.3 All staff and associated personnel have a duty to protect children and vulnerable adults from harm. They must uphold the highest standards of behaviour.

3.4 Any form of abuse, exploitation or neglect is strictly prohibited and constitutes a serious breach of this policy. Therefore; 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
- Sexually abuse or exploit at-risk adults
- Subject an at-risk adult to physical, emotional, financial, spiritual or psychological abuse, or neglect
- 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

4.0 Reporting

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

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

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

- 4.4 Complaint or concerns relating to safeguarding should report it immediately to their Designated Safeguarding Officer or line manager.
- 4.5 If the person raising a concern does not feel comfortable reporting to their Designated Safeguarding Officer or line manager (for example, if they believe the report will not be taken seriously or that person is implicated), they may report to any other appropriate staff member. This may include a senior manager or a member of the HR Team, or they may report anonymously via the Whistleblowing Policy.
- 4.6 Hope for Justice has also issued detailed guidance on how to make, receive, and manage safeguarding reports.

5.0 Response

- 5.1 Hope for Justice will follow up safeguarding reports and investigate concerns according to policy and procedure, and legal obligations.
- 5.2 Hope for Justice will apply appropriate disciplinary measures to staff found in breach of policy.
- 5.3 Serious breaches may be subject to criminal prosecution and/or civil litigation
- 5.4 Where appropriate, serious breaches may also be disclosed to relevant interagency monitoring bodies and schemes. This includes: CHS; the Charities Commission; the Interagency Misconduct Scheme; and Interpol Project Soteria.
- 5.5 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.

6.0 Confidentiality

- 6.1 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 should be shared on a need-to-know basis only and should be kept secure at all times

Associated Policies

- Code of Conduct
- Dealing with Safeguarding Reports
- Grievance Policy and Procedure
- Child Safeguarding Operations Manual
- Adult Safeguarding Operations Manual
- Disciplinary Policy and Procedures
- Whistleblowing Policy
- Procedures for safeguarding in staff recruitment

Glossary of Terms

Adult at-risk: A person who is or may be in need of care due to mental or physical disability, age, or illness, and who may be unable to protect themselves from significant harm or exploitation.

Beneficiary of Assistance: A person who directly receives services through Hope for Justice’s programmes. This may also include individuals or communities who are indirectly affected by programme activities.

Child: A person under the age of 18.

Discriminatory Abuse: Abuse arising from prejudice or unequal treatment related to characteristics such as sex, sexual orientation, age, disability, ethnic origin, or religion.

Financial or Material Abuse: The misuse of a person’s property, assets, income, or resources without informed consent or authorisation.

Harm: Any physical, psychological, emotional, financial, or other infringement of a person’s rights or wellbeing.

Institutional or Organisational Abuse: Harm resulting from systems, practices, or cultures within an organisation or institution that place individuals at risk, deny dignity or choice, or result in poor or neglectful care.

Modern Slavery: Criminal practices including human trafficking, slavery, domestic servitude, forced or compulsory labour, and exploitation.

Neglect (Acts or Omissions): The failure to meet basic physical, emotional, medical, or social needs, including withholding necessities of life, care, or support.

Online Abuse: Abuse that occurs through digital platforms, including social media, messaging services, email, online forums, gaming, or livestreaming environments.

Physical Abuse: The use of force that results in pain, injury, physical impairment, or a change in a person’s natural physical state.

Protection from Sexual Exploitation, Abuse and Harassment (PSEAH): Measures taken to prevent and respond to sexual exploitation, abuse, or harassment of affected populations by staff or associated personnel.

Psychological Harm: Emotional or psychological abuse that causes mental or emotional distress, including (but not limited to) humiliation, intimidation, isolation, coercion, or degrading treatment.

Safeguarding: The prevention of, and response to, harm arising from contact with Hope for Justice’s staff, associated personnel, programmes, or activities, particularly where children or at-risk adults are affected.

Sexual Abuse: The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal, coercive, or exploitative conditions.

Sexual Exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including profiting monetarily, socially, or politically from such exploitation.

Spiritual Abuse: The misuse of religious or spiritual beliefs, practices, or authority to coerce, control, harm, or exploit an individual, including through intimidation, manipulation, or the misuse of moral or spiritual pressure.

Survivor: A person who has experienced abuse or exploitation. The term “survivor” may be used instead of “victim” in recognition of resilience and personal agency, according to individual preference. However, ‘victim’ retains a legal status in some circumstances.