

## 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 due to their coming into contact with Engera. This includes harm arising from:

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

# Engera Safeguarding Safeguarding Policy

The policy lays out the commitments made by Engera, and informs staff and associated personnel<sup>1</sup> of their responsibilities in relation to safeguarding.

This policy does not cover:

- Safeguarding concerns in the wider community not perpetrated by Engera or associated personnel

## What is safeguarding?

Safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect<sup>2</sup>

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes.

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

## Scope

- All staff contracted by Engera
  - Associated personnel whilst engaged with work or visits related to Engera, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians
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## Policy Statement

Engera believes that everyone we come into contact with, 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. Engera will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding [as appropriate]: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them.

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

## Prevention

### Engera responsibilities

Engera will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Engera. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process

### Staff and Volunteer responsibilities

#### Child safeguarding

Engera 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 or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

#### Adult safeguarding

Engera staff and associated personnel must not:

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

## Protection from sexual exploitation and abuse

Engera staff, volunteers 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, Engera 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 Engera staff member or associated personnel to the appropriate Board member

## Enabling reports

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

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

### How to report a safeguarding concern and the response

- 1) If someone volunteering or working for Engera is aware of any child or adult abuse, it is their responsibility to tell the Trustee with responsibility for receiving safeguarding concerns.
- 2) Discuss with the parents of the child (unless they are implicated). If appropriate to do so, explain that you may need to make a referral (e.g. to the local police and/or the district social welfare department).
- 3) The lead Trustee should make the other Trustees aware of the abuse and alert the local authorities if required (e.g. the local police and the District Social Welfare department) and seek their advice. A reporting form to be completed for the Trustees is found in Appendix 2
- 4) Record all information and communications with the authorities in a confidential file
- 5) The Trustees will report any abuse to the Charity Commission and to the UK police if a British citizen is implicated and to the relevant Italian authorities if it is an Italian citizen and to American Authorities, if it is an American citizen.
- 6) The Trustees ensure that any advice, guidance or requirements set by the Charity Commission are carried out, acted upon and recorded.

The Trustee with responsibility for safeguarding (UK and US ) is:

**Name:** Filippo Bianco

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**Email:** Filippo.bianco@gmail.com

**Telephone number:** +49 176 2225 0955

The Trustee with responsibility for safeguarding (Italy ) is:

**Name:**

**Email:**

**Telephone number:**

## 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 Engera's programmes. Note that misuse of power can also apply to the wider community that the NGO serves, and also can include exploitation by giving the perception of being in a position of power.

### **Child**

A person below the age of 18

### **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

### **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<sup>3</sup>

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In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes. One donor definition is as follows:

Safeguarding means 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 draws from our values and principles and shapes 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 and also protect those accused until proven guilty.

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

### **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.

### **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.

### **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.

### **At risk adult**

Sometimes also referred to as 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.

**Appendix 1 Safeguarding Code of Conduct**

<b>Name</b>
<b>Role</b>
<b>Date</b>

Engera is committed to creating a safe environment for children, young people and adults. All staff and volunteers have a duty to uphold the principles of this policy and commit to safeguarding children and young people. Any sexual exploitation and/or abuse by staff amounts to gross misconduct and will result in termination of employment.

As such I agree that I will:

- Adhere to the Policy on Safeguarding and be open and honest in my dealings with children and young people, their families, and communities participating in programmes, projects, processes, events, and activities.
- Treat children, young people and adults in a manner which is respectful of their rights, integrity, and dignity and considers their best interests regardless of any other factor.
- Create and maintain an environment which prevents the abuse and exploitation of children and young people ensuring that I am aware of potential risks with regards to my conduct and work and take appropriate action so as to minimise risks to children and young people.
- Contribute to building an environment where children and young people we directly engage with are: respected and empowered to participate in and discuss decision making and interventions into their safeguarding in accordance with their age, maturity and evolving capacities ○ well informed on their safeguarding and protection rights and what to do if they have a concern.
- Display high standards of professional behaviour at all times, providing a positive role model for children and young people.
- Comply with all relevant international standards and local legislation in relation to child labour, and refrain from using children and young people aged below 18 years for domestic or other labour, if such work is inappropriate, exploitative or harmful given their age or developmental capacity, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury, exploitation, or abuse. In addition, I understand that I must not use children and young people of any age that we work with for domestic or other labour.
- Respect the privacy and confidentiality of children, young people and adults associated with Engera.

This means I will:

- Never ask for or accept personal contact details or invitations to share personal contact details from any child or family associated or formerly associated with our work or share my own personal contact details with such individuals except where this has been explicitly authorised by Engera.
- Never make any contact with a child, young person, or family members associated with Engera’s work that is not supervised by a (or another) member of Engera. Such contact may include but is not limited to visits and any form of communication via social media, emails, and letters.

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- Always ensure that when on an official or work visit with Engera and I wish to take pictures of children and young people associated with the organisation, for personal use, I will:
    - Always consult first with Engera so as to make sure that it is acceptable to take pictures in the local context and that the intended use of the pictures does not conflict with Engera's policies.
    - Ask permission of the child, young person or adult (or in the case of young children, their parent or guardian)
    - Ensure the images are respectful and do not impact negatively on their dignity and privacy.
      - Ensure that the use of the images does not put the child or young person at risk of being identified or located.
    - Never upload the images of children, young people and adults associated with Engera without the express consent of Engera
  - Report and respond to any concerns, suspicions, incidents or allegations of actual or potential abuse to a child, young person or adult in accordance with applicable procedures of the local office.
  - Cooperate fully and confidentially in any Engera investigation of concerns or allegations of abuse to children, young people and adults.
  - Immediately disclose all charges, convictions, and other outcomes of an offence, which occurred before or occurs during association with Engera that relate to exploitation and abuse of a child, young person or adult.

I will not:

- Abuse or exploit a child or young person or behave in any way that places a child or young person at risk of harm, including through harmful practices such as, for example, Female Genital Mutilation, forced or child marriage.
- Engage in any form of sexual activity or develop physical/sexual relationships with anyone under the age of 18.
- Use physical punishment/discipline or use of physical force of any kind towards children and young people.
- Engage young people in any form of sexual activity which involves the exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- Use language or behave towards a child or young person in a way that is inappropriate, offensive, abusive, sexually provocative, demeaning or culturally inappropriate.
- Fondle, hold, kiss, hug or touch children or young people in an inappropriate or culturally insensitive way.
- Have a child/children/young person with whom I am in contact in a work related context, stay overnight at my home or any other personal residential location or accommodation.
- Sleep in the same room or bed as a child or young person with whom I am in contact in a work related context. Where it is necessary to sleep close to unaccompanied children and young people, I will make sure that another adult is present and it is in line with authorised procedures.
- Do things of a personal nature for children or young person, with whom I am in contact in a work related context, (e.g. taking a child/young person to the toilet/bathroom; helping them get un/dressed etc.) that they can do for themselves.

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- Spend time alone away from others with children and young people with whom I am in contact in a work related context; I will always make sure that another adult is with me and/or I am with the child/ young person in an open public place, where others are around and in plain view of others.
  - Hit or otherwise physically assault or physically abuse children or young people.
  - Act in ways that shame, humiliate, belittle or degrade children and young people, or otherwise perpetrate any form of emotional abuse.
  - Discriminate against, show differential or preferential to, or favour particular children and young people to the detriment of them or others.
  - Develop relationships with, engage in any practice with or develop behaviour towards children and young people which could in any way be deemed or interpreted as exploitive or abusive.
  - Condone or participate in behaviour of children or young people which is illegal, unsafe, or abusive.
  - Use any computers, mobile phones, video and digital cameras, or any such medium to exploit, harass or bully children or young people.
  - Use computers, mobile phones, or video/digital cameras or other electronic devices, to access, view, create, download, or distribute pornography, especially abusive images of children or young people. The above is not an exhaustive list. Staff, Associates, and Visitors should consider all related actions and behaviour which may compromise the rights and safeguarding of children and young people.

<b>Name</b>
<b>Signature</b>
<b>Date</b>



**Appendix 2 Report Form for Suspected Abuse**

Please complete this form to the best of your knowledge if you see/observe that a child or adult’s safety may be in danger. Please note that child protection concerns must be reported to the Trustees immediately. This form can be completed before or after you have contacted the Trustees to advise them of the concern.

1. Reporter

Your name: .....

Your job title: .....

2. The suspected abused

Child’s name: .....

Child’s gender: .....

Child’s age: .....

Child’s school: .....

Child’s address: .....

Child’s guardian: .....

3. The problem

Was the abuse observed or suspected? .....

Is the issue based on first-hand information or divulged by someone else? (if so, who?):  
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Did the child disclose abuse to you? .....

Nature of the allegation:

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Date of the alleged incident: .....

Time of the alleged incident: .....

Location of the alleged incident: .....

Name of the alleged perpetrator: .....

Job title of the alleged perpetrator: .....

Your personal observations such as visible injuries, child's emotional state etc. (please distinguish between what is fact and what is opinion or hearsay):

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Any other information previously not covered:

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Were there any other children/people involved in the alleged incident? If so, please provide details: .....

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Have the local policy & authorities been informed? .....

Details of any action taken:

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Signed: ..... Date: .....