ETHIOPIAID

TRANSFORMING LIVES IN ETHIOPIA

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Safeguarding Policy

Children, Young People and Vulnerable Adults

This policy explains our approach to Safeguarding and should be read alongside the Code of Conduct and Safeguarding Procedures and Glossary of Terms.

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Contents

		Page Number
1.	Introduction	3
2.	Principles and Values	4
3.	Child Protection in the Ethiopian Context	5
4.	Child Protection in the UK Context	5
5.	Ethiopiaid's Commitments	6
6.	Scope of this Policy	7
7.	Recruitment of Staff, Trustees and Volunteers	7
8.	Compliance	8
9.	Education and Training	8
10.	Behaviour Protocols	9
11.	Reporting Procedures	10
12.	Media and Communication	11
13.	Expectations of Local Partner Organisations	12

Statement

Ethiopiaid takes the protection and safety of all its beneficiaries, partners and staff seriously.

We work with partner organisations that provide vital support and opportunities to vulnerable and marginalised individuals in Ethiopia. We respect local values and work with partners to promote equality and who do not discriminate based upon a persons gender, age, faith or sexuality. As such our responsibility is ultimately to ensure that the right individuals are reached and that our donors' money is spent appropriately.

We work closely with our trusted partners to ensure that their programs are responding to real needs, are engaged with the communities in which they work, and encourage the participation of beneficiaries in decisions that affect their lives.

All Ethiopiaid partners must be compliant with their own country law relating to the safeguarding of children, young people and vulnerable adults, staff and volunteers. They must also commit to Ethiopiaid's Code of Conduct in order to be considered for funding, and any further eligibility criteria required by an Ethiopiaid funder.

This policy is a reflection of our commitment and is a document that will be reviewed on an annual basis.

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1. Introduction

Who is this policy for?
This policy provides information for anyone who is involved with the work of Ethiopiaid in the UK and in Ethiopia, including staff, volunteers, trustees and fundraisers.

Who is a child?
A child is someone who is under the age of 18 years, even if married or a mother.

Who is a young person?
A young person is determined as someone between the ages of 18 years and 23 years.

Who is a vulnerable person?
A vulnerable person is someone, of any age, who is, or may be, in need of community care services (or equivalent in Ethiopia) because of mental or physical disability, age or illness, and is unable to take care of themselves, or unable to protect him or herself against significant harm or exploitation.

What is abuse?
Abuse includes mistreatment, exploitation, or neglect. The UK government's definition of abuse is:
'a violation of a person's human and civil rights by any other person(s). It may be: a single or repeated act(s), physical verbal, psychological, sexual, institutional, discriminatory or financial, an act of neglect or failure to act.'

Who might abuse?
Anyone can be an abuser, including:

- A relative or unpaid carer
- Neighbours, friends or acquaintances
- Paid employees, carers or volunteers working with the individual
- Other vulnerable services users

- A stranger

What are the essential duties for people who work with children, young people and vulnerable people?

- Be mindful of the possibility of abuse
- Take any urgent action needed to ensure the safety of those involved
- Be aware of the Safeguarding Policy and how it applies to you
- Know when and how to report a safeguarding issue
- Record any information or evidence you are aware of
- Respect the rights and wishes of the child/young person/vulnerable adult whilst also considering their capacity to understand any particular risks they may face

The policy applies to all Ethiopiaid employees, volunteers and representatives of the charity and should be read in conjunction with the additional Safeguarding Policies relating to children and vulnerable adults as appropriate.

NOTE: Ethiopian partner organisations will be required to meet the safeguarding standards expected by the Ethiopian Charities and Civil Society Agency. They will also be required to commit to Ethiopiaid's safeguarding code of conduct.

2. Principles and Values

Principles

- The welfare of children, young people and vulnerable adults is paramount.
- All children, young people and vulnerable adults have equal rights, or the right to, protection from abuse and exploitation.
- All children, young people and vulnerable adults should be encouraged to fulfil their potential and inequalities of potential should be challenged.
- Everybody has a responsibility to support the care and protection of children, young people and vulnerable adults.
- INGOs have a duty of care to children, young people and vulnerable adults with whom they work, and with whom their representatives (including consultants) staff and volunteers work.
- The care, dignity, privacy and respect of beneficiaries is important and is reflected in every aspect of our fundraising practices, partnerships and monitoring processes
- Ethiopiaid maintains policies and procedures to safeguard the interest of all parties
- Ethiopiaid is committed to working with its partners on developing and implementing their own organisational policies and procedures.
- This policy applies to all Ethiopiaid trustees, staff and volunteers. We also expect our partner organisations who receive funds from Ethiopiaid, to apply this policy to all their staff, trustees and volunteers, except in cases where the partner organisation has its own robust Safeguarding Policy.
- A copy of this Safeguarding Policy is available to all Ethiopiaid partner organisations.
- Every Ethiopiaid member of staff, trustee and volunteer has signed a commitment to the Safeguarding Policy.
- All Ethiopiaid staff and trustees have had two references obtained at the time of appointment and have been the subject of regular DBS checks (every 3 years).
- Safeguarding is referenced in all our recruitment advertisements.

Values

- The needs, rights and views of every individual are at the centre of all practice and provision
- Individuality, difference and diversity are valued
- Equality of opportunity and anti discriminatory practice are actively promoted
- Health and well being of employees and beneficiaries are actively promoted

- Personal and physical safety is safeguarded.
- Confidentiality and confidential information is respected in line with legislation and agreed practice as defined in the Ethiopiaid code of conduct.

Ethiopiaid will endeavor to:

- Work towards its vision of an Ethiopia free from poverty, in which every person has access to quality education, healthcare and a life of dignity.
- Break the cycle of poverty in Ethiopia by enabling local communities to realise their potential.
- Seek partnerships and collaboration with Ethiopian registered partners.
- Respect, listen and respond to our staff, volunteers, Ethiopian partners and beneficiaries
- Be accountable by measuring improvements in the lives of the people who participate in our projects. In this way we ensure our donors' and supporters' funds are used effectively and responsibly
- Be inclusive by working with the most vulnerable and marginalised members of society in Ethiopia regardless of creed, race, ethnicity, religion or philosophical beliefs.
- Provide opportunities by helping people to build the knowledge and assets needed for self-sufficiency.
- Share information about safeguarding concerns with the relevant person(s).
- Provide effective management to ensure safe and best practices are maintained.

3. Child Protection in the Ethiopian Context

The Ethiopian Revised Criminal Code (2005) defines the following criminal offenses with respect to children:

> *Harmful traditional practices; enslavement of children; trafficking of children for prostitution and forced labour; sexual abuse; corporal punishment in schools and institutions; rape, maltreatment and neglect of children.*

The Ministry of Women, Children and Youth Affairs (MOWCYA) is the main Government body in charge of coordinating and implementing the Child rights in the country.

In 2006, the Ministry formulated a National Action Plan on Sexual Abuse and Exploitation of Children (2006-2010) with the overall goal of reducing the impact of commercial sex work on children. The Plan identified four levels of intervention: prevention, protection, rehabilitation and reintegration, to be coordinated and monitored during implementation.

Some of the government committees that collaboratively work to promote and protect the rights of the child include the:

- National CRC Committee
- National OVC Task Force
- National Steering Committee against Sexual Abuse and Exploitation of Children
- National Steering Committee on Child Labour
- Inter-Institutional Management Team Working on Gender Based Violence (GBV) and Violence against Women and Children
- National Committee on Trafficking in Women and Children.

4. Child Protection in the UK Context

England, Northern Ireland, Scotland and Wales each have their own child protection system and laws to protect children from abuse and neglect.

Each nation has a framework of legislation, guidance and practice to identify children who are at risk of harm, and take action to protect those children and prevent further abuse occurring. They are responsible for their own policies and laws around education, health and social welfare. This covers most aspects of safeguarding and child protection.

Laws are passed to prevent behaviour that can harm children or require action to protect children and although the child protection systems are different in each nation, they are all based on similar principles.

5. Ethiopiaid's Commitments

5.1 Transparency and Accountability

Ethiopiaid is committed to ensuring that it is transparent and accountable in all its dealings with stakeholders including partners, beneficiaries, donors, grant makers and the general public.

We regularly review our finances, audits and operational systems to ensure that we are legally compliant.

We believe that honesty is important in all matters related to raising, using and accounting for funds. We maintain sound financial, accounting and administrative systems that ensure the use of resources in accordance with intended purposes.

The activities of our partners are monitored, evaluated and reported upon both by the partners themselves and by Ethiopiaid staff.

Ethiopiaid has a global strategy that is shared with Ethiopiaid Australia, Ethiopiaid Canada and Ethiopiaid Ireland. Each country draws from the strategy to inform its own relevant country's operational plan and strategy. The global strategy is disseminated to interested stakeholders e.g. donors, grant makers, partners. Our audited accounts are submitted to both the Charity Commission and Companies House and are available upon request.

5.2 Good Internal Governance

Ethiopiaid has written Articles of Association, a clearly defined mission, objectives and organisational structure.

The charity is governed by a board of experienced trustees. The service of the board is voluntary and no fees are paid other than agreed essential expenses incurred during service (e.g. travel).

We are supported by Reed Specialist Recruitment Limited ("Reed") who assist us with the application and development of policies and procedures for equal opportunities in our employment practices and in the promotion of staff. This includes hiring and terminating, evaluating performance, salaries and promotion, and supporting professional development. These services are donated to Ethiopiaid by Reed.

Positions are always offered based on experience, qualifications and meeting the relevant requirements for the role.

Ethiopiaid's transactions are free of personal and professional conflicts of interest.

5.3 Honesty, Integrity and Cost-Effectiveness

We strive for honesty and integrity in all of our professional activities.

Fraud of any kind (including but not limited to misappropriation of funds, equipment, supplies, or other assets; Impropriety in the handling or reporting of money or financial transactions; Disclosing confidential information to outside parties; Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials; Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment) is not acceptable.

Our internal and external practices are regularly reviewed by the CEO and the Board of Trustees to ensure that they do not undermine the ethical integrity of our organization.

We accept funds and donations only from sources whose aims are consistent with our mission, objectives and values.

We benefit from the support of Reed who donate free office space, computer equipment, human resources and technical support to us. This enables us to spend the minimum on administration costs ensuring that the charity operates leanly and effectively, and that all possible resources reach the people we aim to support in Ethiopia.

We ensure that our partners document and regularly communicate the results and impact of our funding.

We promote a spirit of volunteerism, recognising the important contribution that can be made by volunteers in promoting our objectives.

5.4 Sustainably Strengthening Communities

We recognise that capacity building of our partners is essential in supporting them to become self-sufficient and more sustainable.

We check that our partners design and implement projects in collaboration with local communities, health authorities and the relevant government ministries in order to meet local needs and to ensure long term sustainable development.

6. Scope of this Policy

The policy is applicable to all Ethiopiaid staff (full time and part time), trustees, volunteers and those engaged on a short term basis such as consultants, researchers, interns, photographers and writers.

It is expected that all Ethiopian partner organisations will have their own safeguarding policies in place. They will be required to commit annually to Ethiopiaid's Safeguarding Code of Conduct in order to be 'fit for funding'.

Any person representing Ethiopiaid in any capacity and who may come into contact with children, young people or vulnerable adults, must be given a copy of this policy and be made aware that they must act in accordance with it whilst visiting projects or offices.

All staff are to receive an annual induction on Ethiopiaid's Safeguarding Policy. Annual performance reviews will include a review of understanding and commitment to the Safeguarding Policy.

- *Staff members read and commit to the Safeguarding Policy and sign the 'Statement of Commitment' as part of their annual review.*
- *Ethiopian partner organisations to supply their safeguarding policy annually as part of the monitoring process, and to agree to Ethiopiaid's safeguarding code of conduct.*
- *Ethiopiaid's Safeguarding Policy and Code of Conduct is reviewed annually by the CEO and Board of Trustees.*
- *Trustees sign the 'Statement of Commitment' annually.*

7. Recruitment of Staff, Trustees and Volunteers

All jobs advertised will be with a job description and person specification which states that Ethiopiaid has a Safeguarding Policy and Code of Conduct and that the successful applicant will be expected to comply with this.

Interview candidates selected will be asked to read the Safeguarding Policy in advance of their interview and asked questions specific to safeguarding during the interview.

We will request two references from all prospective employees. References from family members will not be accepted.

All new Ethiopiaid employees will be required to undergo a DBS check, and at the review intervals as determined by the DBS.

All new volunteers will be expected to read and sign a statement of commitment to the policy and code of conduct prior to commencement of their placement.

All new trustees will read and sign a statement of commitment to the policy and code of conduct, and annually thereafter.

All employees will read and sign a statement of commitment to the policy and code of conduct as part of their Annual Review.

All external consultants will be required to read and sign a statement of commitment to the policy and code of conduct before the commencement of their assignment. Consultants working directly with children and/or vulnerable adults will be required to provide a DBS check. This must be less than two years old. In cases where this is not available they must provide details of two voluntary organisations that will provide professional and character references.

- *The 'recruiting person' will ensure that the recruitment process meets Ethiopiaid's Safeguarding standards*
- *Reed HR will support Ethiopiaid with obtaining any necessary DBS checks*
- *All staff, trustees and volunteers to sign and commit to the Safeguarding policy and Code of Conduct*
- *All external consultants to sign and commit to the Safeguarding policy and Code of Conduct*

8. Compliance

If a volunteer, employee or trustee is found not to comply with elements of the policy, including reporting cases, witnesses, reporting time frames, respecting reporting lines, supporting the role out and implementation of the Safeguarding Policy etc, disciplinary action may be taken. Depending on the nature of the accusation and the form of the breach, the case may have to be formally investigated.

Ethiopiaid's CEO, in consultation with the nominated Safeguarding lead Trustee, will decide on the appropriate action to be taken in all cases. If the CEO is accused of inappropriate behaviour the Chair of the Board of Trustees will decide on appropriate action in consultation with the nominated Safeguarding lead on the Board of Trustees.

When and where an investigation identifies a criminal offence, child abuse or exploitation the case will be reported to the appropriate authorities for legal action.

- *Ethiopiaid's board of trustees to appoint a lead Safeguarding trustee*

9. Education and Training

Ethiopiaid

All new members of staff, volunteers and trustees must attend an induction into Ethiopiaid's Safeguarding Policy and Code of Conduct by the CEO and/ or the Safeguarding lead on the Board

of Trustees. This must take place at the earliest possible opportunity, and certainly within one month of appointment.

Refresher training to all staff and regular volunteers will be given on an annual basis.

The CEO and/ or the Safeguarding lead on the Board of Trustees will receive refresher training and will actively participate in training courses and groups to ensure that he/she is up to date with new developments in best practice. In collaboration with the Board of Trustees they will undertake to review the Safeguarding Policy annually.

Safeguarding will form part of the agenda for all quarterly Trustee meetings.

- *Ethiopiaid's current staff, volunteers and trustees to be trained in the Safeguarding Policy and Code of Conduct*
- *Training in the Safeguarding Policy and Code of Conduct to be included in all new staff, volunteer and trustee inductions*
- *Board of Trustees agendas and minutes have clear reference to Safeguarding issues.*

Ethiopian Partner Organisations

Ethiopian partners who do not have a robust Safeguarding policy will be required to develop and implement a Safeguarding Policy and sign up to Ethiopiaid's Code of Conduct. Deviation from this will be investigated and may result in a cessation of grant(s) and partnership with Ethiopiaid.

Ethiopiaid will provide funding for Safeguarding training through its capacity strengthening fund.

Ethiopiaid's due diligence, with new partners and with existing partners when starting a new grant, will include checks on:

(a) organisational Safeguarding Policy
(b) evidence of good Safeguarding practices when delivering activities
(c) evidence of good case management when recording, processing and referring incidents

Partners that do not have an adequate Safeguarding policy, commit to Ethiopiaid's Code of Conduct or/and who do not evidence understanding and good practice in relation to safeguarding will be assisted to achieve this through the planned capacity building activity or may be phased out of organisational partnerships.

Ethiopiaid is committed to supporting partners to put in place rigorous and appropriate policies and procedures that are applied across the organisation. There will be an agreement at the outset of partnerships that child and vulnerable person protection issues will be included as an appropriate element of monitoring, evaluation and reporting.

- *CEO to request and review Safeguarding policies from all partners during the annual monitoring process*
- *Ethiopian partners to understand and sign up to the Ethiopiaid Code of Conduct*

10. Behaviour Protocols

Ethiopiaid's Code of Conduct should be distributed and adhered to by all staff, trustees and volunteers.

Ethiopiaid staff must comply with UN standards on Protection and Child Protection understand and may incorporate local norms around physical contact with adults, young people and children as long as these comply with these internationally recognised standards.

All Ethiopiaid staff, trustees and volunteers should be inducted in the Code of Conduct.

All Ethiopian partner organisations should be inducted into Ethiopiaid's Code of Conduct.

The Ethiopiaid Code of Conduct will be displayed on the Ethiopiaid website.

Although children, young people and vulnerable adults are the direct beneficiaries of Ethiopiaid's work, Ethiopiaid staff and volunteers should not, in the course of their normal employment, come into contact with children. If Ethiopiaid staff and volunteers do come into direct contact with children, this should never be alone or without the supervision of the parent, guardian, teacher or suitable responsible person(s).

- *All staff members who may have direct contact with vulnerable adults and children to have DBS obtained and verified.*
- *All staff members have two references obtained and verified.*
- *Staff members receive (refresher) training regarding Safeguarding annually.*

11. Reporting Procedures

The reporting of suspected or actual abuse and/or a safeguarding concern is a professional responsibility and legal obligation. Failure to report information can lead to disciplinary action or dismissal.

It is the responsibility of the Safeguarding Officer in each of Ethiopiaid's partner organisations to ensure that children, young people and vulnerable adults are made aware, in an age sensitive and language appropriate way, that they understand what to do if they feel uncomfortable and want to report something.

All designated Safeguarding Officers of the local partner organisation are to compile a list of local agencies/emergency contacts that deal with issues relating to the protection of vulnerable adults, young people and child protection and to whom children can be referred e.g. social services, emergency medical help, psychologist, pediatrician etc. This list should be made visible to partner staff and beneficiaries.

The guiding principle is that the best interest of the child, young person or vulnerable adult and the desire to secure the best outcomes for the child, young person or vulnerable adult shall always govern decisions regarding what actions should be taken in response to concerns and the level of confidentiality to be maintained in specific reported cases.

Reporting issues in the UK
In any cases of suspicion of a safeguarding issue in the UK (or relating to a UK member of staff, trustee, volunteer or contractor) the person to whom it has been reported must immediately inform Ethiopiaid's CEO and/ or the Safeguarding lead on the Board of Trustees.

If the issues/ allegation involves a member of staff then Reed HR must also be informed.

Reporting issues in Ethiopia
In any cases of suspicion of a safeguarding issue in Ethiopia the person to whom it has been reported must immediately inform the designated Safeguarding Officer of the local partner organisation. The designated Safeguarding Officer will then action as per their own safeguarding policy. They must also inform Ethiopiaid of the incident using the reporting protocol.

- Ethiopiaid's CEO is responsible for ensuring that the incident reported is recorded and stored securely in the Ethiopiaid office.

- All staff have a responsibility in maintaining confidentiality of records and cases of allegations or suspicions. This information shall only be made available to the relevant parties.
- All employees, trustees, volunteers, partners and beneficiaries shall receive additional support, guidance and supervision during or following an incident or allegation.

    - *Partner organisations to display the mechanism and process for reporting abuse so that beneficiaries, staff and volunteers know what to do.*
    - *UK Emergency and Safeguarding contacts are displayed in the offices of Ethiopiaid UK*
    - *Partners to ensure that Ethiopian Emergency and Safeguarding contacts are displayed in their offices/ premises.*
    - *Ethiopiaid staff, trustees and volunteers understand reporting procedures.*

12. Media and Communications

As part of our duty of care to children, young people and vulnerable adults, Ethiopiaid will always put the individual's needs first.

Ethiopiaid recognises its responsibility to the individuals who are portrayed in any of the images or communications used and will always strive to represent them accurately and not as passive victims – they must be represented with their own identity and dignity preserved.

Consent will always be sought from the subject themselves, their parents or guardian, or via the partner organisation, before taking photographs. Ethiopiaid has a 'Media Consent Form' to be used for this purpose. Consent is understood as lasting for 4 years , or in the case of a child, until their 18th birthday if that is sooner. When a child becomes 18 they should be asked as an adult to renew their consent.

The names of children will always be changed to protect their identity.

No images of children or vulnerable adults should be used which are degrading, sexually provocative or where children or vulnerable adults are partially clothed or naked.

No photographs should be manipulated or taken out of context.

Ensure that any image or recorded case study history of a child, young person or vulnerable adult does not place him/her at risk or render him/her vulnerable to any form of abuse. In particular, it is vital that their real name and other information that could lead to them being identified or tracked must not be used.

Third parties who work with us to promote our work requesting the use of Ethiopiaid images or other materials should read and sign Ethiopiaid's Safeguarding Policy and Code of Conduct.

All social media (blogs; Facebook etc.) and case studies generated by Ethiopiaid will be subject to the same Safeguarding guidelines as outlined in this policy.

Information about a child/children's life and any images of children will be kept confidential in secure files. Access to images is limited to those that need them during their work.

Where possible Ethiopiaid will only use images recorded on Ethiopiaid cameras and for which informed consent has been secured. Staff are requested to delete all images from personal cameras when returning from a field trip.

- *Informed Consent Forms obtained for case studies and images*

- *All consultants, journalist, photographer or other stakeholders visiting Ethiopiaid supported projects commit to Ethiopiaid's safeguarding policy and code of conduct*

13. Expectations of Local Partner Organisations

Ethiopiaid expects all its partners to ensure the wellbeing of children, young people and vulnerable adults by having in place robust policies and procedures that prevent and respond to cases of or concerns about exploitation, abuse, violence or neglect.

Ethiopiaid expects that all its partners will:

- Have a safeguarding policy that meets the requirements of the Ethiopian FDRE Authority for Civil Society Organisations, and is in line with key global guidance documents on the subject, namely:
    - UN Convention on the Rights of the Child (UNCRC)
    - UN Convention to Eliminate All forms of Discrimination Against Women (CEDAW)
    - UN Convention on the Rights of Persons with Disabilities (UNCRPD)
    - UN Secretary General's Bulletin of 2003 'Special Measures for Protection From Sexual Exploitation and Abuse'
- Have safeguarding procedures clearly documented
- Train all its staff and volunteers in its safeguarding policy and procedures and regularly refresh knowledge
- Regularly review the safeguarding policies & procedures
- Report all safeguarding concerns/ complaints/ allegations to Ethiopiaid
- Agree to adhere to Ethiopiaid's Code of Conduct
- Co-operate fully with Ethiopiaid for any investigation undertaken, and provide documents and information requested by Ethiopiaid in a timely manner.

- *Local partners have a Code of Conduct*
- *Local partners have a Safeguarding Policy*
- *Code of Conduct and Emergency safeguarding contact details are displayed in Local partner offices*