



Safeguarding Policy

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Introduction

Wedu is committed to safeguarding people by ensuring our programmes and activities are delivered in a way which keeps all involved parties safe. Wedu is committed to creating a culture of care and of zero-tolerance of harm to community members which necessitates an organisation-wide ability to:

1. recognize adults who may be at risk and the circumstances that can increase risk;
2. know how abuse and exploitation can manifest; and
3. be willing to report safeguarding concerns.

This extends to preventing, recognising, and reporting harm both within the activities directly implemented by Wedu, and voluntary activities that are implemented through Wedu, by our community.

Wedu is committed to engaging the best safeguarding practices and to uphold the rights of all people to live a life free from harm from abuse, exploitation and any misconduct. Safeguarding practices at Wedu are informed by the [Safeguarding Principles](#) (see appendix 3). To ensure practices remain current, this document should be reviewed at once per year by the Safeguarding Officer, with any required revisions or additions being presented to the board by the Safeguarding Lead for approval.

Purpose

The purpose of this document is:

1. To state Wedu's policy on the safeguarding of its staff and everyone belonging to the Wedu community. The policy and guidelines for dealing with misconduct includes, but is not limited to Wedu staff in the exercise of their function in the office or in the field as well as engagement with and among programme

participants, mentors and other community members, volunteers, and others involved in programme implementation.

2. To inform Wedu staff and associated personnel of their responsibilities in relation to safeguarding Wedu community members.

Scope

This safeguarding adult policy and associated procedures apply to all individuals involved in Wedu including Board Members, Staff, Volunteers, Mentors, Programme Participants (including Rising Stars and FISA Members), and to all concerned about the safety of people whilst taking part in the organisation, its activities and in the wider community.

As Wedu operates across multiple geographies and jurisdictions, this policy can be customised to Wedu's different countries of operation as needed.

We expect organisations we affiliate and partner with to demonstrate a strong commitment to Safeguarding within their organisations as well.

Policy statement

1. Wedu has a **zero tolerance policy** on any misconduct towards its staff, volunteers, and community members. This includes misconduct against applicants in the process of joining the Wedu community as well as current members. The policy applies to activities conducted online and during official in-person events.
2. All associated individuals are united under the **common vision of advancing women's leadership**, which demands behaviour that is ethical, respectful, and meets the highest standard of conduct. All individuals have the obligation to not engage in misconduct with others who are working with Wedu.

3. All associated individuals will have access to Wedu's safeguarding policy and are requested to respect Wedu's [safeguarding principles](#).
4. Wedu is committed to creating and maintaining a safe and positive environment and an open, listening culture of care where people feel able to share concerns without fear of retribution.
5. Wedu is committed to **preventing misconduct** to the extent possible by maintaining communication channels conducive to prevention, establishing procedures and reporting mechanisms, communicating the policy to associated individuals, training staff, and educating all associated individuals on the importance of safeguarding.
6. Should a case of misconduct occur, the complainant should **report immediately** to a member of staff or the Safeguarding Officer who will report it to the Protection Safeguarding Lead, if required. Alternatively, the complainant can also contact any other members of the Wedu team, as appropriate.
7. Wedu has a duty to provide effective mechanisms for dealing with the case of misconduct as well as complainant support. This is done through the designated Safeguarding Officer and includes intervening immediately to end the misconduct; conducting an investigation as necessary; consulting the complainant on due processes for resolution (informal and formal); and survivor support (e.g. signposting mental health resources).
8. Actions taken by Wedu will be consistent with the [safeguarding principles](#), ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the complainant(s) concerned.
9. While Wedu is committed to ensuring the safety of all concerned individuals, the individuals themselves also hold a personal responsibility to assess and mitigate risk as far as they are able, and are encouraged to do so - consulting with the Safeguarding Officer where needed.

10. Wedu recognises that health, ability, disability, need for care and support, English language proficiency, digital literacy, and cultural norms can affect people's decision-making. We recognise that people experience varying barriers to raising concerns or seeking help, which shift at different points in their lives. Wedu is committed to working towards building a culture of care where anyone needing additional support is supported to understand their choices and make decisions.
11. Wedu adopts the concept of 'Person-Centred Safeguarding': engaging the complainant in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety.

Implementation

Wedu is committed to developing and maintaining its capability to implement this safeguarding policy and related procedures. In order to do so the following measures will be put in place:

- Code of honour/conduct that will be signed by every Mentors, Programme Participants, Staff, Board Members and other relevant individuals that specifies zero tolerance of misconduct in any form
- Safe recruitment and selection of staff and community members
- Conducting mandatory training on safeguarding issues and this policy for staff when they first join Wedu and on an annual basis
- A clear line of accountability within the organisation for the safety and welfare of all community members
- Regular management reports to the Board detailing how risks to adult safeguarding are being addressed and how any reports of misconduct have been addressed
- Sensitive and user-friendly safeguarding procedures that deal effectively with any concerns of misconduct, including those caused through poor practice

- A qualified [Protection Safeguarding Lead](#) on the board (role description in Appendix 1)
- A qualified [Safeguarding Officer](#) on staff (role description in Appendix 2)
- Maintenance of a confidential reporting system through a restricted access inbox (safeguarding@weduglobal.org) and a confidential safeguarding register to record any incidents and how they were addressed

Part I: Prevention

Definitions

Safeguarding is a proactive provision of steps and measures to ensure protection to and for staff, community members, “at risk” persons and third parties against abuse and exploitation, particularly from those in the direct line of control of Wedu.

Community Members are any people associated with Wedu in the capacities of participants of Wedu-organised programmes, mentors, volunteers, and other associated personnel. The community members may have a formal role within Wedu or be officially engaged in any of Wedu’s activities and programmes.

Complainant refers to the individual filing the complaint who has experienced misconduct or is aware of someone experiencing misconduct in the community. This includes anyone employed by or associated with Wedu in a full-time/part-time capacity as a permanent or temporary employee, board member, intern, partner or community member.

Below are different forms of misconduct:

Harassment is any improper and unwelcome conduct that might reasonably be expected- or be perceived- to cause offence or humiliation to another person. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another, or which

creates an intimidating, hostile or offensive work environment. Harassment normally implies a series of incidents. It includes abuse of one's position over another in an attempt to coerce or force the other person to act against their will. Disagreement on work performance or on other work-related issues is normally not considered harassment and is not dealt with under the provisions of this policy but in the context of performance management.

Sexual harassment is any unwelcome sexual advance, request for sexual favour, request for a sexual image or act online, verbal, physical or digital conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or perceived to cause offence or humiliation to another when such conduct is made a condition of employment or programme participation or creates an intimidating, hostile or offensive environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of any sex and gender.

Discrimination is any unfair treatment or arbitrary distinction based on a person's race, gender, religion, nationality, ethnic origin, caste, sexual orientation, disability, age, language, social origin or other status. Discrimination may be an isolated event affecting one person or a group of persons similarly situated, or may manifest itself through harassment or abuse of authority. Discrimination can manifest in individual behaviour or through organisational culture and norms, institutionalised through Wedu's practices and policies. Any form of discrimination can be reported through the safeguarding channels.

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to abuse. Any or all of the following types of abuse may be perpetrated as a result of deliberate intent, omission or ignorance. There are different types and patterns of abuse and different circumstances in which they may take place. Safeguarding legislation across nations lists categories of abuse differently; however, they all include the following types of abuse: physical, sexual, psychological, and financial.

Abuse of authority is the improper use of a position of influence, power or authority against another person. This is particularly serious when a person uses his or her influence, power or authority to improperly influence another person (example: between a mentor and mentee), or improperly influence the career or employment conditions of another, including, but not limited to, appointment, assignment, contract renewal, performance evaluation or promotion. Abuse of authority may also include conduct that creates a hostile or offensive work environment which includes, but is not limited to, the use of intimidation, threats, blackmail or coercion. Abuse of authority may arise among community members as a result of power imbalances that exist. Discrimination and harassment, including sexual harassment, are particularly serious when accompanied by abuse of authority.

Online harassment includes but is not limited to offensive name-calling, purposeful embarrassment, stalking, physical threats, harassment over a sustained period of time and sexual harassment, that occur through any digital medium. In Wedu's context, where many programs are delivered online, this form of harassment could occur during online events or mentoring calls, on social media (e.g. Facebook, Instagram, LinkedIn, Twitter), or online messaging apps (e.g. WhatsApp, Viber, Telegram), or other platforms.

What constitutes misconduct?

Acceptable behaviour

- Respecting the rights of all individuals by acting fairly, honestly and tactfully, and by treating everyone with dignity
- Putting the safety and well-being of others at the core of our work
- Maintaining high standards of personal and professional conduct

Unacceptable behaviour

- Engaging in behaviour that constitutes any form of abuse (emotional, sexual, bullying) occurring online or offline
- Exchanging money, recommendation or services for sexual or other favours

- Discriminating on the grounds of gender, marital status, race, colour, disability, sexual identity, age, occupation, religious beliefs or political opinion, or other status
- Behaving in any way, within or outside Wedu, that is in violation of local laws (e.g. possession of child pornography or a domestic violence conviction)
- Behaving in any way that causes loss of reputation to Wedu

Duties of managers and supervisors

All associated individuals have the obligation to ensure that they do not engage in or condone behaviour which would constitute prohibited conduct with respect to their peers, supervisors, supervisees, mentors, mentees, partners and other persons performing duties for Wedu.

Managers and supervisors have a duty to take all appropriate measures to promote an inclusive work environment, free of intimidation, hostility, offence and any form of prohibited conduct. They must act as role models by upholding the highest standards of conduct. Managers and supervisors are also focal points of contact for Wedu's community members to report any instances of misconduct, with the Safeguarding Office being the first point of contact.

Managers and supervisors have an obligation to ensure reports of misconduct are promptly addressed in a fair and impartial manner and immediately referred to the Safeguarding Officer as appropriate. Failure on the part of managers and supervisors to fulfil their obligations under the present policy may be considered a breach of duty, which, if established, shall be reflected in their annual performance appraisal, and they will be subject to administrative or disciplinary action as appropriate.

The Safeguarding Officer is responsible for conducting all activities related to prevention of misconduct and addressing such cases when they occur. The latter involves investigating the report, intervening to prevent any further opportunity for misconduct immediately upon receiving the report, suspending the accused perpetrator/placing the accused perpetrator in another function if necessary, leading

informal and formal resolution mechanisms, and providing support to the person who experienced misconduct.

Directors are responsible for the implementation of this policy and holding all managers and other supervisory staff accountable to its compliance. Non-compliance will be dealt with in a serious manner and may result in disciplinary action.

Staff and community members are strongly encouraged to share concerns about the existence of conditions inside the organisation that may lead to acts of misconduct of any kind. This includes, but is not limited to, doubts over the reputation of a partner, perceived lack of respect towards specific individuals, and any shortcomings in Wedu's policies and guidelines.

Child protection policy

Child protection is a priority for any organisations working with children and Wedu is committed to safeguarding community members from harm and abuse, including those below the age of 18. A separate Child Protection Policy can be referenced [here](#).

Wedu does not presently work with people below the age of 18 directly. For instances where minors are brought to in-person events, the organising community members are requested to assess risks and ensure that best practices are implemented by embracing Wedu's present policy and providing safe and child-friendly environments.

Wedu's partners and community members are responsible for ensuring that best practices in safeguarding are implemented across all of the organisation's operational and development activities without compromise and to strictly embrace the principles set out within this present policy and provide safe, child-friendly environments. Any community members leading local meetups should know and understand Wedu's Child Protection Policy and procedures, and adhere to them.

Recording and information-sharing

Wedu complies with the General Data Protection Regulations (GDPR). Information about concerns of abuse, and records relating to safeguarding concerns will be stored confidentially with access available only to those on a need-to-know basis. Importantly, personal information can only be shared with the consent of the person concerned. However, the person may not always want information to be shared. This may be because they fear repercussions from the person causing harm or fear that they will lose control of their situation to statutory bodies, or because they feel shame or embarrassment. Their wishes will be respected unless there are overriding reasons which require information to be shared. Any decisions and reasons to share or not share information with external persons or organisations will also be confidentially recorded.

Part II: Addressing allegations of misconduct

Key points

1. Wedu's designated Safeguarding Officer is responsible for coordinating and taking action in dealing with reported cases of misconduct, with guidance from the Safeguarding Lead.
2. The individual who experiences misconduct will be kept at the heart of deciding how she/he/they wants to see the case being resolved. Regular consultations will be given to the individual, by the Safeguarding Officer or any other member of the management team as appropriate.
3. All allegations of misconduct will be handled in a confidential manner until clarity on the conduct has been achieved by the management and decisions taken on the steps forward.

4. Should a case of misconduct occur, anyone who experiences or witnesses misconduct must report the incident as soon as possible to the Safeguarding Officer, or any other members of the Wedu staff.
5. Once reported, Wedu will, to the best of its abilities, support the individual experiencing misconduct to remove themselves from the situation to ensure their safety as possible and by any possible appropriate means. This could include, but is not limited to, a change in function or role.
6. The complainant may consult the Safeguarding Officer on whether a change in their function is required to ensure their safety before a decision is made.
7. Upon consultation, the individual experiencing misconduct may opt for an [informal](#) or [formal](#) process of resolution. In either case, the individual is encouraged to keep a written record of events, noting dates, places, a description of the incident, and the names of any witnesses and anyone who may have information concerning the misconduct.
8. If it is assessed that the misconduct may spread further, appropriate measures shall be taken to isolate the perpetrator posing the risk.
9. Support will be given to the individual experiencing misconduct, primarily through the Safeguarding Officer, such as exploring options for local mental health services such as professional counselling. Wedu will cover such services up to USD 250 per case.
10. As safeguarding affects all aspects of the organisation, it must be the collective responsibility of all staff, volunteers and community members, who have a responsibility to make Wedu safe for everyone by following the 5 Rs - Recognition, Response, Reporting, Recording, and Referral - which are detailed in the [Safeguarding Guide](#) (see Appendix 5).
11. Mental capacity of the individual experiencing misconduct is important to consider during the decision making process. A person's ability to report an incident may be affected by factors such as learning disabilities, dementia,

mental health needs, acquired brain injury and physical ill health. Mental capacity must also be considered when we believe abuse might be taking place. It is important to make sure a Wedu community member has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened. However, in some situations the person may not have the mental capacity to understand the choice or to communicate their views. A person needing support to help them make decisions whilst taking part in Wedu's programmes and activities will ordinarily be accompanied by someone, such as a family member or carer or trusted individual whose role includes supporting them to make decisions.

Reporting mechanisms

All associated individuals are encouraged to report misconduct immediately to the Safeguarding Officer, or a member of staff they feel comfortable with.

Staff members made aware of an act of misconduct must inform either the Safeguarding Officer directly, or their managers who will report it to the Safeguarding Lead as soon as possible. The Safeguarding Officer will include any staff who need to be notified in their investigative process, including the Head of Programmes if the report relates to a programme, or the Head of Talent if the report relates to a staff member, ensuring confidentiality is maintained at all times from all involved parties. The Safeguarding Officer, Safeguarding Lead and Wedu management who have been involved with the reporting or communication are bound by strict confidentiality.

Where a case of misconduct or abuse is suspected or has taken place, or Wedu's [policy statements](#) have been violated, the following procedure shall be followed:

- The individual who experienced misconduct or others who are aware of the incident may report the case in writing by using the [Safeguarding Report Form](#) (see Appendix 4) or emailing safeguarding@weduglobal.org, both of which are monitored by the Safeguarding Officer. Alternatively, they can reach out to a

Wedu staff member they feel comfortable confiding in, who will complete a report on their behalf or support them in filing the report themselves.

- Every effort shall be made to adhere to the strictest confidentiality to protect all parties concerned.
- The person who experiences misconduct will decide, in consultation with the Wedu Safeguarding Officer, on the best course of action and who should be alerted.
- Wedu management, Safeguarding Officer and the Safeguarding Lead will make a decision on whether the accused perpetrator shall have their functions temporarily suspended during an investigation.
- In cases involving minors, Wedu will inform their parents/carers within three working days.

Record keeping

Case records should be recorded in accordance to the following:

- completeness: all information relevant to the concerned individuals and their circumstances should be documented. All action plans, decisions and key conversations (e.g. email thread) should be recorded;
- openness: the concerned individual/s may request access to their file at any time;
- accuracy: all content must be accurate, facts must be distinguished from opinion;
- up to date: records should be up to date and written up as soon as possible;
- decision making: files must include a record of decisions taken and reasons for them;
- chronology of significant events: this should be included in the record;
- evidence based: so all decisions are supported by facts;
- risk management and contingency planning: files should incorporate assessment, including risk assessment and contingency plans where appropriate;

- security: all files must be kept securely in Wedu's Safeguarding account, with access limited to the Safeguarding Officer and Protection Safeguarding Lead
- storage: all Safeguarding case records are to be stored permanently in Wedu's records

NOTE: Be mindful of the need to be confidential at all times to ensure that the person concerned is safe. This information must only be shared with the Safeguarding Officer, Protection Safeguarding Lead and others who are authorised on a need-to-know basis.

Resolution

Any behaviour that constitutes any form of misconduct (physical, sexual, emotional) to associated individuals is strictly prohibited, with serious disciplinary action in cases of a breach. Upon being informed of misconduct, resolution mechanisms shall be immediately taken to ensure the safety of the individual(s) concerned.

Informal resolution

In some instances, it may be appropriate to resolve cases informally without involvement from Wedu. An informal approach offers the opportunity to resolve a grievance in a non-contentious manner. Aggrieved individuals can directly confront the offender and ask him/her/them to stop. The perpetrator may not be aware that his/her/their behaviour is inappropriate, especially in a multicultural context where considerations around what constitutes appropriate behaviour can vary. If the person causing harm recognises the negative effects of their behaviour, apologies, and immediately stops the misconduct, after being confronted, the person who experienced harm can choose whether or not to file a safeguarding report.

However, where power dynamics, cultural norms, or discomfort prevent direct confrontation, but the individual experiencing misconduct still prefers to resolve the case informally, they can request third party support (e.g. advice and mediation) from the Safeguarding Officer or a Wedu staff member they feel comfortable with. The person who experienced harm (or the third party mediator) is strongly encouraged to

file a report following the informal resolution using the [Safeguarding Report](#) (see Appendix 4) to create a written record of the incident.

If the attempt at informal resolution is unsuccessful (e.g. the harmful behaviour persists), then formal resolution should be pursued and the person who experienced misconduct will decide how to proceed, in close consultation with the Safeguarding Officer.

Formal resolution

In circumstances where an informal resolution is not desired or deemed appropriate, or has been unsuccessful, the individual who has experienced misconduct may seek formal resolution. The [Safeguarding Report](#) (see Appendix 4) should be submitted, along with any supporting evidence submitted (e.g. witnesses, photos/ screenshots, recordings, emails) that would support an investigation. This can be completed by the person who experienced misconduct, or if they are unable to do so, by a third party on their behalf.

A formal resolution will entail several steps and will depend on the gravity of the incident.

Once an incident has been reported, Wedu will conduct an internal investigation to ascertain the facts, hearing from both parties and any others involved, and reviewing any available supporting evidence. The matter will be brought to the attention of the Protection Safeguarding Lead. The Board, with leadership from Protection Safeguarding Lead and support from Safeguarding Officer may decide to deal with the matter themselves, or refer the matter to an external investigator (e.g. if the allegations involve a senior member of staff or a board member) they would engage and pay for their professional services or seek any other expert advice they deem necessary under the circumstances.

Wedu will offer support to the individual experiencing misconduct to remove them from any situations that may put them at risk. At this point, care will be taken to include the

possibility of false accusations. If the report is verified, Wedu will immediately take appropriate disciplinary measures against the perpetrator.

The person(s) carrying out the investigation will:

- interview the person who experienced misconduct and the alleged perpetrator separately
- interview other relevant third parties separately
- decide whether or not the misconduct took place
- produce a written report detailing the investigations, findings and any recommendations
- if the misconduct took place, decide what the appropriate remedy for the person who experienced misconduct is, in consultation with them. This may include, but not be limited to, an apology, a change to working arrangements, disciplinary action in line with current best practice in charities, suspension, dismissal.
- follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the person who experienced misconduct is satisfied with the outcome
- ensure that the above is initiated within 14 working days of the complaint being made

Inconclusive investigation

In the event of an inconclusive investigation, the case will be closed with the written account of the findings. The alleged perpetrator may request access to this report. If it is found that the accusations were made falsely and intended to be malicious, disciplinary action may be taken against the individual who made the report.

The person(s) carrying out the investigation may still make recommendations to ensure proper functioning of the organisation to make clear its policy and procedures on misconduct and to rectify any conditions of work that may have contributed to the inability to determine whether the misconduct took place.

Outside complaints mechanism

Please note that while Wedu's programmes, team and community span many countries, Wedu will be unable to pursue legal action outside of the jurisdictions of the countries it is legally registered in. However, Wedu will never attempt to dissuade someone from individually pursuing legal action within their jurisdiction, and will fully cooperate with any pursuant legal investigation. If the misconduct was of a potentially criminal nature, Wedu will advise the person who experienced the misconduct to report the matter to their local jurisdiction and be of whatever assistance it can be in supporting them to do that.

Misconduct by staff

In cases where misconduct by a Wedu staff member is reported, the staff member may be informed of the allegations through a written warning, as long as they do not pose a threat to the person experiencing misconduct. The written warning will remain permanently in the staff's personnel file. Depending on the nature of the allegation, Wedu's Talent Development Team, with advice from the Safeguarding Officer (if needed, the Safeguarding Lead), will consider carefully whether the circumstances warrant suspension or whether the result that would be achieved by suspension could be obtained by alternative arrangements.

If immediate suspension is deemed necessary, a member of the senior staff will act as contact officer for the accused staff member. The accused staff member will be placed on a paid leave, effective from the time of complaint receipt and will last through the duration of investigation. In the limited circumstances where unpaid administrative leave is warranted pending an investigation, the Safeguarding Officer will inform the accused that if no misconduct is found at the conclusion of the investigation, the employee will be paid, at their usual rate of compensation, for the time spent on administrative leave. The dis/continuation of the accused staff member's employment status will be determined by the outcome of the investigation and resolution process.

Misconduct by volunteers

In cases where misconduct by a volunteer (e.g. a mentor) is reported, their engagement with Wedu shall be immediately suspended until clarity is obtained on the circumstances of the claim. The volunteer may be informed of the allegations as long as it does not pose a threat to the complainant/individual experiencing misconduct. The continuation of service from the accused volunteer will be decided based on the outcome of the case resolution.

Misconduct by partners

In cases where misconduct by a partner is reported, activities and communication with the partners shall be suspended until clarity is obtained on the circumstances of the claim. The partner organisation may be informed of the allegations as long as it does not pose a threat to the complainant/individual experiencing misconduct. A contingency plan shall be made for the continuity of activities assuming a “worst case scenario” in mind. In any decision related to partners, priority shall be given to the safety of all associated individuals.

Misconduct by programme participants

In cases where misconduct by a participant in Wedu’s programme/s is reported, their participation with Wedu shall be immediately suspended until clarity is obtained on the circumstances of the claim. The participant may be informed of the allegations as long as it does not pose a threat to the complainant/individual experiencing misconduct. Any partner organisations involved in the programme will be informed of the report and consulted with. The continuation of their participation will be decided based on the outcome of the case resolution.

Monitoring

At least once a year, management will review the present policy as well as the register of reported cases of misconduct and how they were dealt with, and revise the policy as needed. Management, in coordination with the Safeguarding Officer and Safeguarding Lead, will conduct a review of the “culture of care and protection” inside Wedu at least once every two years.

APPENDICES

Appendix 1 - Role Description: Safeguarding Lead

A designated person within Wedu's boards holds primary responsibility for overseeing procedures that safeguard community members, staff and volunteers at Wedu and mitigate risks. Duties and responsibilities include:

- Play a lead role in developing the organisation's approach to safeguarding Wedu staff, volunteers, community members and applicants and in maintaining and reviewing the organisation's policies and implementation plan for safeguarding adults in line with industry standards and global best practices.
- Contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding Wedu staff, volunteers, community members and applicants.
- Ensure the policies and procedures are in place are sufficient, widely understood, applied consistently, and that reference checks (for staff) are undertaken. Advise on the organisation's safeguarding training needs and the development of a training strategy as-needed.
- Conduct regular internal safeguarding audits, working with the Safeguarding Officer and staff to ensure safeguarding policies and practices, as well as training, is up to date.
- Regularly review the safeguarding incident register (a log detailing the reports filed and how they were handled) with the Safeguarding Officer and conduct post-resolution reviews of how reports were handled. Escalate major incidents to the attention of the board and share reports on Wedu's performance regarding the mitigation of safeguarding risks and management of incidents.
- Assist the Safeguarding Officer with handling reports of misconduct, upon request, and lead safeguarding protocols for any reports involving members of the executive team.

Appendix 2 - Role Description: Safeguarding Officer

A designated staff member at Wedu (e.g. a senior member of the programmes team) will be responsible for the following duties and responsibilities that centre on operationalising Wedu's Safeguarding Policy. Duties and responsibilities include:

- Receive reports of cases of poor practice and any form of misconduct (including but not limited to abuse, harassment, discrimination) reported to the organisation. Manage the response, ensuring confidentiality and sufficient documentation are maintained.
- Act as the primary point of contact for internal and external stakeholders concerned about the safeguarding issues.
- Work with others within the organisation and the community to create a positive inclusive environment.
- Coordinate the dissemination of the safeguarding policy, procedures and resources throughout the organisation.
- Provide safeguarding orientation to new staff and conduct safeguarding training.
- Lead the annual review of the safeguarding policy and keep abreast of the best practices for safeguarding.
- Ensure safeguarding principles and best practices are infused across the organisation, supporting other staff in the application of the safeguarding policy to their functions and impact areas.
- Provide third party mediation for informal resolution processes when requested.
- Provide appropriate support, where relevant.

Appendix 3 - Safeguarding Principles

These principles have been adapted from The Care Act, UK (2014).

1. **Empowerment:** Wedu community members, staff and volunteers are supported and encouraged to make their own decisions and informed consent. Adults are asked what they want to happen and Wedu plans safeguarding around this.

2. **Prevention:** It is better to take action before harm occurs. Wedu staff, volunteers and community members will get clear and simple information about what abuse is and who to ask for help.
3. **Protection:** Wedu will ensure that staff, volunteers and community members know what to do when misconduct has happened. At risk individuals can get help and support to tell people about the misconduct and can get involved in safeguarding as much or as little as they want.
4. **Proportionality:** When dealing with misconduct situations, Wedu must ensure that they always think about the risk. Any response should be appropriate to the risk presented. Wedu must respect the person, think about what is best for them and only get involved as much as needed. Wedu thinks about what is best for the person experiencing misconduct and only get them involved when they need to.
5. **Partnership:** Wedu works in partnership with its staff, volunteers and community members. They also have a part to play in preventing, detecting and reporting abuse. Staff look after personal information and only share it when this helps to keep you safe.
6. **Accountability:** Safeguarding is everybody's business. Accountability and transparency are maintained in delivering safeguarding. Roles and responsibilities must be clear so that people can see and check how safeguarding is done.

Appendix 4 - Safeguarding Report

Form Questions:

*All * marked questions are required*

Email*

<p>Who are you filing this report for?*</p>	<p>Myself: If you are experiencing harm within Wedu, contact safeguarding@weduglobal.org. It would be helpful for us to have this information in the form below to understand the situation better.</p> <p>Information shared through this form will remain confidential.</p> <p>At all stages, you are welcome to have someone you trust to support you and help you to explain what happened and what you want to happen.</p> <p>It is of utmost importance to Wedu that you can take part in our activities safely and we will take every step to support you to do that.</p>	Full Name*
		Age
		<p>Please choose a category that best describes the misconduct you have experienced.*</p> <p><input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Abuse of Authority</p> <p><input type="checkbox"/> Online harassment</p> <p><input type="checkbox"/> Sexual harassment</p> <p><input type="checkbox"/> Other (please specify):</p>
		<p>Please explain why you are concerned. Please give details about what you have experienced/ seen/been told/ that makes you at risk of harm, or being abused (include dates/times etc.)*</p>
		<p>Share any evidence you have (photos, screenshots, records, etc)*</p>
		<p>Name of the person causing harm*</p>
		<p>Contact of the person causing harm (if known)</p>
		<p>Role at Wedu (of the person causing harm)*</p> <p><input type="checkbox"/> Staff</p> <p><input type="checkbox"/> Intern</p> <p><input type="checkbox"/> Mentor</p> <p><input type="checkbox"/> Rising Star</p>

		<input type="checkbox"/> FISA member <input type="checkbox"/> Programme Participant <input type="checkbox"/> Volunteer <input type="checkbox"/> Other (please specify):
		Your relationship to the person causing harm*
		Have you discussed your concerns with the person causing harm?* <ul style="list-style-type: none"> • Yes • No
		If yes, what have they said?
		If no, why haven't you discussed it with them? <ul style="list-style-type: none"> • Discussion would put me at greater risk • The person appears to lack mental capacity • The person is unable to communicate their views • Other (please specify):
		Is anyone else in the Wedu Community aware of your situation?* <ul style="list-style-type: none"> • Yes • No
		If yes, please mention their full name/s and contact/s:
		Do you consent to this information being shared with any

		staff and/or board members who need to be involved?* <ul style="list-style-type: none"> • Yes • No
		Do you consent to being contacted for further information as and when required?* <ul style="list-style-type: none"> • Yes • No
	<p>Someone I know in the Wedu Community:</p> <p>Please fill this form if you have a concern, or have been told about, possible abuse of someone else, poor practice or wider welfare issues within Wedu. It would be helpful for us to have this information in the form below to understand the situation better.</p> <p>Information shared through this form will remain confidential.</p> <p>At all stages, you are welcome to have someone you trust to support the person you are concerned for and help them to explain what happened and what they want to happen.</p> <p>It is of utmost importance to Wedu that everyone can take part in our activities safely and we will take every step to support our community to do that.</p>	Full Name of person reporting*
		Full name of person you're reporting for/about (Who is the person who experienced harm or misconduct?)*
		Age of person you're reporting for/about*
		Role at Wedu (of the person you're filing this report for)* <ul style="list-style-type: none"> <input type="checkbox"/> Staff <input type="checkbox"/> Intern <input type="checkbox"/> Mentor <input type="checkbox"/> Rising Star <input type="checkbox"/> FISA member <input type="checkbox"/> Programme Participant <input type="checkbox"/> Volunteer <input type="checkbox"/> Other (please specify):
		Does this person know that you are reporting on their behalf?* <ul style="list-style-type: none"> • Yes • No

		<p>If no, why haven't you discussed it with them?</p> <ul style="list-style-type: none"> • Doesn't feel comfortable having this conversation • Doesn't perceive the other person's behaviour to be abuse/harassment etc. • Other (please specify):
		<p>Please choose a category that best describes the misconduct experienced.*</p> <p><input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Abuse of Authority</p> <p><input type="checkbox"/> Online harassment</p> <p><input type="checkbox"/> Sexual harassment</p> <p><input type="checkbox"/> Other (please specify):</p>
		<p>Please explain why you are concerned. Please give details about what you have experienced/ seen/been told/ that makes the person you are reporting about at risk of harm, or being abused (include dates/times etc.)*</p>
		<p>Share any evidence (photos, screenshots, records, etc)*</p>
		<p>Name of the person causing harm*</p>
		<p>Contact of the person causing harm (if known)</p>

		What relationship does the person you're reporting about have to the person causing harm?*
		Have they discussed their concerns with the person causing harm?*
		<ul style="list-style-type: none"> • Yes • No
		If yes, what have they said?
		<p>If no, why haven't they discussed it with them?</p> <ul style="list-style-type: none"> • Discussion would put them at greater risk • The person appears to lack mental capacity • The person is unable to communicate their views • Other (please specify):
		Do you consent to this information being shared with any staff and/or board members who need to be involved?*
		<ul style="list-style-type: none"> • Yes • No
		Do you consent to being contacted for further information as and when required?*
		<ul style="list-style-type: none"> • Yes • No

After the form is completed, Safeguarding Officer adds the following details:

OFFICIAL USE ONLY
Sharing the concerns (To be completed by Safeguarding Officer)
<p>Details of your contact with the person at risk of harm. Have they consented to information being shared within Wedu?</p> <p>And outside of Wedu?</p> <ol style="list-style-type: none"> 1. Only the safeguarding staff 2. any Wedu staff or board members who need to be involved 3. anyone involved in the incident 3. other: _____
<p>Details of the outcome of this concern:</p>

Appendix 5 - Safeguarding Guide

Recognition

The ability to recognise behaviour that may indicate misconduct is of fundamental importance. Whether the abuse may occur in Wedu's programmes, in-person events, through interactions with and among staff, volunteers, community members, or in any other setting in which the adult may find themselves, all those playing a role in the process should be aware and informed so that possible misconduct can be recognised, investigated and acted on seamlessly and effectively.

Signs and symptoms of abuse of adults may include direct disclosure. Other people in a position to identify concerns include staff, other community members and those offering additional services, such as Programme Partners. All staff should be trained to

understand signs of possible abuse and know how, where and to whom to report concerns.

Response

Appropriate response is vital. No disclosures or concern about possible abuse should ever be ignored. In order to determine the most appropriate response, find out whether you are dealing with an allegation from a community member against a member of staff or a fellow community member, or another person. Is this a disclosure from an individual alleging abuse to themselves or to another? Is it the reporting of a concern or suspicion? What, precisely, is alleged to have happened? Clearly understood detail is vital when reporting concerns to the Safeguarding Officer.

Do not lead or probe with questions. Remain calm and demonstrate interest and concern while questioning. Listen well. Inform the person sharing with you that concerns they have raised must be recorded and passed on so that possible abuse can be dealt with, and that this will be done on a limited “need to know” basis, with as few others as possible knowing the identity of the reportant and all in the chain of reporting will respect confidentiality.

Reassure that they have done the right thing in reporting their concerns and that you will do everything you possibly can to help. Do not make unrealistic promises. Ensure that testimony is passed to the Safeguarding Officer so they can record on the Safeguarding Report Form, and that the reportant and subject of the report are treated in line with policy and guidance.

Reporting

The Safeguarding Officer at Wedu is responsible for leading reporting. They would have received training and support to ensure they carry out this role effectively. During community member orientation and staff onboarding, safeguarding policy statements would be displayed to inform.

Report your concerns to the Safeguarding Officer in the first instance. Should this be inappropriate for whatever reason, you should not hold back from reporting, but do so to a trusted member of Wedu Staff or to the Protection Safeguarding Lead.

Once you have reported concerns about the abuse to the Safeguarding Officer it is their responsibility to take further action.

Recording – Safeguarding Officer

Designated staff should record precisely what has been alleged, using the words of the reportant. Records should include accurate quotation. It should also, if felt appropriate, include factual observations about the observable physical and emotional state of the individual sharing their concerns with you. All records should be kept confidential unless required otherwise.

Referral - Safeguarding Officer

Only the Safeguarding Officer should mount an investigation into reports, allegations or suspicions of abuse, if required. An investigation may include questioning staff or learners. Actions of these sorts carried out by someone other than the Safeguarding Officer could be construed as unjustified interference which could jeopardise an investigation and any possible subsequent court case.