

IRARA's Safeguarding Policy

Background:

IRARA has always made the safety of the participants of its programmes as well as the safety of the employees of paramount importance in the way it has conducted its work.

While the concept of safety itself has broader implications, safeguarding will in the context of this policy be conceived as protecting against abuse, that is, against sexual harassment, intimidation and violence, bullying, humiliation and discrimination, neglect and exploitation.

IRARA has safeguarded its people (participants, employees) in the first place by making their safety a primary consideration already at the level of the design of programmes and enterprises. The prevention of sexual harassment, intimidation, violence, bullying, humiliation and discrimination, neglect and exploitation is as far as possible built into IRARA's work practices themselves. Where the design and its implementation cannot reduce risks sufficiently, IRARA has established secondary safeguarding mechanisms, like the selection and training of personnel, supervising and monitoring activities, reporting channels, investigation and punishment. IRARA's leadership has consistently reinforced the importance of safeguarding and has led by example.

Scope:

IRARA is committed to safeguarding. It wants to protect all its employees and participants against abuse, that is, against sexual harassment, intimidation and violence, bullying, humiliation and discrimination, neglect and exploitation.

IRARA also recognizes that some of its people are more at risk. It is with that in mind that IRARA recognizes different categories within its people that are more at risk than others and therefore deserve extra efforts to protect them. These categories are: children, adolescents, adults with special needs, women among the participants; adults with special needs and women among the employees. IRARA will not hesitate to add other general categories to this list in future if it concludes that this is warranted. IRARA will also at the level of specific programmes or activities offer extra protection to people outside these categories whenever that is needed. For now, these categories will provide a structure for IRARA's efforts to:

- Analyse, describe and document the safeguarding work IRARA does
- Develop and implement sub-policies
- Design programmes and enterprises
- Establish secondary mechanisms
- Improve and innovate safeguarding practices

Safeguarding Principles:

IRARA holds the following principles with regard to safeguarding as self-evident and as foundational for its practices:

IRARA has a safeguarding duty of care to participants, staff and volunteers, including where partners are part of

delivery. This duty of care extends to people at risk of abuse within the communities the organisations serve.

IRARA has a duty to identify groups of people among employees and participants that are at greater risk of becoming victims of abuse. They have a duty to try to mitigate the extra risks those groups face.

IRARA has a duty to try to prevent abuse occurring. They must make safeguarding a central element of the organizational culture. They must mitigate existing risks that may already exist in the programme design and specific work practices. They must establish secondary safeguarding mechanisms wherever risks cannot be mitigated through design.

IRARA has a duty to make sure that, if abuse does occur, victims and witnesses have access to multiple safe reporting channels. Organizations have a duty to always follow up on reports of abuse, to investigate them and to make sure that, if warranted, appropriate disciplinary action is taken. IRARA has a duty to protect whistleblowers.

IRARA has, in principle, a duty whenever abuse crosses the line into criminal behaviour to involve local authorities. However, the dangers in terms of lack of due process and disproportionate punishment should be taken into account.

IRARA has a duty to anchor safeguarding within management. Responsibilities with regard to safeguarding should extend to the highest levels of management and to the Boards. Those responsibilities should be clearly assigned. Organizations have a duty to make sure that the execution of safeguarding policies is carried out by competent professionals according to the highest standards and, whenever possible, following global best practices.

Standards of behaviour:

The following standards of behaviour are the minimum requirements for all employees and associate personnel (which can include volunteers) with regard to safeguarding and with regard to the prevention of abuse, that is, sexual harassment, intimidation and violence, bullying, humiliation and discrimination, neglect and exploitation.

Employees and associated personnel of IRARA must not:

- Violate the IRARA Code of Conduct of.

They must not:

- Physically assault anybody
- Threaten anybody with physical assault
- Hit children and adolescents to discipline or correct them
- Assault anybody with a weapon
- Threaten to assault anybody with a weapon.

They must not:

- Bully anybody
- Humiliate anybody
- Humiliate children or adolescents to discipline or correct them
- Discriminate against anybody, for example, based on religion, gender, sexual orientation, race, skin colour, age, ethnicity, caste.

They must not:

- Interact sexually with anybody without the other's willing consent
- Sexually harass or assault anybody
- Have any sexual interaction with children
- Have any sexual interaction with adolescents who are participants
- Have any sexual interaction with adolescents under the age of consent
- Have any sexual interaction with adults with special needs who are participants of the programme they are working with
- Have any sexual interaction with women (or men) who are programme participants of the programme they are working with
- Have any sexual interaction with fellow employees of IRARA in exchange for money, goods or favors or based on any form of coercion.

They must not:

- Neglect children, adolescents and adults with special needs who are entrusted to their care
- Exploit children, adolescents, adults with special needs or other participants or fellow employees in any form
- Bring children, adolescents, adults with special needs or other participants or fellow employees into a situation where they can be abused or exploited by third parties.

Employees and associated personnel of IRARA must:

- Follow the Code of Conduct
- Anticipate risks for fellow employees or participants of being abused, that is, being sexually harassed, intimidated or assaulted, bullied, humiliated or discriminated, neglected or exploited and take steps to mitigate those risks
- Avoid being placed with children or with adolescents who are participants or underage, or with adults with special needs who are participants, in a compromising position. The adult is always considered responsible even if the child or adolescent or adult with special needs has initiated sexual interaction
- Stop immediately any abuse they witness, if at all possible
- Report any abuse they witness or have reliable information about
- Treat everybody with respect
- Respect everybody's privacy

How to report a safeguarding concern:

Individuals who have a concern or complaint relating to safeguarding should report it immediately to their line manager or counsellor, or any other member of staff, this could include the senior members of staff.

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.