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INTRODUCTION

Muslim Aid is committed to safeguarding all children and vulnerable adults from all types of harmful abuse, neglect, and exploitation in any form at all times. We are committed to creating and nurturing an environment where potential risks are easily and immediately identified and managed in a uniform, coherent and comprehensive manner. There must be clear, robust and effective processes and procedures implemented across the organisation at headquarters and country offices in all areas of our work.

Muslim Aid accepts that prevention of abuse and exploitation is part of our duty of care to the children and vulnerable adults with whom we work with, taking into account any particular vulnerabilities. Safeguarding principles must apply consistently and without exception across its entire global operations which includes its UK based and international programmes and those where there is any form of participation from staff, volunteers, partners and any other external stakeholders.

Our primary objectives are to develop transparent systems focused on timely responses, good quality and accurate reporting, and essential learning when risks materialise. Our safeguarding framework aims to be survivor-focused and puts beneficiaries and affected persons at the centre of all we do.

SCOPE

Muslim Aid has put in place this policy to set out clear expectations of behaviours inside and outside the work place. It is to be used in conjunction with the Code of Conduct and is applicable to all employees, trustees, volunteers, interns, trainees, contractors and consultants and others who represent our organisation in the UK and country offices. All those who work for Muslim Aid and/or who represent the organisation in any capacity are required to sign a formal declaration confirming that they have read and understood the policy and agree to comply with its requirements at all times.

Muslim Aid staff and associated personnel are obliged to:

- Contribute to fostering and embedding a culture and environment that actively prevents safeguarding violations and promotes the implementation of the Safeguarding Policy and Code of Conduct.
- Report any concerns or suspicions regarding safeguarding violations by a Muslim Aid staff member or associated personnel to the appropriate staff member.

PURPOSE

This policy will be guided by the humanitarian principles of 'do no harm'. It sets out Muslim Aid's approach to safeguarding children and vulnerable adults and preventing sexual exploitation and abuse, namely:

- The principles upon which we will base our decision making and actions.
- Our expectations of all who represent Muslim Aid.
- Our commitments to ensure effective and proportionate action is taken when and where necessary.

The policy is mandatory reading upon all those employed, volunteering, supporting or are in any way associated with Muslim Aid and its work.

PROTECTION FROM SEXUAL ABUSE AND EXPLOITATION (PSEA)

We believe all people have a right to live their lives free from sexual violence. Muslim Aid **will not** tolerate its employees, volunteers, consultants, partners or any other representatives associated with the delivery of its work carrying out any form of sexual harassment, sexual abuse or sexual exploitation. Muslim Aid has **Zero Tolerance** on SEA, and will comply with international standards on the prevention of SEA, including:

- UN Convention on the Rights of the Child
- UN Declaration of Human Rights
- UN Secretary General's Bulletin on the Prevention of Sexual Exploitation and Abuse

MUSLIM AID STAFF COMMITMENTS ON PSEA

Muslim Aid shall maintain specific standards that reiterate and reinforce existing general obligations under the UN Secretary General's bulletin on SEA including:

(a) Sexual exploitation and sexual abuse constitute acts of serious misconduct and are therefore grounds for disciplinary measures, including dismissal.

(b) Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence

(c) Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes any exchange of assistance that is due to beneficiaries.

(d) Sexual relationships between Muslim Aid staff and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of Muslim Aid and are prohibited.

(e) Where a Muslim Aid staff member develops concerns or suspicions regarding sexual exploitation or sexual abuse by a fellow worker, whether in the same agency or not, he or she must report such concerns via established reporting mechanisms.

(f) Muslim Aid staff are obliged to create and maintain an environment that prevents sexual exploitation and sexual abuse. Managers at all levels have a particular responsibility to support and develop systems that maintain such an environment.

The standards set out above are not intended to be an exhaustive list. Other types of sexually exploitive or sexually abusive behaviour may be grounds for administrative action or disciplinary measures, including summary dismissal.

IMPLEMENTATION AND OVERSIGHT

Implementing the procedures included in this policy requires commitment and oversight at every level of the organisation. Although safeguarding is the responsibility of **all** representatives of Muslim Aid, specific responsibilities are designated to staff at different levels of the organisation to ensure that safeguarding measures are monitored regularly and that any new risks are identified and addressed promptly. Muslim Aid has a designated **Global Safeguarding Coordinator** who is responsible for:

- Receiving all concerns about the conduct of Muslim Aid personnel and associated persons that constitute a breach of this policy; where there is a concern/disclosure of harm or abuse of a child or vulnerable adult, whether or not it may be criminal in nature and require notification to external agencies.
- Monitoring the Safeguarding@muslimaid.org mailbox.
- Maintaining clear records of any concerns that are reported and the actions taken to address these concerns.
- Promoting awareness of the policy and processes throughout the organisation.
- Monitoring implementation of the policy and reporting any issues or concerns to the Head of Legal and Compliance and the Senior Leadership Team (SLT).
- Identifying training needs and developing, commissioning and/or delivering training where required.
- Acting as a source of support and information for all staff on safeguarding issues.
- Ensuring that confidentiality is maintained at all stages of any process when dealing with safeguarding concerns. Information relating to concerns and subsequent case management are shared on a need to know basis only and must be kept secure at all times.

Specific responsibilities are assumed by the **Head of Legal and Compliance** who is responsible for:

- Receiving concerns about the practice of the Global Safeguarding Coordinator.
- Overseeing all concerns that are reported and the actions taken to address these concerns.
- Reporting any serious safeguarding incidents involving Muslim Aid personnel or associated persons to the Charity Commission or any other external agency in the UK and/or abroad.
- Conducting internal safeguarding investigations and supporting those investigations carried out by external agencies.

The Head of Legal and Compliance shall inform and consult the CEO who is responsible for acting as a link between operational staff and the Board of Trustees on safeguarding concerns/disclosures.

The Charity Commission guidelines require the trustees of a charity to maintain oversight of safeguarding across the organisation and prioritise the safety and well-being of those who benefit from, or work with, the charity. Within Muslim Aid, the functions of the Nominated Trustee for Safeguarding include:

- Acting as a point of contact within the Board for the CEO, Head of Legal and Compliance and the Global Safeguarding Coordinator.
- Receiving and responding to any concerns that relate to the CEO.
- Informing the Board of Trustees of any safeguarding concerns/investigations, which may affect the reputation, and standing of the organisation.

The Head of Legal and Compliance shall support the CEO and the Senior Leadership Team (SLT) at Muslim Aid in order to ensure that all safeguarding measures are implemented, adhered to and periodically reviewed to satisfy legal and regulatory requirements.

WORKING WITH PARTNERS

Muslim Aid works with and through national partner organisations in a number of countries. We recognise that effective safeguarding policies need to reflect the specific legal and cultural contexts in which our partners are working. All our partners are made aware of the provisions of the Muslim Aid Safeguarding policy and are mandated to uphold the principles of it. Muslim Aid places primary importance on working with partners that have safeguarding policies and processes in place and an open approach to developing and reviewing those processes in line with best practice. Safeguarding is a continual process that Muslim Aid and our partners regularly monitor and review. We recognise that some partners may have strong safeguarding measures in place whilst others may require additional support to develop/review and implement robust policies and procedures. To achieve this, Muslim Aid:

- Embeds safeguarding principles, expectations and requirements within any Partnership Agreement.
- Includes a review of safeguarding within their due diligence process prior to developing formal partnerships with any organisation.
- Throughout all partnerships, Programme Managers review the safeguarding policies and procedures of partner organisations, and provide continuous guidance on how to support and strengthen safeguarding with Muslim Aid projects.
- Provides Muslim Aid's safeguarding policy in a language accessible by their staff.
- Includes safeguarding within monitoring visits and engages in discussions with partners regarding any identified concerns/disclosures or areas in which they would like support.
- Includes safeguarding support and training within project budgets where possible so that local specialists/focal points can be identified to develop the knowledge and skills of local teams.
- Ensures partners read Muslim Aid's Safeguarding policy and agree to uphold the safeguarding principles outlined in the Partnership Agreement.
- Ensure Partners commit to prioritising safeguarding and developing their reporting procedures in line with good practice.
- In some circumstances (especially in emergency contexts) where Muslim Aid partners with small grassroots organisations, it will support the partner organisation to uphold safeguarding standards, and where a national partner does not have a safeguarding policy, they must have, as a minimum, a Safeguarding Statement prior to the partnership being agreed, and they must follow Muslim Aid's safeguarding policy and procedures.
- Muslim Aid commits to providing in-house training and support to partner staff.

SAFE PROGRAMMING: SAFEGUARDING IN HUMANITARIAN SETTINGS

Muslim Aid works in a wide range of environments including some of the most hostile areas in the world. We work with a wide range of beneficiaries including some of the most vulnerable communities in the world. Muslim Aid recognises there is always a possibility of inflicting unintended harm, particularly in relation to vulnerable populations. It is never possible to eliminate all risk. However, Muslim Aid aims to ensure that there are no additional risks or harm to its beneficiaries due to our activities or the actions of our staff/representatives whether that is by deliberate actions, inadvertent actions or failings on our part. Our country offices take proactive steps to ensure that all programming activity identifies any potential risks and works to eliminate and mitigate those risks. The responsibility for ensuring programme standards are applied lies with the Director of International Programmes. All Muslim Aid staff and partners must take personal responsibility for upholding safe programming standards. Muslim Aid commits to allocating resources to provide training and guidance to staff at country offices and partner organisations who work directly with beneficiaries on protecting and safeguarding in the work that they do.

SAFE PROGRAMMING: CHILD SAFEGUARDING

Muslim Aid understands that children have increased vulnerability in emergency settings and therefore take reasonable steps to ensure that children are safer within their families and communities. We actively empower and support children, parents, guardians, caregivers, and partners on how to keep children safe. Programmes and projects where Muslim Aid is involved seek to do no harm to children and use opportunities to help keep children stay safe and to act in the best interest of children. Muslim Aid works to empower children as citizens and participants promoting their own well-being that in turn minimises the risk of harm. Planning programmes or projects likely to involve contact with children will require a risk assessment to be carried out. All Risk Assessment templates can be found on the Muslim Aid Intranet.

Muslim Aid will achieve Safe Programming by focusing on:

1. Awareness and Prevention of abuse
2. Responding and intervention in suspected cases
3. Communicating and monitoring policy
4. Implementation, Training & Revision
5. Monitoring and Evaluation

THE EMPLOYMENT CYCLE

Muslim Aid recognises that anyone may have the potential to abuse children or vulnerable persons in some way and that reasonable steps are taken to ensure unsuitable people are prevented from working with children. All Muslim Aid staff and representatives who have direct contact with children or vulnerable people shall be subject to satisfying a DBS check at the right level, prior to the commencement of employment.

COMMENCING EMPLOYMENT:

All new Muslim Aid staff will be provided with an induction pack, where details of this policy can be found. During the induction programme, new staff will be required to:

- Read and sign a safeguarding declaration (Annex 2).
- Participate in induction training which shall cover Safeguarding and PSEA.
- Complete mandatory safeguarding and PSEA training periodically

SAFEGUARDING AWARENESS RAISING FOR MUSLIM AID REPRESENTATIVES

Training on PSEA and Safeguarding at Muslim Aid will be mandatory for all staff. Training will be carried out periodically over the course of the calendar year.

Learning objectives of safeguarding training:

- To understand the specific risks beneficiaries face in our UK and international programmes/work.
- To recognise the particularly vulnerable position of the beneficiaries we work with internationally (in particular children) and why they may be more susceptible to abuse.
- To understand the power dynamic at play in our work and the communities in which this takes place and how this can be exploited.

- To understand our responsibilities and obligations when working with vulnerable people and communities.
- To learn and recognise best practice, policies and processes aimed at mitigating the risk of abuse occurring.
- To understand, recognise and know how to respond to instances of PSEA.
- To understand relevant UK and international safeguarding legislation & best practice.
- To recognise the barriers to reporting for adults and children with regard to safeguarding concerns.

SAFEGUARDING AWARENESS RAISING FOR BENEFICIARIES

Muslim Aid's safeguarding policies should be promoted throughout our engagement work with beneficiaries. Feedback from communities on Muslim Aid's role, staff behaviours, and complaints should be collated, reviewed and where applicable adopted as best practice. Muslim Aid should present feedback to communities on what changes have been made resulting from complaints. Staff working directly with beneficiaries must receive training on how to receive complaints and disclosures.

INTERNATIONAL SAFEGUARDING: DESIGNATED ROLES AND RESPONSIBILITIES

The implementation of Muslim Aid's safeguarding policy requires all Country Offices and Partner organisations to appoint a **Safeguarding Focal Point** for their country offices (this may include additional focal points for sub-offices). Designated Safeguarding Focal Points are responsible for:

- Implementing Muslim Aid's safeguarding policy and procedures in all projects implemented in their country and/or region.
- Ensure robust, accessible, reporting mechanisms are in place for beneficiaries and staff.
- Manage concerns and complaints in accordance with the policy and procedures and report all concerns to headquarters via the established reporting system.
- Ensuring that country offices undertake a mapping exercise of local laws and cultural practices that could support management of safeguarding & PSEA concerns (in particular child safeguarding concerns) and the relevant authorities who can support in the event of a case.
- The Safeguarding Focal Point will be the first point of contact in the event of a case of reported concern (Annex 7).

Additional responsibilities will be assumed by the **Country Director** who will:

- Ensure that each country office and partners implementing programmes identify a Safeguarding Focal Point.
- Allocate support and resources to focal points in order to carry out their role
- Ensure that the safeguarding policy and procedures are kept up to date and exercised by all staff.

Specific responsibilities are assumed by the **Global Safeguarding Coordinator** who is responsible for ensuring Safeguarding in Muslim Aid's international programmes through:

- Providing technical support and guidance to Safeguarding Focal Points
- Ensuring Safeguarding is implemented in Country Strategy Plans, Regional Work plans and Budgets for Country Offices.
- Receiving concerns about the practice of the Country Directors.

SAFEGUARDING WORKING GROUP ('SWG')

Muslim Aid's global network of Safeguarding Focal Points support the Safeguarding Team to prevent and respond to sexual harassment, abuse and exploitation. The SWG shall meet periodically to ensure that best practice is developed, implemented and reviewed across all offices of Muslim Aid. The Terms of Reference for the SWG are at Annex 8.

HOW TO RAISE A SAFEGUARDING OR SEA CONCERN

Anyone can raise a concern to Muslim Aid about an incident they have experienced, witnessed or reliably heard about from someone else. You can do this verbally or in writing to your Safeguarding Focal Point, Line Manager, Safeguarding Team, HR or Muslim Aid's Whistleblowing service. See Annex 1 and Annex 9.

FOR COUNTRY OFFICE STAFF:

- In the first instance, you can contact the designated Safeguarding Focal Point in country or if you would prefer, you can contact the Safeguarding Focal Point for that country office or project
- If the concern is regarding your Line Manager or Country Director, you can contact the Safeguarding Team confidentially on safeguarding@muslimaid.org or dedicated telephone number.

FOR UK STAFF

- All HQ staff can report safeguarding concerns (suspected or actual) to their Line Manager and/or the Global Safeguarding Co-ordinator via the safeguarding email address: safeguarding@muslimaid.org or dedicated telephone number.

All Muslim Aid staff and representatives have a duty and right to report suspected or incidents of abuse. It is the responsibility of all representatives of Muslim Aid to raise any safeguarding concerns. You do not have to decide whether abuse, harassment or exploitation has occurred. Failing to report concerns can result in disciplinary action.

WHISTLEBLOWING

- Those who work with or for Muslim Aid (including Muslim Aid's beneficiaries) can also raise a concern without fear of retribution to Muslim Aid's Whistleblowing Service by emailing whistleblowing@muslimaid.org
- Alternatively, Muslim Aid works with *Safecall* which is an external specialist operator dedicated to maintaining independent confidential reporting lines. If whistle-blowers do not feel they can follow Muslim Aid's internal reporting systems, they are able to contact *Safecall* directly by phone via the whistleblowing hotline to report any possible breaches such as corruption, fraud, dishonesty, harassment, sexual exploitation and abuse, and unethical behaviour. Whistleblowing concerns can also be reported online through *Safecall's* secure website: www.safecall.co.uk/file-a-report. This service is available to anyone who wishes to report a concern. *Safecall* is not managed by Muslim Aid staff and you do not need to give your personal details.

Muslim Aid does not tolerate any action taken against a person who has raised a legitimate concern (for example, threats, retaliation, punishment or any other form of detrimental treatment).

CONFIDENTIALITY

Muslim Aid will follow up safeguarding reports and concerns according to policy, procedure and legal and statutory obligations. Confidentiality shall be maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management shall be shared on a need to know basis only and kept secure and confidential at all times.

SAFEGUARDING POLICY IN RELATION TO THE USE OF SOCIAL MEDIA

Muslim Aid has extensive guidelines for safeguarding beneficiaries in our media and communications work and also our Social Media policy. For the purposes of safeguarding, essential codes of practice of paramount importance are as follows:

Muslim Aid's social media accounts

- Always obtain informed consent before taking or publishing any photos, videos or personal information.
- Consent is given to Muslim Aid as an organisation and not to the individual for personal use.

Personal social media accounts

- Keep your personal and professional life separate, including on social media. In your role as a representative, never befriend a project participant on your personal social media platforms.
- Never directly post images or stories about people who are supported by Muslim Aid on your personal social media accounts.
- If you wish to promote the work of Muslim Aid, representatives are encouraged to share information that has been posted on Muslim Aid website or social media platforms by sharing/re-tweeting information on their personal social media accounts.
- Always think twice about what you post/share and what implications this may have for Muslim Aid.
- Never upload or post any racist, defamatory, obscene, or abusive content.
- Always inform the Global Safeguarding Coordinator if you observe or read content from Muslim Aid representatives which breaches these guidelines and the safeguarding policy

Partners' use of social media:

- Where a partner organisation has posted images or stories about beneficiaries that make them identifiable and may put them at risk, discuss this with the partner organisation as soon as possible and agree a way forward that prioritises the safety of children and vulnerable adults.
- Always inform the Global Safeguarding Coordinator if you observe or read content from Muslim Aid partners (especially in relation to joint programmes) which breaches this code or safeguarding policy.

MONITORING AND EVALUATION

This policy shall be reviewed and updated in accordance with any regulatory and legal requirements as and when required or as a result of any periodical review process. The staff declaration form shall be renewed from all existing staff members every time the policy changes.

Muslim Aid shall ensure adequate resources are allocated at headquarters and country offices to provide training for staff working on child related programmes. Muslim Aid commits to allocating resources to provide training and guidance to staff at country offices and partner organisations who work directly with children on protecting children and child safeguarding in the work that they do.

All recorded incidents will be periodically updated at headquarters by the Global Safeguarding Co-ordinator. Critical data and information shall also be gathered and reviewed periodically by headquarters and country offices. The Global Safeguarding Co-ordinator and Head of Legal and Compliance will oversee the periodical review of the implementation of the policy across Muslim Aid's global operations. All confidential information will be kept by in a safe and confidential place.

The Board of Trustees shall also be periodically updated on the progress and implementation of this policy. Muslim Aid shall ensure adequate resources are allocated at headquarters and international offices, to ensure safeguarding monitoring in programmes.

DEFINITIONS

Safeguarding

In the UK, safeguarding means protecting peoples' health, wellbeing, and human rights, and enabling them to live free from harm, abuse and neglect. Globally, in the humanitarian and development sector, it extends to protecting people, including children and at-risk adults, from harm that arises from coming into contact with our staff or programmes. 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. In the context of this policy, Muslim Aid 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.

Child:

A child is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child.

Muslim Aid Representative:

All staff, trustees, volunteers, consultants, contractors and representatives (including those who visit programmes such as donors accompanying Muslim Aid staff) in the UK and in all international offices – implementing offices and partners, as well as fundraising offices, as part of their contractual obligations to Muslim Aid.

Child Exploitation:

Refers to the use of a child in work or other activities for the benefit of others. This includes but is not limited to forced child labour and child sexual exploitation.

Vulnerable adult:

An adult who is experiencing, or is at risk of, abuse, neglect or exploitation because of being in a position of social disadvantage due to one or more factors. The result is individual, and sometimes collective, vulnerability due to differences in power. These factors include (but are not limited to) poverty, migrant status, sex, gender identity, sexual orientation, disability, mental health, caste, religion, health, and age. *REF: World Health Organisation definition of vulnerable groups.*

Abuse of a child or vulnerable adult: Abuse is harm that is so severe or persistent that it is deemed “significant” and is likely to have a lasting effect on the person’s health or development. This policy addresses all forms of harm, including harm which may be caused intentionally or unintentionally, and which may not reach the threshold of significant harm or the legal threshold to take action. Examples of abuse include: physical; sexual; psychological; financial; discriminatory; organisational and/or domestic abuse; exploitation; neglect; radicalisation; hate crime; female genital mutilation; modern slavery; human trafficking; restraint; abuse as a result of membership of, or affiliation with, a stigmatised group (such as caste, religion, migrant, HIV status); and/or as a result of poverty.

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.

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*).

Direct contact with children or vulnerable adults:

Being in the physical presence of a child or vulnerable adult, whether the contact is occasional or regular, short or long term.

Indirect contact with children or vulnerable adults:

Having access to information on children and vulnerable adults in the context of the organisation's work, such as their names, locations (addresses of individuals or projects), photographs and/or case studies in our media work.

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; it is the individual's choice how they wish to identify themselves.

ANNEX 1: Flowchart: Reporting Processes



ANNEX 2: Declaration of Acceptance



Declaration of Acceptance Safeguarding Policy

To be completed by all Muslim Aid staff and Representatives

Muslim Aid believes that all people have a right to dignity and protection from all types of harmful abuse. It recognises the important responsibility and duty to create a safe and positive environment, to protect and care for communities within the projects and programmes it manages and supports. The interest of safeguarding and protection should be paramount to any other interest that might compromise it.

This policy applies to all Muslim Aid staff and representatives, as part of their contractual obligations to Muslim Aid and its partners. It also applies to Muslim Aid trustees, and volunteers who work with Muslim Aid or in Muslim Aid's name, as well as any Muslim Aid Partner, implementing partner, contractor/consultant, donor or guest when visiting Muslim Aid Field Offices and Partners.

We ask that all persons declare the following at the beginning of employment or start of contracted work:

- I have never been convicted of any offence involving any type of harm to children, received a warning or been subject to any administrative measure of investigation for criminal acts or breach of conduct concerning any type of harm to a child or children.
- I understand that if I withhold any relevant information, or present false or inaccurate information, that I may be subject to the organisation's Disciplinary Procedures and could be removed from my post whether paid or voluntary, without notice.

Please read each statement below and sign the box to confirm that the statement has been understood and accepted.

		(Sign Initial)
1.	I agree to abide by Muslim Aid's Safeguarding Policy and Procedures and the principles therein	
2.	I agree to abide by the code of conduct acceptable behaviour	
3.	I agree to abide by the code of conduct unacceptable behaviour	
Where I am required to work directly with children:		
1.	I agree to be sensitive and aware of issues of child protection whilst working with children.	
2.	I agree never to develop any physical or sexual relationships and/or behave physically inappropriately with children that I interact or work with.	

3.	I agree never to spend time alone with a child away from others abiding by the 'two-person rule'.	
4.	I agree never to take a child alone in a vehicle without a parent/guardian or second adult.	
5.	I will not invite a child or their family to visit me in my home or home country.	
6.	When visiting children I agree that I will be accompanied by Muslim Aid staff member/representatives/parent/guardian at all times, and will not arrange to meet the child outside of the requirements for which I am contracted.	
7.	I agree not to give any personal contact details outside the scope of my role to a child, family or community representatives of a Muslim Aid programme; including address, telephone number or email address, nor will I obtain contact details of the child outside the scope of required data gathering.	
8.	I agree not to make connections with the child, family or community representatives of a Muslim Aid programme, through social networking sites including; Facebook, Twitter, Skype etc.	
9.	I agree to notify Muslim Aid HQ if a child, family or community try to make connections with me through social networking sites. I agree that I will ignore the requests.	
10.	I agree that all photographs I take of children, families and communities are not for personal use, but for Muslim Aid's publications, that are not explicit or undermining of a child's dignity.	

Declaration

I declare that the information provided on this form is correct. I hereby agree to the conditions and guidelines set out by Muslim Aid above with regards to contact with children.

I understand that I must raise any concerns I may have about safeguarding during my role as a Muslim Aid staff member/representative _____ (insert role)

I also confirm that I have read Muslim Aid's Global Safeguarding Policy and Procedures and will abide by it.

Signature: _____ Date: _____

Please return this form with requested documents

ANNEX 3: Project/Donor Visit Request Form



To be completed by the visitor/donor

Please complete this form carefully and return to Muslim Aid along with required documents to the Regional Programme Team, and Safeguarding Team on: safeguarding@muslimaid.org. Visiting individuals should contact the Regional Programme Team at least 8 weeks in advance of travel. Donor visits are facilitated entirely at the discretion of Muslim Aid and Muslim Aid reserves the right to authorise or cancel a visit at any time.

Visitor Details	
Visitor ID	
Full name	
Address	
Daytime Telephone number	
Mobile number	
Email address	
If visiting a Rainbow family sponsorship programme:	
Child ID	
Name of sponsored child	
Country of sponsored child	
Have you visited your sponsored child before?	
If yes, please provide dates and details	

Visit Details	
Country visiting	
Reason for visit	
Please provide detailed objectives and projected outcomes of visit	
Have you conducted a Risk Assessment for this trip including mitigations?	
Date of departure from UK	
Arrival date in country/area	
Proposed date to visit project and/or sponsored child	
Alternative dates	
Return date to UK	

Name and address of place of stay whilst in country of sponsored child	
Contact telephone number	
Any special requirements?	
Any additional queries for the team overseas?	

Visitors Checklist			
All visitors will be required to provide evidence of a valid DBS check no older than 3 years since date of issue. We will not be able to confirm the visit until we have received the following documents from all visitors.			
Name of visitor	Photocopy of passport*	Signed visit agreement	Evidence of DBS Check
* This must be a clear photocopy of the back page of the passport showing the photograph, passport number, date of issue and expiry date.			

Declaration

I declare that the information I have given on this form to be true and I will inform Muslim Aid of any changes to this information immediately. I understand that donor visits are made entirely at the discretion of Muslim Aid and that Muslim Aid reserves the right to authorise or cancel a visit at any time.

Visitor/Donor Signature: _____

Date:

Please return this form with requested documents to:

Muslim Aid focal point, and the safeguarding team on: safeguarding@muslimaid.org

ANNEX 4: Donor Visit Agreement Form



To be completed by each visitor

Visitor		Details
(if you are not the donor, please provide the details of the donor you will be travelling with)		
Donor ID		
Donor name		
Your name		
Your address		
Child Details		
Child ID		
Name of sponsored child		
Country of sponsored child		

Muslim Aid takes the responsibility towards safeguarding very seriously. Protecting children, their families and their communities are our primary concern when facilitating visits to sponsored children or programmes. This donor visit agreement form has been drawn up for the best interest of the children, families and communities as well as for the person visiting.

Each visitor must complete this form. It covers Safeguarding and Child Protection as well as the practical side of your visit overseas. In addition, each person is required to read Muslim Aid's Global Safeguarding Policy and Procedures (enclosed) before signing this agreement.

Please read each statement below and sign the box to confirm that the statement has been understood and accepted.

		(sign initial)
1.	I agree to contact Muslim Aid Headquarters to arrange any visits I wish to make to my sponsored child/children giving at least 8 weeks' notice before the intended date of travel.	
2.	I agree to undergo and cover the costs of a background check using the service offered by the Disclosure and Barring Service or equivalent and provide any documentation as required by the Rainbow Family Programme.	
3.	I agree not to take anyone on the visit who has not signed an agreement form and supplied a copy of their passport to Muslim Aid.	
4.	I agree that I will be accompanied by Muslim Aid staff member or representative at all times and will not arrange to meet the child I sponsor, nor visit projects without the presence of Muslim Aid staff.	
5.	I agree not to give any personal contact details to the child or family including address, telephone number or email address, nor will I obtain contact details of the child.	
6.	I agree not to make connections with the child, family or community representatives through social networking sites including Facebook, Twitter, Skype etc.	

7.	I agree to notify Muslim Aid HQ if the child, family or community try to make connections with me through social networking sites. I agree that I will ignore the requests for connections.	
8.	I agree to continue to send all correspondence with the child through Muslim Aid HQ and not to correspond directly with the child or Muslim Aid field office/partner organisation after the visit.	
9.	I agree not to discuss, offer or agree to the provision of additional and direct financial support to the children or families other than the existing sponsorship.	
10.	I agree that all photographs I take of the children, families and communities are for personal use and will not be published on the internet or any other publications without the permission of Muslim Aid.	
11.	I agree to be sensitive and aware of issues of child safeguarding during my visit.	
12.	I agree to observe and comply with all local laws, rules, regulations, customs & values and adhere to them whilst visiting the child and the family.	
13.	I understand that the child I am sponsoring has a family/guardian/parents of his/her own, I will respect this and adhere to the boundaries of the child/donor relationship.	
14.	I will not take my sponsored child out of their community and will not stay overnight at the sponsored child's house.	
15.	I will not invite the sponsored child or their family to visit me in my home country.	
16.	I agree to meet all the costs and make arrangements for accommodation and travel during the visit. I understand I may be required to pay for other costs associated with the visit i.e. translator, travel whilst on the visit.	
17.	I will arrange my own travel to the local field office/partner office unless otherwise arranged with Muslim Aid.	
18.	I agree to contact Muslim Aid as soon as possible if I have to cancel my visit.	
19.	I will not hold Muslim Aid responsible for any injuries or accidents that may occur during the visit.	
20.	I will ensure that I have comprehensive insurance cover for the trip and administer all required vaccinations prior to the trip.	

Declaration

I declare that the information provided on this form are correct. I hereby agree to the conditions and guidelines set out by Muslim Aid above with regards to my visit to my sponsored child. I also confirm that I have read Muslim Aid's Safeguarding Policy and Procedures and will abide by it. I understand that donor visits are made at the discretion of Muslim Aid and that Muslim Aid reserve the right to refuse to authorise or to cancel a visit at any point.

Donor Signature: _____ Date: _____

Please return this form with requested documents to:

Muslim Aid, LMC Business Wing, 38-44 Whitechapel Rd, London E1 1JX or via email to:
safeguarding@muslimaid.org and rainbowfamily@muslimaid.org

Thank you for completing this form and helping us to ensure visits are safe and successful. Please be aware without receiving this agreement visits cannot be facilitated.

ANNEX 5: Consent Form

CONSENT FORM FOR PUBLISHING PICTURES, INTERVIEWS & VIDEOS AND SHARING INFORMATION

This form gives Muslim Aid the right to use the photos, case studies and any other form of communication collected by Muslim Aid staff or representatives. By signing this form, you are assigning to Muslim Aid the copyright and all other rights in using the communication on yourself, or children in your care, in all media now known or which may be developed in future.

You do have the right to revoke consent at any time and require Muslim Aid to remove all or part of your comments, information, film, photographs or images. Upon receiving, such a revocation Muslim Aid will stop using or sharing such information

Thank you for your assistance.

I agree these terms

Name

Date

Signature

Parent/Guardian Consent [include if the person is under 18]

I am the parent or guardian of I have the legal right to consent to and do consent to this form.

Parent/Guardian Name

Date

Parent/Guardian Signature

MUSLIM AID COMMITMENT

Muslim Aid will not give any information about a child or young person to anyone unless it is related to its work.

For further information or if you have any concerns about you or your child's involvement with Muslim Aid or to revoke your consent, please contact **NAME** Safeguarding Focal Point **INSERT COUNTRY OFFICE OR PARTNER** EMAIL or the Safeguarding team at Muslim Aid Head office: safeguarding@muslimaid.org

Muslim Aid, LMC Business Wing, 38-44 Whitechapel Road, First Floor, London E1 1JX T: 020 7377 4200 / e: mail@muslimaid.org / www.muslimaid.org

ANNEX 6: Content Contributor Form

Programme Title:

Producer:

Description of Contributions:

Contributor Name:

Contributor

Address/Telephone

No:

Thank you for agreeing to contribute to the above programme. This form gives the right to Muslim Aid to grant any broadcaster the right to use the whole or part of your contributions in all media.

- You assign to Muslim Aid the copyright and all other rights in your contributions for use in all media now known or which may be developed in future and you confirm that your contributions will not infringe the copyright or similar rights, of any third party.
- Muslim Aid will be liable for any loss or damage to you, or your property, but only if it is directly connected with this engagement and caused by Muslim Aid negligence.
- You agree that your contributions will not bring Muslim Aid into disrepute or be defamatory but you will not be liable in respect of defamatory material that is included without negligence or malice on your part.
- Muslim Aid, at your request, will supply you with 1x DVD copy of the stated production.

Part A: Child consenting to contribution (see Media and Comms guidelines for more information):

I agree to Muslim Aid (and any organisation that have a relationship with it):
<input type="checkbox"/> speaking to me and recording my words at _____ (Insert venue)
<input type="checkbox"/> taking my photograph
<input type="checkbox"/> making a video or any other recording
<input type="checkbox"/> share my photo with my sponsor
I agree for Muslim Aid to use (and organisations that have a relationship with it):
<input type="checkbox"/> My story
<input type="checkbox"/> photographs of me
<input type="checkbox"/> my condition (socio-economic/education and health status)
I understand that my photo and/ or information may be used for:
<input type="checkbox"/> Educational purposes
<input type="checkbox"/> Promotional purposes
<input type="checkbox"/> Reporting purposes
<input type="checkbox"/> Other (specific) _____

Please sign the form below and return it. If you are unsure of the meaning of any of the conditions set out above, the production team will be able to explain them to you, please find contact details below.

I agree with these terms

Name*: _____

Signature or thumbprint: _____

Location: _____ Age: _____ Date: _____

Part B: Consent by parent/guardian (see guidelines below)

- I confirm I am the parent or guardian of the minor named above as contributor.
- I have the legal right to consent to and do consent to the terms and conditions.
- I confirm that the child has also agreed to this.
- I understand my right as a parent/guardian to withdraw consent at any time.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Relationship to the Child: _____

Witness: (Muslim Aid staff name) _____

Date: _____

Guidelines on obtaining consent

Generally, children of 7 years and up should be able to provide consent. However, good practice dictates that if they are below 14 years of age, we should also obtain consent from parents/carers.

Age of child	Child's consent	Consent of parents/guardians
Under 7	No	Yes
Between 7-14	Yes only if the child can fully understand what they are consenting to	Yes as a matter of good practice
Above 14	As above	Not necessary if child's consent has been obtained

ANNEX 7: Safeguarding Focal Points - Terms of Reference

Safeguarding Focal Points

The implementation of Muslim Aid's Safeguarding Policy and Procedures requires all Country Directors and Partner Directors to nominate a staff member to act as the Safeguarding Focal Point. The nominated staff will be responsible for implementing the Safeguarding Policy and receive and manage concerns and complaints in accordance with the policy and procedures.

Key competencies and experience:

- a. An interest in the well-being of beneficiaries, safeguarding, and child protection matters.
- b. A willingness to challenge opinion, where necessary, and to drive the safeguarding agenda.
- c. Strong listening skills and the ability to deal with sensitive situations with integrity.
- d. The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.
- e. Necessary skills and commitment to taking on additional role.
- f. Sufficient level of seniority. If not available, the Focal Point will require support from a senior responsible officer who has the necessary status and authority within the country management team to ensure the policy is implemented effectively.
- g. Professional competences and experience of working directly with the local communities.
- h. Awareness of appropriate international conventions and legal frameworks.
- i. Fluent in local languages.

Duties and responsibilities include:

A. Receiving safeguarding concerns and complaints

- j. Act as a first point of contact for staff and beneficiaries on all safeguarding and PSEA issues.
- k. Responsibility for escalating a concern to the country and partner director/safeguarding Focal Points and/or notifying senior managers as appropriate.
- l. Provide advice and support to staff concerned about safeguarding and PSEA issues, and decide what action to take.
- m. Ensure that all staff, representatives and staff of partner agencies are made aware of the contact details of their respective focal points for receiving concerns/complaints.
- n. Lead the mapping process to identify local child protection resources, child welfare specialists, health and law enforcement stakeholders.
- o. Make appropriate referral, as appropriate, to organisations/law enforcement agencies that can provide emergency and ongoing support to child abuse cases.
- p. Maintain basic management and statistical information to give a local picture of the extent and nature of reported abuse and exploitation, compliant with confidentiality and data protection.

B. Provide overall support to the implementation of the Safeguarding Policy:

- q. Implementing the Safeguarding Policy and Procedures and supporting country staff ensuring child safe programming is being implemented.
- r. Work with Programme staff to ensure that safeguarding is being prioritised by the country and partner office in all activities, projects and programmes.
- s. Monitor safeguarding risks associated with the design and implementation of projects and take appropriate protective actions.

- t. Ensure that all new recruits receive, read and agree to Muslim Aid's Safeguarding Policy and relevant documentation is signed.
- u. Where staff are directly working and in contact with children then a thorough induction, focusing on child protection should be carried out. If required arrange for relevant capacity building of staff.
- v. Ensure that awareness is regularly raised amongst beneficiaries (especially children) on the Safeguarding Policy and mechanisms for raising concerns/ complaints about staff.
- w. Provide technical support to ensure standardised approaches are taken, lessons learned are documented and disseminated, and safeguarding expertise is built.

ANNEX 8: Safeguarding Working Group - Terms of Reference

Safeguarding Working Group

Objective of the Working Group

The overall objective of the Working Group is to streamline safeguarding practices across Muslim Aid globally. It is to be used as a platform to collaborate, learn and ensure that Muslim Aid implement safeguarding in a unified and consistent way, ensuring that all department's safeguarding needs are heard and addressed. These Terms of Reference provide an outline which will guide the Working Group.

Roles and functions of the safeguarding working group

This group aims to provide a forum for members to maximise expertise, share ideas, resources and good practice around safeguarding practices and issues. The key outcomes will be:

- Increased knowledge safeguarding and PSEA, attained through regular and consistent capacity building and knowledge sharing
- The creation of a global safeguarding policy
- The creation of global safeguarding manuals
- The creation of safeguarding tools relevant to each office
- With the assistance of Working Group members, the translation of guiding documents into key languages across the Muslim Aid family

Role of individual group members

The role of the individual members of the group are as follows:

- Attending regular meetings as required and actively participating in the group's work
- Representing the interests of relevant departments and teams
- Being an advocate for safeguarding children and vulnerable adults
- A genuine interest in the initiatives and the outcomes being pursued by the group

Working Group Members

The Working Group will be comprised of the Global Safeguarding Coordinator who will chair meetings, and Safeguarding Focal Points from each Muslim Aid Country Office.

Agenda items

All agenda items will be forwarded to the group co-ordinator prior to the next scheduled meeting. Meeting minutes will formally be distributed to all participants post-meeting.

Frequency of meetings

The Working Group will meet once a month.

Capacity building of Global Safeguarding Working Group

All members are obliged to take basic humanitarian and safeguarding training on:

Core:

- Humanitarian Principles
- Sphere Minimum Standards
- PSEA and Safeguarding

Additional:

- Gender in Emergencies
- Psychosocial Social Support in emergencies
- Child Protection in Emergencies

ANNEX 9: Safeguarding Incident Reporting Form

This form should be used to report all safeguarding incidences that may occur in any one of your programmes. This form is not limited to international programmes

Summary of the incident	
Name of person completing form: Position: Relationship to the child/vulnerable adult Contact information: Date of completing form:	
Name of child/vulnerable adult: Age: Gender: Religion/Ethnicity: Address (if known and willing to provide) If child or young person: Name of guardian:	
Has the survivor consented to the completion of this form?	
Name, age, gender, religion/ethnicity, location of all those involved in the incident:	
Date, time and location of Incident:	
Involving:	*Muslim Aid staff / Partners or other NGO staff / Beneficiaries/ Others
Type of incident being reported: *Delete as appropriate	*Physical assault/ sexual assault/ Kidnap / abduction / detention / arrest / armed robbery / theft / looting / other armed incident / harassment / landmines / Unexploded Ordnance/ carjacking / other If other please state:

Description of the incident
<p>What happened and when? (provide a full description of the event)</p> <p>If possible state exactly what the child/Vulnerable adult has said (in his/her own words) and what you said (NB Do not lead – record actual details)</p>
<p>Are there any immediate medical or safety issues? Include the physical/emotional state of survivor (describe obvious signs/symptoms):</p>
<p>What sources of information are being used for this report? Is this incident based on first-hand information or information disclosed to you by someone else?</p>
<p>Where did the incident occur (include a map where possible)</p>
<p>Who was involved? (Muslim Aid staff, parents, community member etc.) and what was the impact on them?</p>
<p>What was the sequence of events? Include dates, times and locations and names of any persons involved</p> <p>1) 2) 3) 4) 5)</p>
<p>Have you reported this to anyone else? Give details (name of person, organisation, date and time, method of reporting, advice given)</p>

Any other actions taken

As far as you are aware, has the survivor sought Medical Treatment for the incident?

Describe Actions taken:

Any other relevant details?

Analysis of the incident

Details of referrals and advice on health, psychological, legal needs of survivor made by safeguarding focal person:

Were there any identifiable factors that may have contributed to the incident occurring?

Recommendations
Is it safe for Muslim Aid to continue working in this location? Are there any conditions or limits associated with this incident?
What further action is required by Muslim Aid at this location, to avoid further incidents? (who is responsible for each point)
What further action (if any) is required by Muslim Aid at project or HQ level?

Please Note: This form should be completed in full providing as much detail as possible. This should be submitted to the Safeguarding Focal Point.

Signed: _____

Date: _____

Post Incident Review (for relevant focal persons)
What has been the outcome of the incident?
What lessons can be learnt from this incident?

Can this be shared with other agencies or actors?
Any further action required?

Signed: _____

Date: _____