



## Safeguarding Policy

### 1. Introduction

#### 1.1 Children

1.1.1 MAP believes that all forms of abuse (sexual, physical and emotional abuse and neglect) and exploitation of children are unacceptable. Safeguarding the health, safety and wellbeing of children, whether direct or indirect beneficiaries, is an integral component of all MAP programmes and MAP is committed to preventing child abuse and neglect from taking place. The possibility that staff, trustees, volunteers, donors or partners might abuse children is one that MAP takes seriously.

1.1.2 MAP is committed to the primacy of the rights of children as set out in the UN Convention on the Rights of the Child (1989). These can be summarised as the 3Ps:

- Protection from abuse, exploitation or exposure to danger.
- Provision of care including shelter, food and safety, health care and education.
- Participation, including the right to be given information and to express themselves.

This Safeguarding Policy is concerned with the first element- protection- but the importance of the provision of care and participation of children will inform all MAP programmes.

1.1.3 All staff and representatives must be aware of their individual responsibility to promote the safeguarding of children and recognise where risks of abuse and exploitation may arise within our programmes. The training described below will address the nature and extent of responsibility for safeguarding of children for all groups of staff, volunteers and partners.

#### 1.2 Vulnerable adults

MAP has a similar zero-tolerance approach to all forms of abuse and exploitation of vulnerable adults (older persons and persons with disabilities, including those with mental health problems). In some cases an adult may also be vulnerable to abuse by virtue of their dependency on employment, finance, food and shelter or other necessities. The above principles in 1.1.1 and 1.1.3 apply equally to all vulnerable adults.

#### 1.3 Sexual exploitation of adults

MAP will not tolerate any form of sexual exploitation of adults. Sexual exploitation is defined as an actual or attempted abuse of someone's position of vulnerability, differential power or trust, to obtain sexual favours, including but not only, by offering money or other social, economic or political advantages. It includes trafficking and prostitution. The principles outlined in 1.1.1 and 1.1.3 above apply in this context too.

### 2. Scope

This policy applies to all those who work with MAP or on its behalf, including:

- 2.1.1 All staff of MAP whether they work on a full-time or part-time basis or are employed internationally or nationally.
- 2.1.2 Persons employed on short-term contracts, such as consultants, researchers, evaluators etc.
- 2.1.3 Trustees, patrons and volunteers.
- 2.1.4 Visitors to MAP's programmes including donors, politicians, journalists etc.
- 2.1.5 Local partners working with MAP.

### **3. How MAP ensures children and adults are safeguarded within our work**

MAP takes seriously its responsibility to safeguard children and adults and has the following strict procedures to minimise the risk of harm to all beneficiaries:

3.1 All trustee, staff, volunteer and consultant recruitment will be conducted in accordance with this policy and will prioritise the safeguarding of children and adults. Safeguarding responsibilities will be made explicit in all stages of the recruitment process, from advertisement and job description to interview. All those appointed by MAP will be required to:

- 3.1.1 Sign a declaration acknowledging their understanding and acceptance of this Safeguarding Policy and Code of Conduct.
- 3.1.2 Complete a declaration of criminal convictions, providing details of any criminal convictions or cautions, in accordance with the relevant legislation.
- 3.1.3 Declare any previous allegations, investigations, proceedings or disciplinary hearings that relate to the care, safety or harm to children or adults.
- 3.1.4 Satisfactorily complete the appropriate criminal records checking process.
- 3.1.5 Provide appropriate referees to MAP, although MAP reserves the right to contact any former employer or similar for a reference.
- 3.1.6 When interviewed for their role, be asked about their motivation for working with MAP.

### **4. Training**

4.1 All staff, volunteers and trustees will complete online training within three months of appointment and must undertake refresher training every two years. This training will be designed to help them recognise abuse and exploitation and understand where risks may arise. It will clarify their own responsibilities and help them meet their safeguarding obligations under this Safeguarding Policy and Code of Conduct.

4.2 In addition to the online training MAP programme staff will receive more comprehensive, contextualised case-based safeguarding training during their induction period.

4.3 The training will emphasise the requirement on all staff, volunteers, trustees and MAP supporters to report suspected abuse, and clarify how the responsibilities for investigation will be assigned.

### **5. Safeguarding Code of Conduct**

5.1 MAP has a Safeguarding Code of Conduct that is mandatory for all those working with MAP or on its behalf to follow. The Code of Conduct gives clarity on acceptable and

unacceptable behaviour in the company of children and adults. Not acting in accordance with the Code of Conduct will be considered a disciplinary matter for staff, which may result in dismissal.

## **6. Safeguarding children and adults involved in communications or media work**

6.1 MAP seeks to ensure that children and adults are not harmed by supporting our communications and media work.

6.2 MAP communications should use pictures that are decent and respectful. We recognise there are times when children or adults are victims, for example of war or conflict, but presenting the reality of such a situation should never be done at the expense of the child or adult's dignity.

6.3 Appropriate written or verbal consent should be sought from the child (and his/her parent(s)/guardian(s)) or adult (or his/her legal representative).

6.4 The safety of the child or adult will remain fundamental to MAP's work and information that could be used to trace the child (or the child's family) or adult will not be used on MAP's website or in any other form of communication.

## **7. Safeguarding and partners**

7.1 MAP recognises the importance of its partners maintaining robust and effective safeguarding arrangements for children and adults.

7.2 MAP programme staff will undertake an assessment of all partner agencies and their capacity and procedures in relation to safeguarding. A safeguarding action plan will be developed in collaboration with the partner and monitored on a regular basis. MAP will support capacity building and training as appropriate.

7.3 Partners without an appropriate safeguarding framework will not be eligible to work in partnership with MAP, unless they provide MAP with plans to illustrate how they will develop and implement safeguarding arrangements within a reasonable timescale. MAP support will be given as appropriate and feasible. The partner must always adhere to MAP's Safeguarding Code of Conduct or their own equivalent document.

7.4 Partners not committed to implementing their own safeguarding procedures within agreed time frames will not be considered for partnership with MAP.

7.5 MAP will take all necessary steps to ensure that there is a culture of openness and trust. MAP will encourage the partner to highlight safeguarding issues and reassure the partner that this will not necessarily compromise the partner's relationship with MAP.

7.6 If the abuse of a child or adult is reported to a partner organisation and appropriate actions are not taken, then MAP will consider suspension of the partnership agreement pending further investigation.

## **8. Leadership and governance**

8.1 The Board of Trustees, Programme Advisory Panel (PAP) and Senior Management Team (SMT) have special responsibilities in relation to the oversight and implementation of MAP's safeguarding mechanisms.

8.2 A suitably qualified/experienced member of the SMT will always be MAP's Safeguarding Lead, with a suitably qualified/experienced Board member always appointed as MAP's Safeguarding Trustee; both will be fixed members of the PAP.

8.3 The primary responsibility for oversight of safeguarding mechanisms within MAP lies with the PAP, directly accountable to the Board. However, MAP's SMT is responsible for the implementation of this Safeguarding Policy across all areas of MAP's operations and ensuring that all records of recruitment, training and investigations of suspected/alleged abuse are compiled for reporting to the PAP on a quarterly basis and, subsequently, the Board of Trustees.

8.4 The PAP has the primary responsibility to ensure that this Safeguarding Policy and Code of Conduct are up to date and fit for purpose. This Safeguarding Policy and Code of Conduct will be reviewed at least every two years and following any significant safeguarding incident or change in legislation/sectoral guidelines.

## **9. Reporting and investigating alleged or suspected abuse**

9.1 All those working with MAP or on its behalf must follow the procedures for reporting suspected or alleged abuse of children or adults.

9.2 Should anyone working with MAP or on its behalf receive any information about, or observe, actual or suspected abuse regarding any area of MAP work he or she must immediately inform the relevant MAP Safeguarding Focal Point; regional Director of Operations (DoO) or UK Director of Programmes (DoP).

9.3 Where a member of staff or a representative considers that the MAP reporting procedure cannot be safely used or has been exhausted and risks to children or adults remain, they are entitled/expected to use the MAP Whistleblowing Policy.

9.4 Whenever a MAP Safeguarding Focal Point receives a report of suspected/alleged abuse the relevant DoO/DoP, Safeguarding Lead, Chief Executive Officer and Safeguarding Trustee will discuss the report and agree whether and how to conduct an appropriate investigation. This decision will then be reported to the PAP and Board Chairs and, if a serious concern has been raised, the Charity Commission. Subsequent actions will follow MAP's "Organisational Response to Safeguarding Concerns" and "Region-Specific Investigation" algorithms.

**To be reviewed by PAP/Board of Trustees; December 2022**