



## **Safeguarding Policy October 2017**

### **1. Introduction**

- 1.1 MAP believes that all forms of abuse and exploitation suffered by children and vulnerable adults are unacceptable. Safeguarding the health, safety and wellbeing of children and vulnerable adults as direct beneficiaries and indirect beneficiaries is an integral component of all MAP programmes. The possibility of staff, donors or partners abusing children or vulnerable adults is one that the agency takes seriously. MAP is committed to preventing child and vulnerable adult abuse and neglect from taking place.
- 1.2 MAP is committed to the primacy of the rights of children and vulnerable adults and prioritising their needs, which will inform all actions in relation to the implementation of this Child and Vulnerable Adult Safeguarding Policy, including the management of any suspected/alleged abuse or exploitation.
- 1.3 Everyone is responsible for safeguarding children and vulnerable adults and there are clear organisational and individual responsibilities. All staff and representatives must be aware of their individual responsibility to promote the safeguarding of children and vulnerable adults and acknowledge the risk that abuse could occur within our programmes.

### **2. Scope**

- 2.1 This policy applies to all those who work with MAP or on its behalf, including:
  - 2.1.1 All staff of MAP, irrespective of 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, journalists etc.
  - 2.1.5 Local partners working with MAP.

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

- 3.1 MAP takes seriously its responsibility to safeguard children and vulnerable adults and has strict procedures to minimise the risk of harm to them.
- 3.2 All trustee, staff, volunteer and consultant recruitment will be conducted in accordance with this policy and prioritise the safeguarding of children and vulnerable adults. All those appointed by MAP will be required to:

- 3.2.1 Sign a declaration acknowledging their acceptance of the MAP Safeguarding Policy and Code of Conduct.
- 3.2.2 Complete a declaration of criminal convictions, providing details of any criminal convictions or cautions, in accordance with the relevant legislation.
- 3.2.3 Declare any previous allegations, investigations, proceedings or disciplinary hearings that relate to the care, safety or harm to children or vulnerable adults.
- 3.2.4 Satisfactorily complete the appropriate criminal records checking process.
- 3.2.5 Provide appropriate referees to MAP, although MAP reserves the right to contact any former employer or similar for a reference should the role sought bring the individual into contact with children or vulnerable adults.
- 3.2.6 Be interviewed for their role and asked about their motivation for working with and values in relation to children and vulnerable adults.

#### **4. Training**

- 4.1 All staff, field volunteers and Trustees will receive training to help them meet their child safeguarding obligations and understand the MAP Code of Conduct and Safeguarding Policy within three months of appointment and must undertake refresher training every two years.

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

- 5.1 MAP has a 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. Not acting in accordance with the Code of Conduct will be considered a disciplinary matter for staff, which may result in dismissal.

#### **6. Reporting alleged or suspected abuse**

- 6.1 All those working with MAP or on its behalf must follow the procedures for reporting suspected or alleged child abuse.
- 6.2 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 regional or UK Director of Programmes.
- 6.3 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 vulnerable adults remain, they are entitled to use the MAP Whistleblowing Policy.

#### **7. Safeguarding children or vulnerable adults involved in communications or media work**

- 7.1 MAP seeks to ensure that children or vulnerable adults are not harmed by supporting our communications and media work.

- 7.2 MAP communications should use pictures that are decent and respectful. We recognise there are times when children or vulnerable 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's or vulnerable adult's dignity.
- 7.3 Whenever possible, appropriate written or verbal consent should be sought from the child and his/her parent(s)/guardian(s).
- 7.4 The safety of the child and vulnerable adult will remain fundamental to MAP's work and therefore, information that could be used to trace the child or vulnerable adult or their family will not be used on MAP's website or in any other form of communication.

## **8. Safeguarding and partners**

- 8.1 MAP recognises the importance of its partners maintaining robust and effective safeguarding arrangements.
- 8.2 MAP programme staff will undertake an assessment of all partner agencies and their capacity and procedures in relation to safeguarding. MAP will support capacity building and training as appropriate.
- 8.3 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 Code of Conduct.
- 8.4 Partners not committed to implementing their own safeguarding procedures within agreed time frames will not be considered for partnership with MAP.
- 8.5 MAP will take all necessary steps to ensure that there is a culture of openness and trust. MAP will encourage the partner to highlight issues of safeguarding and reassure the partner that this will not necessarily compromise the partner's relationship with MAP.
- 8.6 If abuse is reported to a partner organisation and appropriate actions are not taken, then MAP will consider suspension of the partnership agreement pending further investigation.

## **9. Leadership and governance**

- 9.1 The Board of Trustees and the Senior Management Team have special responsibilities in relation to the monitoring and implementation of MAP's safeguarding arrangements.
- 9.2 MAP's Senior Management Team is responsible for the implementation of the policy across all areas of MAP's operations and ensuring that all records of recruitment, training and allegations of abuse are filed and compiled for subsequent monitoring purposes and reporting to the Board of Trustees.

- 9.3 The designated Safeguarding Trustee has responsibility to ensure that MAP's policy is up to date and fit for purpose.
- 9.4 MAP will record, investigate and document all cases of suspected abuse. The UK Director of Programmes will provide the Board of Trustees with a quarterly report, which will include the number of suspected cases of abuse identified in the reporting period.
- 9.5 MAP will review this policy and the Code of Conduct every two years.