

## GLOBAL SAFEGUARDING POLICY

### 1. Vision

At Safe Passage International, our vision is a world in where the people who need it most have safe passage to a place of safety, welcome and hope.

As an organisation committed to ethically and radically champion of refugees' rights to journey to a place of safety, welcome and hope, we believe every person has the right to be safe, safe to be with their family, safe to rebuild their lives and safe from all forms of violence and abuse.

### 2. Safeguarding Principles

We are committed to always putting the **safety and welfare of children and people in vulnerable situations first**. We promote a **proactive response** to keeping children and people in vulnerable situations safe.

We believe **that those most effected should be involved in decisions that impact upon them** and this belief is at the heart of our safeguarding work. As such we seek to encourage the active participation of children and people in vulnerable situations in keeping themselves safe and others safe, and in developing our safeguarding policies and practices.

We aim to develop a **trusting and respectful** relationship with those we work with, and in doing so to **provide them with a safe environment** so that they know they will be safe, listened to and supported.

**No-one should be discriminated against** through being a child, or on grounds of gender, race, religion, disability, sexual orientation, or culture.

**Everybody has a responsibility** to support the care and protection of children and adults in vulnerable circumstances.

Safe Passage recognises the guiding principles organisations working to protect children and people in vulnerable situations internationally.

### 3. Implementation of Safeguarding Principles

Safe Passage International ensures that:

- **Appropriate and robust safeguarding arrangements and procedures are in operation**, that adhere to safeguarding legislation, guidance and recognised good practice;
- **Everyone understands their roles and responsibilities** in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and adults in vulnerable situations;

- **Staff and volunteers are safely recruited** to prevent the employment or deployment of unsuitable individuals. This includes the use of DBS (criminal records disclosure checks where appropriate), references and other appropriate forms of safer recruitment good practices.
- Anyone representing Safe Passage is expected to adhere at all times to the **highest standards of behaviour towards children**, people in vulnerable situations, their families and one another.
- **Appropriate action is taken** in the event of concerns of abuse and support provided to the individual who raised or disclosed the concern;
- **Confidential, detailed and accurate records** of all safeguarding concerns are maintained and securely stored. Our Trustees have direct and regular oversight of this area and we have a central reporting system.
- Our **partners abide by our organisation's policy** and share their policies with us

The **full list of appendices to this policy are listed below**, these are available to third parties upon request:

- 1) Emergency Reporting Protocol
- 2) Signs and indicators of harm and abuse
- 3) Safe Passage Safeguarding Code of Behaviour.
- 4) Safe Passage media and advocacy guidelines
- 5) Duty of care: Guidelines for Staff
- 6) Lone Working Policy Safe Passage International
- 7) Global Reporting Procedure
- 8) Internal Operation Procedure – *under review*

#### 4. **What is safeguarding?**

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and people in vulnerable situations wherever possible and dealing sensitively and appropriately with the situation should any incident arise which places a child or person in vulnerable situations or in which a child or person has suffered abuse.

Safeguarding is ensuring no one in the organisation is harmed as a result of being involved in the organisation and its work.

#### 5. **Safeguarding within the wider community**

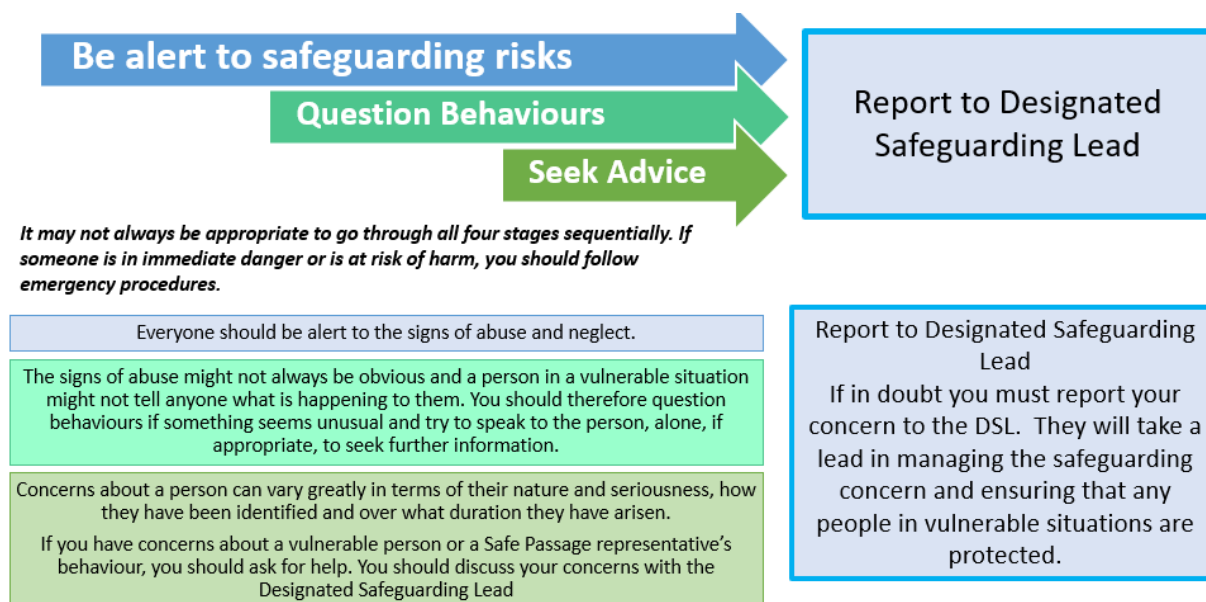
Safe Passage works with children and people in vulnerable situations from some of the world's most hostile environments, where human rights are widely and routinely breached. We are proud of the real difference we make to our client's lives, but we recognise that we cannot protect every child and person in vulnerable situations in all the countries where we work. If we encounter individual cases of abuse in communities, our staff, representatives and partners will respond with safeguarding protection measures appropriate to the location and available resources.

If any member of the public should see or suspect any wrongdoing by a member of staff, volunteer or individual connected with the charity, we encourage them to email [donoharm@safepassage.org.uk](mailto:donoharm@safepassage.org.uk) where the disclosure will be responded to, and treated with strict confidence.

## 6. Safeguarding Concerns and Reporting Procedures

Safe Passage representatives have a responsibility to protect children and people in vulnerable situations from harm. It is not the responsibility of any Safe Passage representative to decide whether or not an individual has been abused. It is however everyone's responsibility to report concerns and comply with this policy.

The below highlights everyone's responsibilities:



All concerns should be reported to the Designated Safeguard Lead or the CEO within 24hrs. Where this is not possible, concerns should be reported to the safeguarding trustee.

Whoever you report to will respond to you within 24hrs, assuming the nature of the concern is urgent. Detailed reporting information is available to all staff in our Global Reporting Procedure guidance document.

If the concern is of a nature which warrants a referral to a statutory agency for safeguarding, then the referral will be made without delay. SPI will then cooperate with any investigation in accordance with that statutory agency's safeguarding policies and procedures. SPI will refer to other agencies as required, these include:

- UK Charity Commission
- The Disclosure and Baring Service
- Interagency Safeguarding Misconduct Scheme

**In an emergency.** If, in the opinion of the SPI representative, the situation is life threatening or someone is at risk of imminent and serious harm, they should follow the Emergency Response protocol by making a referral to the police or other relevant statutory agency to prevent harm immediately.

Following this, the Designated Safeguarding Officer must be contacted as soon as possible to make them aware of the situation.

Documentation of this incident/concern must be completed as soon as possible and no later than 24 hours.

## 7. Roles and responsibilities

The following roles have specific safeguarding responsibilities within the organisation

**Trustees** have overall responsibility for ensuring effective safeguarding throughout the organisation, which is compliant with current legislation. They are responsible for ensuring that those benefiting from, or working

with, Safe Passage are not harmed in any way through contact with it. They do this by annually reviewing the policy and any associated safeguarding guidelines and reports, which will help them to ensure:

- safeguarding risks that might arise from Safe Passage's activities and operations have been appropriately assessed and managed
- there are suitable policies and procedures to handle allegations and incidents
- on-going monitoring is in place to ensure effective implementation of those policies and procedures
- Safe Passage representatives respond properly when allegations and incidents arise and report as necessary to the police and other agencies

### Line Managers

- Ensuring safeguarding concerns within their team are reported to the Designated Safeguarding Officer
- Providing advice and support to staff and volunteers unsure about how to proceed with a safeguarding concern.
- The safe delivery, quality and effectiveness of their work and services. This includes:
- safeguarding being fully considered in the development of new pieces of work
- safeguarding risk assessments and procedures in place and regularly reviewed in existing pieces of work or services
- providing time for staff and volunteers to discuss any safeguarding concerns, giving guidance and support on action as situations arise, and advising senior management regarding decisions and actions.
- escalating reports to the Designated Safeguarding Lead

### Leadership Team

- Implementation of the safeguarding policy and its accompanying procedures and guidelines across our areas of responsibility.
- Ensuring a clear framework for the management and accountability of safeguarding is in place, and make sure that sufficient resources are allocated to ensure that the policy can be effectively implemented,

The **Designated Safeguarding Lead** takes the lead responsibility for safeguarding in Safe Passage. Their main role is to provide advice and guidance, and to manage any serious safeguarding incidents or emergencies, including allegations or concerns about Safe Passage representatives. All safeguarding incidents must be reported to the Designated Safeguarding Officer.

They are also responsible for:

- developing Safe Passage's approach to Safeguarding
- reviewing and auditing the operation of the policy and procedures on a regular basis
- ensuring an appropriate safeguarding training is in place for staff and volunteers
- overseeing the management of concerns reported and working with senior management to address any issues arising
- regularly checking with line managers to address any emerging issues or training needs
- reporting to the senior management team and Board of Trustees on a regular basis

**For more information about our safeguarding commitment, policy and procedures please contact:**  
[DONOHARM@safepassage.org.uk](mailto:DONOHARM@safepassage.org.uk)

*This policy was last reviewed and amended in April 2021. All amendments were signed off by the Board of Trustees. Amendments were made in October 2021 to update contact information.*