

# Safeguarding Policy

(Children and Adults at Risk)

## Executive summary

A Rocha International (ARI)'s Safeguarding Policy is a comprehensive framework designed to protect children and adults at risk from harm while ensuring their dignity, respect, and safety. It also reflects ARI's commitment to maintaining a culture of 'zero tolerance' towards all forms of abuse.

The policy applies to all ARI staff, board members, volunteers, interns, and personnel engaged with ARI's work or activities, including consultants, trainers, contractors, and guests. It encompasses child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. It is based on three pillars of prevention, reporting and response.

In terms of prevention, ARI ensures that all relevant individuals have access to the policy, are aware of their safeguarding responsibilities and receive safeguarding training. Rigorous safeguarding procedures are also implemented during recruitment and deployment of staff and associated personnel, including background checks where appropriate. Events or projects involving children and adults at risk undergo a safeguarding risk assessment.

The policy strictly prohibits sexual activity with anyone under 18, sexual abuse or exploitation of children and adults at risk, physical, emotional, or psychological abuse, and commercial exploitation activities, including child labour or trafficking.

All safeguarding concerns, incidents or complaints should be promptly reported to the Lead Trustee for Safeguarding, ARI's Safeguarding Lead or ARI's Safeguarding Officer, who will then determine the appropriate course of action to be taken. This is done by following an agreed procedure and ensuring that ARI's legal obligations in relation to safeguarding are fulfilled.

ARI maintains confidentiality throughout the process, sharing information on a need-to-know basis only. In cases where criminal activity is also involved or suspected, ARI cooperates with the relevant authorities while safeguarding the best interests of the survivor. The Safeguarding Lead keeps records of all safeguarding complaints, concerns and incidents reported to ARI and have them reviewed regularly to ensure that good practice is being followed, and an appropriate response has been made.

To ensure the dignity of children and adults at risk is upheld, ARI's communications and media work prioritise sensitivity to safeguarding and the protection of personal data, adhering to current legislation. Consent is obtained before using personal data or images, and social media is used cautiously with an awareness of potential risks.

Regular reviews of the policy and its implementation are carried out as part of ARI's commitment to continuous learning and improvement.

### ***This policy does not cover:***

- Safeguarding concerns or incidents in the wider community in which ARI staff and associated personnel are not involved or implicated.

A **glossary of terms** used in this policy can be found in **Annex 1**.

A **simplified version of this policy** which is more easily understood by children, people with support needs or low levels of literacy is also available.

## Related policies and procedures

Code of Conduct and Disciplinary Procedure; Communications with Employees Policy; Computer and Telephone Use Policy; Data Protection Policy; Diversity and Equality of Opportunity Policy; Gender Policy; Health and Safety Policy; Intern Policy; International Travel Policy; Preparing to Visit an ARO; Privacy Policy; Volunteer Policy; and Whistleblowing Policy.

Some of these policies are in the process of being reviewed.

## Why this policy is needed

This safeguarding policy is needed to help protect the well-being, dignity, and rights of children and adults at risk who come into contact with ARI. It aims to prevent harm and abuse and it outlines clear guidelines and responsibilities for ARI staff and associated personnel.

The effective implementation of this policy helps ARI to comply with its legal obligations and social responsibilities, creating a safe environment where safeguarding issues and concerns are promptly addressed, and survivors receive appropriate support.

## Who must follow this policy

Regardless of their country of origin or where they are based or working, this policy applies to:

- All staff contracted by ARI; as well as ARI's board members; volunteers and interns under agreement; and people on secondment to ARI.
- All personnel whilst engaged with work or visits related to ARI, including but not limited to the following: consultants; trainers; contractors; guests; and visitors including celebrities, journalists, photographers, videographers, and interpreters.
- Anyone working in programmes owned/managed by ARI, including the African Forests Programme and the Marine Programme.

**Person responsible for this policy:** Lead Trustee for Safeguarding –  
safeguarding@arocha.org

**Approved by:** A Rocha International Trustees

**Approval date:** 16 November 2023

## 1. What is safeguarding?

Safeguarding means protecting peoples' health, wellbeing, and human rights, and enabling them to live free from harm, abuse, exploitation, and neglect, in harmony with the environment. Each country has specific legislation and statutory guidance for safeguarding children and adults at risk. As ARI is registered in England and Wales, this policy is guided primarily by the safeguarding legislation of these two nations.

## 2. Policy Statement

At ARI we believe that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation.

This policy addresses the following areas of safeguarding: child safeguarding, adult safeguarding, protection from sexual exploitation and all other forms of abuse.

ARI commits to addressing safeguarding through the **three pillars of prevention, reporting and response**.

## 3. Prevention

### **ARI will:**

- Ensure all staff and associated personnel have access to, are familiar with, and know their responsibilities in relation to this policy.
- Design and undertake its programmes and activities in a way that protects people from any risk of abuse, harm, exploitation, and neglect that may arise from their coming into contact with ARI. This includes the way in which information about individuals is gathered, processed, and communicated.
- Implement stringent safeguarding procedures when recruiting, managing, and deploying staff and associated personnel. Members of staff and associated personnel are required to complete and sign a **Safeguarding Declaration Form**, stating whether they have a criminal record so that ARI can assess if they are suitable to work with/be in direct contact with children and adults at risk as part of their work. Please refer to the 'Safe Recruitment and Selection' section for more details.
- Ensure that background checks are carried out before someone is hired or appointed by ARI, depending on the activity and level of contact they will have with children and adults at risk as they carry out their duties. For some roles in England and Wales, a DBS (Disclosure and Barring Service) check may be required (in standard or enhanced format). Roles based in other countries may require a police check (or a suitable alternative) from a relevant agency or authority where the candidate resides or is originally from. In countries where the police are unable to provide a criminal records certificate or if they are unreliable, ARI reserves the right to hire a third-party organization to perform the required background checks.
- Ensure staff and associated personnel receive training on safeguarding at a level that is commensurate with their role in the organization.
- Encourage open discussions on safeguarding throughout the organization.
- Enable ARI staff and associated personnel to recognise **possible signs/indicators of abuse (see Annex 1 – Glossary of terms)**
- Carry out a safeguarding risk assessment before holding events or meetings or starting a new project/programme if ARI staff and associated personnel are required or likely to have direct contact with children and/or adults at risk.
- Follow up on reports of safeguarding concerns promptly and according to due process to minimise the risk of a safeguarding incident occurring.

**ARI staff and associated personnel must not:**

- Engage in sexual activity with anyone under the age of 18.
- Abuse, harm, neglect or exploit others.
- Engage in any commercially exploitative activities such as child labour or trafficking.
- Show favouritism towards specific people.
- Support or encourage any form of abuse, harm, neglect, or exploitation, including corporal punishment, pornography, and traditional harmful practices such as female genital mutilation (FGM).
- Make sarcastic, insensitive, derogatory, or sexually suggestive comments or gestures to or in front of others.
- Exchange money, employment, goods, or services for sexual activity/gratification. This includes any exchange of assistance that may be due.
- Engage in any sexual relationships with participants or beneficiaries of ARI's programmes and activities since they are based on inherently unequal power dynamics.

**Additionally, ARI staff and associated personnel are required to:**

- Maintain an environment that prevents safeguarding violations and promotes the effective implementation of ARI's Safeguarding Policy.
- Treat people fairly and respectfully, without prejudice or discrimination.
- Avoid disclosing their personal contact details (e.g., telephone number, address, social media profiles etc.) to children and adults at risk.
- Ensure there is more than one adult present during activities with children and adults at risk or, if this is not possible, that they are within sight or hearing of other responsible adults.
- Ensure any contact with children and adults at risk is appropriate (for example, never taking a child/adult at risk to their home).
- Ensure that equipment provided by ARI is used safely and for its intended purpose.
- Follow ARI's e-safety policies and guidelines.

Additional guidance and examples of acceptable and unacceptable behaviours are provided in ARI's Staff Conduct Policy. ARI staff and associated personnel who breach ARI's Staff Conduct Policy (I.e., become a Subject of Complaint) may be subject to disciplinary procedures. Serious breaches of ARI's Staff Conduct Policy and Safeguarding Policy may also result in a referral being made to a statutory agency such as the Police, Social Services, and/or the relevant Safeguarding Authority.

## 4. Reporting

**ARI will:**

- Ensure that safe, appropriate, accessible means of reporting safeguarding concerns and incidents to ARI are made available to ARI staff, associated personnel, the communities where ARI works, other A Rocha Organizations, partners, donors, and members of the public.
- Deal with any safeguarding concern, incident or complaint which involves or implicates ARI staff or associated personnel, and participants of ARI's projects/programmes or activities.
- Exercise caution when discussing sensitive safeguarding issues.
- Treat people fairly and respectfully, without prejudice or discrimination.

ARI reserves the right to work with external whistleblowing hotline providers such as [Safecall](#) and when this is the case, their contact details will be made widely available by ARI. Such whistleblowing hotline providers would not disclose your name without your permission, and you can choose to remain anonymous. All concerns raised with or reported to these external providers would be shared with the Lead Trustee for Safeguarding, the Safeguarding Lead and/or the Safeguarding Officer and would be investigated thoroughly. Action would be taken in line with our policies.

***If a child or adult at risk tells you they are experiencing or have experienced abuse (disclosure), it is important to:***

- Reassure them that they have done the right thing in telling you.
- Make sure they know that abuse is never their fault.
- Try to ascertain if they are safe.
- Ensure they are provided with appropriate care and support within the first 24 hours – especially if they have experienced a serious sexual assault.
- Avoid asking leading questions or pressuring the child/adult at risk into telling you more than they wish.
- Let them know that you will be available to listen to any additional information they may wish to share later.
- Explain that you need to share what they have told you with someone who will be able to help.

All safeguarding complaints, concerns or incidents involving or implicating ARI staff or associated personnel, and participants in ARI's projects/programmes and activities should be reported immediately to the Lead Trustee for Safeguarding (female), the Safeguarding Lead (male) or the Safeguarding Officer (female) - ideally by completing the **Safeguarding Report Form (Annex 2)** and emailing it to **saferguarding@arocha.org**

One of them will get back to you without delay and determine the appropriate course of action. If you do not hear from them within the first 48 hours (excluding weekends and public holidays), please call +44 (0)300 770 1346 (United Kingdom) or send a message to A Rocha International using the contact form on [this web page](#) to ask who is deputising for them.

The more information you provide, the easier it will be to determine how best to respond. Please ensure that you stick to the facts and report on what you saw or heard. The information provided by you will be treated sensitively and confidentially.

***Lead Trustee for Safeguarding (female)***

The Lead Trustee for Safeguarding is a vital role responsible for ensuring the safety and well-being of children and adults at risk who come into contact with ARI and its programmes. The role involves managing safeguarding concerns and incidents, offering guidance to staff and associated personnel, and ensuring compliance with all relevant safeguarding legislation. In the event of any involvement with statutory services, in relation to safeguarding, the Lead Trustee would act as the main contact. The Lead Trustee for Safeguarding is also responsible for ensuring that ARI complies with relevant legislation, making safeguarding recommendations to ARI's Management Team and Trustees, and keeping the trustees informed about how ARI's safeguarding work is progressing. A more detailed description of the Lead Trustee for Safeguarding role is available on request.

***ARI's Safeguarding Lead (male)***

ARI's Safeguarding Lead makes training and development opportunities available to ensure ARI staff and associated personnel have the skills and confidence to recognise, respond to and report abuse. He ensures that safe, appropriate, and accessible means of reporting safeguarding concerns are available and provides safeguarding advice and support to ARI and other members of the A Rocha Worldwide Family. The Safeguarding Lead is also responsible for keeping sensitive safeguarding information safe. He may be asked to assist in safeguarding case management if additional capacity is needed or when the Lead Trustee for Safeguarding is not available.

***ARI's Safeguarding Officer (female)***

ARI's Safeguarding Officer supports the Safeguarding Lead in making training and development opportunities available to ensure ARI staff and associated personnel have the skills and confidence to recognise, respond to and report abuse. She also helps to ensure that sensitive safeguarding

information is kept safe and assists in safeguarding case management if additional capacity is needed.

**Other ways of reporting safeguarding incidents or concerns:**

Safeguarding concerns or incidents can be reported directly to ARI's Chief Executive Officer, ARI's Board Chair or other ARI Trustees, as appropriate, if such incidents or concerns involve or implicate the Safeguarding Officer, Safeguarding Lead, Lead Trustee for Safeguarding, the CEO, or the Chair of the Board of Trustees. The usual Safeguarding Report Form should be used.

## 5. Response

**ARI will:**

- Follow up safeguarding reports and concerns according to policy and procedure, fulfilling its legal and statutory obligations.
- Apply appropriate disciplinary measures to staff and associated personnel found in breach of policy.
- Offer support to survivors of harm caused by ARI staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be guided by the survivor's wishes and preferences, if possible and appropriate.
- Disclose reported safeguarding incidents to the relevant regulatory bodies, such as the Charity Commission (England and Wales), if necessary and appropriate.
- Inform the Police and/or the Safeguarding Authorities of the country where the incident has occurred if there is evidence of criminal activity occurring (We will insist on the best interests of the child or adult at risk being upheld).
- Implement learnings from case reviews to enhance ARI's Safeguarding Policy and practices.

**ARI staff and associated personnel:**

- Have the right to complain if their Safeguarding concern or incident is not followed up, or if it is ignored by ARI. This right should apply whether the concern or incident is regarding themselves or another person. Should the complaint relate to the Safeguarding Officer, the Safeguarding Lead or the Lead Trustee for Safeguarding, ARI's Chief Executive Officer or the Board Chair should be contacted.

All reported safeguarding concerns, incidents, and complaints are regularly reviewed to ensure that safeguarding measures and processes remain effective and transparent, and an effective response is made. All documentation related to each case is kept in a safe location by the Safeguarding Lead.

## 6. Preserving evidence

If you witnessed the abuse, or you are the first person at the scene, you should consider securing the room and any other rooms where abuse or neglect may have occurred.

If sexual assault/rape is suspected or disclosed, the child/adult at risk should not change their clothes or wash. It is essential to preserve evidence. Body fluids can be detected on clothes and bedding. Don't clean up and don't throw anything away. Note the state of the person's clothing. Try not to have physical contact with the survivor and be aware this can cross contaminate evidence. Preserve anything used to comfort or warm the victim, for example, a blanket.

Avoid touching anything unless a person's life is in danger.

If you have to touch something, use limited contact and wear gloves. Any CCTV footage should also be secured.

You should always try to prevent anyone else entering the scene to prevent contamination of evidence. This will assist the police should they need to gather evidence.

## 7. Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding complaints, concerns, or incidents. Related information should be shared on a need-to-know basis only.

If a child or adult at risk tells you they are experiencing abuse, never promise him/her that you will keep the things they are telling you a secret. Explain that you need to share what they have told you with someone who will be able to help. Remember you must share any safeguarding concerns that you have about a child or adult at risk, even if they ask you not to.

## 8. Internal and external communications

The dignity of children and adults at risk must always be respected. Personal data and information on them should not be used or disclosed by ARI staff and associated personnel if this increases the potential risk of abuse, harm, or exploitation. Personal data must always be handled sensitively and in accordance with current legislation. You should also refer to ARI's Data Protection Policy for additional guidance.

## 9. Photographing and filming

It is important that children and adults at risk are happy about how ARI intends to use photographs and films about them. They may be very happy and willing to share their successes, achievements, and views when they have been part of an event or activity, for example. However, some of them may not be comfortable with images of themselves or members of their family being shared. This may be because they have experienced abuse, and they worry about the perpetrator tracing them online. Families may have religious or cultural reasons for choosing not to be photographed or filmed.

It is important to be aware of child safeguarding issues and risks when taking photos of or filming children and adults at risk – e.g., being groomed, having the images copied or downloaded, appearing on internet search results, images being licensed for use by third parties etc.

### **ARI will:**

- Respect the wishes of children, parents, adults at risk and/or their carers who do not consent to photographs being taken.
- Agree in advance how they would like to be identified so the photographer or videographer knows not to take pictures/film them and ensure this is done in a way that does not single out the child/adult at risk or make them feel isolated.
- Never exclude a child/adult at risk from an activity because we do not have consent to take their photograph or film them.
- Provide the photographer/videographer with a clear brief about appropriate content and behaviour.
- Not allow the photographer/videographer to have unsupervised access to children and/or adults at risk or carry out sessions outside a given event/activity or at their home.
- Only use images of children in appropriate clothing (including safety wear if necessary), avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused.
- Use images that positively reflect the involvement of the children/adults at risk in ARI's events, activities, or programmes.
- Store photographs and videos of children/adults at risk securely, in accordance with ARI's Safeguarding Policy and current legislation.
- Keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Some images may be stored for several years.
- Never store images of children on unencrypted portable equipment.



## 10. Consent

Consent must be obtained from parents, guardians or carers before relevant facts, photographs or videos are taken/made of children and/or adults at risk as part of your ARI work or during an ARI visit, meeting, or event.

Community leaders can give consent for general shots of their community, including distance shots of individuals and groups carrying out day-to-day activities.

Community leaders cannot give consent for shots in which other recognisable individuals are the focus unless they are that person's legal guardian or responsible for their day-to-day care.

### **ARI will:**

- Obtain written consent from parents, guardians or carers using the appropriate **Consent Form** for this (please request a copy of the form to ARI).
- Tell them how long their consent is valid for and how long you will keep the image for.
- Explain what we will do if a child or their parents change their mind and withdraw consent at a later stage.
- Explain what the image/footage is going to be used for.
- Make it clear that if an image of a child or adult at risk has been used online or in printed publications it will be very difficult to recall it if consent is withdrawn.

### **When a record of informed consent is not needed:**

A record of informed consent is not needed when ALL of the following criteria are met:

- The content is being gathered in a public setting.
- The content is of a general nature, and recognisable individuals are not a main feature.
- No personal data is gathered.
- The type of content gathering is permitted by law (this can vary from location to location).
- Gathering such content does not place people at risk or cause a nuisance.
- No individuals included in the content (albeit incidentally) have raised any objections.

## 11. Use of social media

There are lots of benefits for children and adults at risk when using social media. This includes staying connected with friends and family, enabling innovative ways of learning, and creating new ways for them to express themselves. It can also have many benefits to A Rocha, such as keeping supporters informed and engaged. However, there are risks when social media is used to communicate with children and adults at risk as they may be exposed to upsetting or inappropriate content on the online platform(s) that ARI uses. This content might be sexually explicit, or it might be harmful in other ways, and lead to radicalization or bullying. There is also the risk of individuals being groomed if they have an online profile that means they can be contacted privately. Perpetrators of abuse may create fake profiles or anonymous online accounts to try to contact children or adults at risk, as well as engage in cyberbullying or trolling.

## 12. Safeguarding and fundraising

In our fundraising work, we make sure everyone is treated fairly and with respect, and safeguarding is a central part of it so that everyone can be kept safe, and fundraising is an enjoyable experience for all.

When children express interest in raising funds for ARI or the wider A Rocha Family, extra support may be needed such as conducting risk assessments, ensuring that responsible



adults are also involved, and consent is obtained from parents. The children can participate by attending events, joining in at school or taking the initiative with their own activities.

People should be able to support ARI's work how and whenever they want to, including being fundraisers or donors. But if they are someone we have helped or a beneficiary of one of our programmes, we take extra care in how we work with them. They should not be put at risk or feel pressurised to donate and be able to make informed decisions.

Sometimes fundraisers find themselves approaching donors who may be at risk or need additional support to make a decision. It is important to be aware of the risks and know what to do if you are concerned about an individual. Recognising the circumstances of each individual and responding to their needs is often the best way to make sure they are safe.

***During the donation process you must:***

- make sure the fundraising information is clear and accessible
- always treat a donor fairly, taking into account any additional needs they have
- never pressure someone into making a donation
- be alert to signs that someone may be confused or vulnerable and may need additional support
- be careful not to take advantage of mistakes by donors
- be careful not to exploit donors' lack of knowledge or need for support
- avoid asking for a donation if a person clearly indicates they don't want to speak with you
- never deny someone the right to donate on account of their age or any other factor that does not relate to their ability to make an informed decision.

If you reasonably believe someone is not in a position to make a decision you must:

- not accept the donation
- return a donation if it has already been made
- make sure you don't approach the person for further donations whilst they are unable to make informed decisions.

## **13. Safe recruitment and selection**

ARI follows stringent safeguarding procedures when recruiting, managing, hiring, and deploying staff, associated personnel, volunteers, interns, contractors, and service providers. Such procedures are meant to deter or discourage applications from unsuitable people, who may wish to gain access to children or adults at risk.

***ARI will:***

- Ensure that all job advertisements clearly state that the recruitment, selection, hiring or deployment process may include specific background checks related to safeguarding issues.
- Ask candidates to provide satisfactory references, in accordance with ARI's Recruitment Policy.
- Check the employment or volunteering history of candidates, including gaps between jobs/roles.
- Check the reputation of contractors/service providers (e.g., consultants, trainers, photographers, videographers, interpreters etc.) in accordance with ARI's Procurement Policy.

## Annex 1 – ARI glossary of safeguarding terms (in alphabetical order)

### *Abuse*

Abuse refers to all forms of action, inaction or interaction with a child or adult at risk resulting in the harm (or risk of harm) to them. Abuse can involve people of any age, and can happen anywhere, at any time. It can be:

*Emotional/Psychological abuse:* The failure to provide a supportive environment that allows a child or adult at risk to receive the support needed to develop a range of emotional competencies, in line with their personal potential and in the context of where they live. It often occurs within relationships, in a pattern of events. Examples include, but are not limited to, belittling, intimidating, threatening, discriminating, humiliating, abandoning, and preventing or denying access to services or treatment.

*Historical abuse:* This is any type of abuse that may have occurred several years before it is disclosed.

*Physical abuse:* When a person purposefully injures or threatens to injure someone else. The abuse may result from a single or repeated incident. Examples include, but are not limited to inflicting pain, punching, kicking, burning, hitting and unnecessary restraint. Corporal punishment, a type of physical abuse, is physical punishment intended to cause some degree of pain or discomfort for discipline, correction and/or control.

*Sexual abuse:* When a child or adult at risk is involved in a sexual activity that he or she does not fully comprehend, is unable to give consent, or is not developmentally prepared for and could not have given consent. This can include, but is not limited to, child prostitution, unlawful sexual acts (rape), grooming, and pornography. Also referred to as 'sexual exploitation'.

*Domestic abuse:* This includes verbal, physical, sexual, or emotional violence within the household or family, usually occurring on a regular basis.

*Online abuse:* Any form of abuse, such as cyberbullying, that takes place in an online environment – e.g., social networks, chat rooms or online games.

*Organizational abuse:* Organizational abuse stems primarily from an abuse of power. It can either be a one-off incident or an ongoing culture of ill-treatment within an organization or specific care setting. The abuse can take many forms, including neglect, and poor professional practices as a result of structures, policies, processes and practices – e.g., lack of choice, a strict or inflexible routine, lack of privacy and dignity, no respect for beliefs or cultural backgrounds, treating adults like children.

*Spiritual abuse:* This is when someone in a position of spiritual power or authority in a

faith-based environment misuses their power and trust to intentionally control, coerce, manipulate, or dominate someone.

*Witchcraft or ritualistic abuse:* This sometimes occurs within communities that believe strongly that someone with special learning needs or a disability may be possessed by evil spirits. In order to 'remove/stop' the evil spirit, abuse may occur through ritualistic practices and ceremonies being performed and, in extreme cases, sacrifices may be made.

You may also want to refer to *'Indicators of abuse and neglect'*.

### *Adult at risk*

We have now moved away from the terminology of 'vulnerable adults' towards 'adults at risk of harm', usually shortened to 'adults at risk' (UK Care Act 2014). It is also acceptable to refer to 'adults with a care and support need'. This can include people who live with a mental health or physical illness, have special learning needs, a disability, or who are or may be unable to take care of themselves or protect themselves against harm or exploitation. It is important to remember that not all forms of disability are immediately obvious. The UK Care Act 2014 makes it clear that abuse of adults links to circumstances rather than the characteristics of the people experiencing the harm. Labelling groups of people as inherently 'vulnerable' is seen to be disempowering.

### *Associated personnel*

Board members (trustees), volunteers, interns, people seconded to ARI, service providers (e.g., photographers, videographers, interpreters), consultants, trainers, and contractors.

### *Beneficiary (of assistance)*

Someone who directly receives goods or services from ARI's programmes or activities.

### *Bullying*

Bullying is when individuals or groups seek to harm, intimidate, or coerce someone who is perceived to be 'vulnerable'/at risk. It encompasses a range of behaviours which may be combined such as verbal, physical, and emotional abuse. Bullying can also be a form of discrimination, particularly if it is based on an individual's disability, race, religion or belief, gender identity or sexuality. When bullying takes place in an online environment, it is often called cyberbullying.

### *Child*

A person below the age of 18, regardless of national laws or cultural practices which may stipulate a younger age.

### *Disclosure (of abuse)*

This is when a child or adult at risk tells you that they are being or have been abused.

### *Exploitation*

When a child or adult at risk is made to work or carry out activities for the benefit of others. These activities are detrimental to the person's physical or mental health, education, moral or social-emotional development. Examples include, but are not limited to, child labour, child trafficking, child prostitution, modern slavery, and children engaged in military activities (child soldiers and human shields).

## *Grooming*

This refers to actions or behaviours designed to entice, encourage, or persuade someone into inappropriate and/or unlawful sexual acts. It often starts in online environments.

## *Harm*

Psychological, physical and any other infringement of an individual's rights. It is also described as the "ill treatment or the impairment of the health or development of a child".

## *Indicators of abuse*

It is important not to jump to conclusions, while these indicators should not be ignored, they do not always mean abuse or neglect have occurred, as another explanation is possible. Abuse and neglect often include a combination of several indicators.

### *Indicators of physical abuse:*

- Physical Observations: Cuts, burns, bruises, bite marks, fractures, swelling, serious injuries with no or conflicting explanations, untreated injuries.
- Behavioural Observations: Unusually fearful, refusal to discuss injuries, fearful or refusing medical help, covering injuries with clothes.

### *Indicators of sexual abuse:*

- Physical observations: Damage to genitalia, anus or mouth, sexually transmitted diseases, unexpected pregnancy, soreness in genital area, anus or mouth, unexplained urinary tract infections and discharges or abdominal pain.
- Behavioural observations: Inappropriate sexual knowledge, sexually provocative behaviour, hinting at sexual activity, socially withdrawn, insecure and clinging behaviour, self-disgust, self-mutilation and eating disorder.

### *Indicators of emotional abuse:*

- Physical observations: Highly anxious, low self-esteem, self-harming behaviour, drug or alcohol misuse, unexplained mood changes and socially withdrawn.
- Behavioural observations: Inappropriate emotional responses, over-reaction or emotional outbursts, extremes of aggression, emotional development lags and fear of new situations.

## *Neglect (Indicators of)*

When a child or adult at risk is deliberately denied or persistently refused access to health, education, nutrition, shelter, safe living conditions, sanitation, and supervision, to the extent that his or her development is at risk. Examples include, but are not limited to, withholding medical care, and refusing to meet basic physical needs.

### *Indicators of neglect:*

- Physical observations: Poor personal hygiene, poor state of clothing, untreated medical problems, dressed inappropriately for the season or weather and malnourished.
- Behavioural observations: Constantly hungry, low self-esteem, no social relationships, compulsive stealing or scavenging, and destructive tendencies.

## *Pornography*

This is when abusive sexual images of an individual or group of individuals are viewed, used, traded, and transmitted, showing real or simulated explicit sexual acts, for the purpose of sexual gratification.

## *Radicalisation*

This is comparable to other forms of exploitation, such as grooming and child sexual exploitation. It is the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. Radicalisation is a process rather than an event, and there is no single profile or pathway by which someone can be drawn into terrorism.

## *Safeguarding*

Safeguarding means protecting peoples' health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect, in harmony with the environment.

*Safeguarding issue or concern*: A safeguarding issue or concern is anything that might impact on the safety and welfare of children and adults at risk, cause them harm, or put them at risk of harm – for example, not following safer recruitment practices, having inadequate supervision, or not carrying out proper risk assessment for online and offline activities.

## *Lead Trustee for Safeguarding (female)*

The Lead Trustee for Safeguarding is a vital role responsible for ensuring the safety and well-being of children and adults at risk who come into contact with ARI and its programmes. The role involves managing safeguarding concerns, offering guidance to staff and associated personnel, and ensuring compliance with all relevant safeguarding legislation. In the event of any involvement with statutory services, in relation to safeguarding, the Lead Trustee would act as the main contact. The Lead Trustee for Safeguarding is also responsible for ensuring that ARI complies with relevant legislation, making safeguarding recommendations to ARI's Management Team and Trustees, and keeping the trustees informed about how ARI's safeguarding work is progressing. A more detailed description of the Lead Trustee for Safeguarding role is available on request.

## *Safeguarding Lead (male)*

ARI's Safeguarding Lead makes training and development opportunities available to ensure ARI staff and associated personnel have the skills and confidence to recognise, respond to and report abuse. He ensures that safe, appropriate, and accessible means of reporting safeguarding concerns are available and provides safeguarding advice and support to ARI and other members of the A Rocha Worldwide Family. The Safeguarding Lead is also responsible for keeping sensitive safeguarding information safe. He may be asked to assist in safeguarding case management if additional capacity is needed or when the Lead Trustee for Safeguarding is not available.

## *Safeguarding Officer (female)*

ARI's Safeguarding Officer supports the Safeguarding Lead in making training and development opportunities available to ensure ARI staff and associated personnel have the skills and confidence to recognise, respond to and report abuse. She also helps to ensure that sensitive safeguarding information is kept safe and assists in safeguarding case management if additional capacity is needed.

## *Subject of Complaint*

The individual against which the complaint, allegation or concern has been raised – i.e., the alleged perpetrator.

## *Survivor*

The individual who has been abused, harmed, or exploited. The term 'survivor' is used in preference to 'victim' as it implies strength, resilience, and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

### *Traditional harmful practices*

This refers to traditional or cultural practices which may put someone at risk, such as early or forced marriage, or female genital mutilation (FGM).

### *Trolling*

Sending menacing or upsetting messages on social networks, chat rooms or online games.

## Annex 2: Safeguarding Report Form

When a Safeguarding incident takes place, **the first step** is to ensure the survivor is out of immediate danger and provided with appropriate care and support within the first 24 hours – especially if they have suffered a serious sexual assault. You should not question or confront the alleged abuser or carry out an investigation into what has happened.

This form can also be used to report safeguarding concerns or make safeguarding complaints which involve or implicate A Rocha International (ARI) staff and associated personnel.

Please complete and email this form to [safeguarding@arocha.org](mailto:safeguarding@arocha.org). ARI's Safeguarding Officer, Safeguarding Lead or the Lead Trustee for Safeguarding will get back to you without delay and determine the appropriate course of action to be taken, following an agreed protocol.

### PART 1 - About You

Your name:

The nature of your involvement with ARI (if any):

(e.g., staff or board member, volunteer, intern, contractor etc.)

Your contact details

Address:

Tel.:

Email:

What is the nature of your involvement with the individual child or adult at risk (if any):

### PART 2 - About the Child or Adult at Risk

Name, gender, ethnicity, nationality, approximate age, if known:

(If more than one person, please provide information on each one of them)

Address of the child/adult at risk: (If the address is not known, please provide the name of the town, village, or area where they live, if known):

Who does the child/adult at risk live with?

Is the child/adult at risk in a safe place and receiving appropriate care and support?

Are there any immediate medical or safety issues for the child/adult at risk?

Are there any immediate medical or safety issues for anyone else involved or implicated in the reported incident?

Does the child/adult at risk have any disabilities or special needs?

Are there any relevant cultural issues or practices that need to be taken into consideration?

Is the survivor...

an ARI staff or board member, volunteer, intern, or contractor?



- a staff or board member, volunteer, intern, or contractor of an A Rocha Organization (ARO)?
- someone from a community that benefits from an A Rocha programme?
- Other. Please specify:

## PART 3 - What has happened?

The more information you can provide, the easier it will be to decide how best ARI needs to respond. The information provided by you will be treated confidentially.

### **Is the person identified as responsible for the incident...**

- an ARI staff or board member, volunteer, intern, or contractor?
- a staff or board member, volunteer, intern, or contractor of an A Rocha Organization (ARO)?
- someone from a community that benefits from an A Rocha programme?
- unknown to you?
- Other. Please specify:

**What is the nature of the safeguarding complaint, concern or incident that you are reporting? What are the circumstances and what is alleged to have happened?** Please include dates, times, and locations, if known.

Was the safeguarding incident or concern observed or suspected by you or someone else? If someone else, please provide their name and contact details, if known.

What was said by the survivor (in their words) and what did you say in return?

What action has been taken since, if any?

Date and time this report was completed.

Date:

Time:

Your signature:

Please send the completed form to:  
[safeguarding@arocha.org](mailto:safeguarding@arocha.org)