

## Safeguarding Policy

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## Introduction and Policy Scope

The Policy applies to all WeProtect Global Alliance (WPGA) staff, board members, professional advisors and volunteers (for the purposes of this Policy, collectively known as 'the Secretariat') and all activities undertaken by the Alliance.

The Secretariat's scope of responsibility for safeguarding relates to its activities, including, but not limited to, governance; people recruitment, management and training; membership engagement; development of knowledge products; advocacy activities; communications activities; hosting events; fundraising; carrying out or commissioning research; working with consultants; and empowerment work with children and survivors. In particular, a key focus within the 2026-2028 strategy is integration and mainstreaming participation of young people and survivors to ensure their unique perspectives and insights inform the Secretariat's priorities and approaches.

The Alliance aims to embed good practice in safeguarding throughout its organisational culture, leadership attitudes, values, processes and ways of working, with safeguarding prevention measures proactively put in place to reduce safeguarding risks and occurrences, reinforced with clear procedures for managing any safeguarding cases arising.

All individuals within the Secretariat have a wider safeguarding responsibility in keeping everyone safe. As detailed in the policy, particular roles and positions carry additional responsibilities.

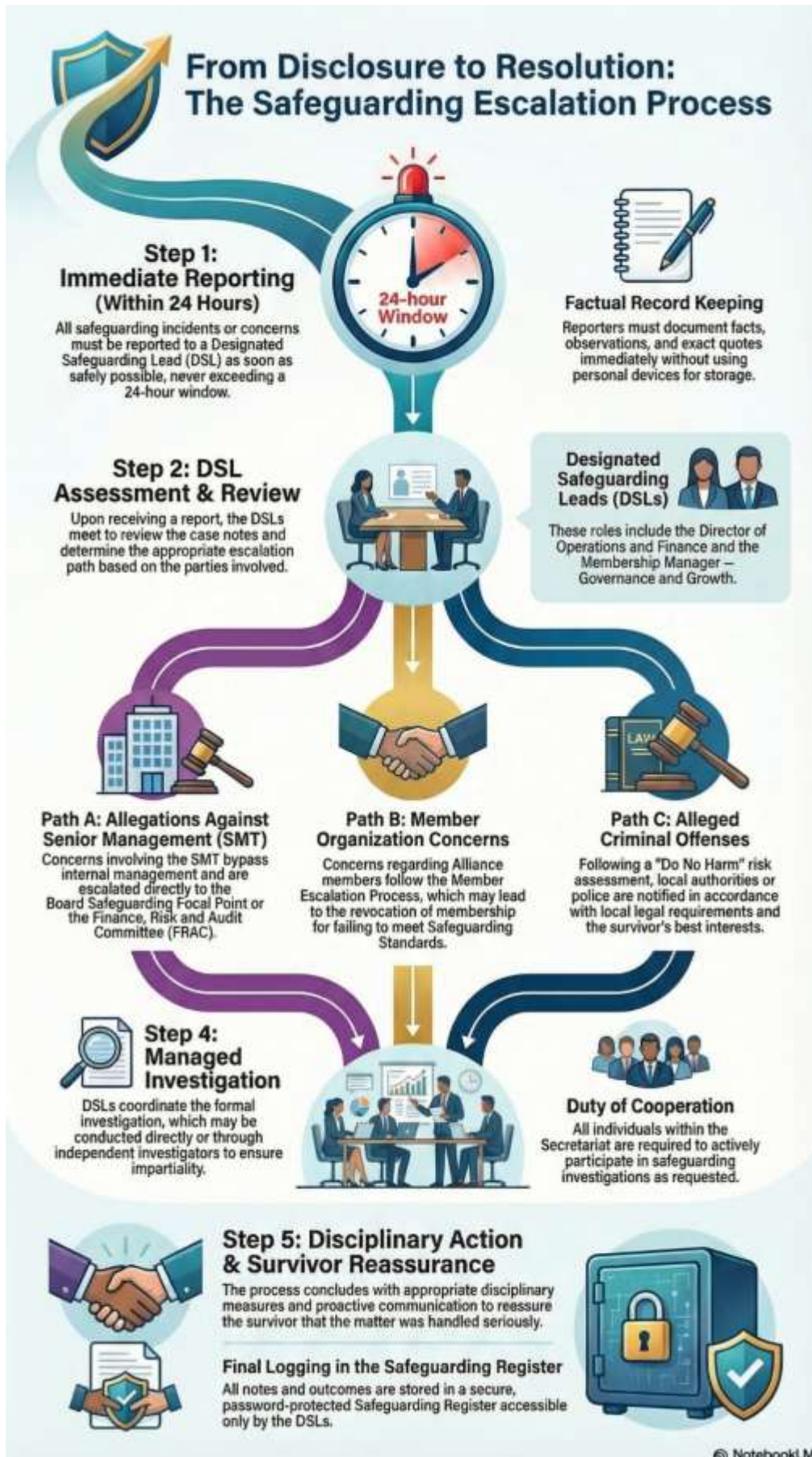
This Safeguarding Policy does not extend to all the wider activities of the members of the Alliance. Given the size and diversity of the membership, this would be impracticable and unenforceable. However, all members of the Alliance must follow our Member Safeguarding Standards (separate set of standards), which includes having safeguarding policies and procedures in place that are appropriate to their own context and activities. If the Alliance becomes aware of a member potentially breaking our safeguarding standards, the issue will be investigated, and membership may be revoked in line with our internal procedures.

### **Report Immediately**

All safeguarding incidents or concerns must be reported to the Designated Safeguarding Leads (DSLs) detailed on page eight immediately (as soon as safely possible and within 24 hours).

Contact an appropriate law enforcement agency if you believe someone is at immediate risk. Full details on responding to safeguarding incidents or concerns are given on pages 11 to 20 of this Policy.

The infographic on the following page provides a summary of the safeguarding process from disclosure to resolution.



## Safeguarding Principles

The principles below guide the Alliance's approach to safeguarding:

1. The Alliance is committed to safeguarding all children and adults we engage with through our work and takes a zero-tolerance approach to any form of bullying, violence, harassment and sexual exploitation and abuse.
2. The Alliance is committed to ensuring that anyone working with us in any capacity does not harm, abuse or commit any act of bullying, harassment and sexual exploitation and abuse to children we engage with through our work.
3. The Alliance acts in the interest of the safety and protection of children and adults we engage with, and everyone has a safeguarding responsibility in delivering this commitment.
4. The Alliance commits to a "do no harm" approach. Activities involving survivors or young people must not proceed unless effective risk management and mitigation measures are in place
5. The Alliance is committed to taking actions in the best interest of children as we work to secure children's rights as outlined in the UN Convention on the Rights of the Child. The Alliance recognises that all children have the equal right to protection from harm, and all adults are responsible for responding if they suspect a child is at risk of harm.
6. The Alliance recognises it has safeguarding obligations to survivors and at-risk adults engaged in WeProtect's activities. A core principle is ensuring that participatory activities, such as event participation, sharing stories or case studies, are designed specifically to avoid re-traumatisation of survivors.

## Values and Behaviours

The Alliance is guided by three values and behaviours:

- Empowerment – collaboration, innovation, challenge
- Accountability – responsibility, delivery, safeguarding
- Respect – honesty, feedback, inclusion

Realising the organisation's commitment to safeguarding utilises all three of these critical values and behaviours.

## Trauma Informed Principles

The Alliance utilises a trauma-informed approach to support all children and at-risk adults it engages with who may have suffered harm or abuse before engaging with the Alliance. We are committed to creating environments that do not lead to traumatisation or re-traumatisation. It also safeguards the well-being of all individuals who engage in its work.

Individuals within the Secretariat must:

### *Safe*

- Ensure well-being and safeguarding strategies are always put in place and remain paramount regardless of the nature of the work.

- Ensure internal processes are followed, and external support services are in place when necessary.
- Always act with safety in mind, having understood the risks of all activities and having measures to mitigate risks before any activities or operational work begins.

#### *Trustworthy and Transparent*

- Be clear on their responsibility to follow safeguarding procedures and report concerns, even if an individual requests them to keep information confidential.
- Ensure disclosures and concerns are not discussed trivially outside of appropriate and agreed spaces which have been agreed with the individuals involved.

#### *Supportive*

- Utilise the support of additional representatives, where possible and appropriate, when taking safeguarding actions or providing safe spaces for engagement. This may include, for example, professionals with expertise in trauma, mental-wellbeing or social care. This may also be creating space for peer support or ensuring access to other support services.

#### *Collaborative*

- Create a space with individuals where they are worked *with*, not just worked *for*.

#### *Empowering*

- Where possible, respect the wishes of disclosing individuals or those requiring support, if these do not conflict with the responsibilities set out in this policy.
- Ensure all individuals are consulted in how support is offered, even if their safeguarding responsibilities and duties mean they must take different actions.

#### *Inclusive*

- As part of the Alliance's commitment to equity, diversity and inclusion, consider all the needs of individuals who require support.
- Recognise all individuals will require support in different ways and consider if additional needs should be considered in particular contexts, for example, culture, protected characteristics, exacerbating vulnerabilities.

## Safeguarding Roles and Responsibilities

All individuals within the Secretariat must:

- Commit to protecting and ensuring the rights of all children and adults engaged in their work.
- Comply with this Policy and commit to safeguarding across all activities and actions.
- Be aware of and responsible for, risks to children and at-risk adults, always carrying out the necessary risk assessments.
- Report any concerns about children or at-risk adults according to the procedure outlined in this Policy.
- Adhere to the Code of Conduct (see Annex B).
- Actively participate in any safeguarding investigation as required by the Alliance.
- Actively participate in annual safeguarding training.

- Agree to any additional due diligence or background checks before having contact with children or at-risk adults in their capacity as a member of the Secretariat of WeProtect Global Alliance.
- Seek support or guidance to protect their wellbeing when dealing with safeguarding issues. This may be with a DSL, their line manager or a Board Member, as appropriate to the situation.

**Additional responsibilities of Board members** including the *Stichting* Management Board, Global Policy Board and any sub-committees such as the Finance, Risk and Audit Committee (FRAC):

- Hold responsibility for ensuring that the Alliance has adequate safeguarding policies and procedures.
- Hold the Senior Management Team accountable for its safeguarding responsibilities.
- At least one Board member or FRAC member will fulfil the Board Safeguarding Focal Point role, specifically tasked with ensuring the Senior Management Team is fulfilling their safeguarding obligations. They also hold responsibility for providing oversight for any safeguarding allegations and investigations relating to Senior Management Team.

**Additional responsibilities of the Senior Management Team**

The Senior Management Team must:

- Be responsible for promoting good practice by implementing and championing the Safeguarding Policy and associated procedures within the Alliance.
- Review and approve the Safeguarding Policy annually, ensuring it is fit-for-purpose, robust and promotes best practise within the context of the Alliance.
- Ensure the Finance, Risk and Audit Committee is informed appropriately about safeguarding issues and high-risk situations.
- Ensure that any proposed work of the Alliance which may pose safeguarding risks is amended, postponed or cancelled, as necessary, regardless of the wider (non-safeguarding) implications.
- Ensure DSLs for the Alliance are appointed from both within and out of the Senior Management Team.

**Additional responsibilities of Designated Safeguarding Leads (DSLs)**

The DSLs are the *Director of Operations and Finance* (organisational safeguarding lead), *Membership Manager – Governance and Growth*. They must:

- Ensure all relevant procedures are in place within recruitment, staff management and operational activities to ensure the Alliance does not pose a risk to children or at-risk adults.
- Commit to responding appropriately to any safeguarding concerns or allegations under the scope of the Alliance.
- Ensure the organisational Risk Register accurately reflects safeguarding risks and controls within the work of the Alliance and that these controls are effectively implemented.
- Review the Safeguarding Policy annually, ensuring it is fit-for-purpose and robust and promotes best practices within the context of the Alliance.
- Attend advanced safeguarding training on an annual basis.

- Coordinate safeguarding training for the Secretariat; this includes internal training on the Alliance safeguarding policy and formal safeguarding training.
- Design templates and frameworks to support the Secretariat in safeguarding activities, for example, risk assessments.
- Support Project Leads with designing and implementing appropriate safeguarding risk assessments and procedures for specific projects.

The Executive Director can assume Safeguarding Lead responsibilities as appropriate, for example, during a period of extended leave by a Safeguarding Lead.

#### Additional responsibilities of Project Leads

Project Leads are the staff members who lead specific pieces of work within the Alliance. They must:

- Ensure safeguarding is fully considered throughout any activities and projects they lead, from the earliest planning stages to implementation to lessons learnt reviews.
- Ensure they have completed a safeguarding risk assessment for relevant projects, seeking advice from the Safeguarding Leads, as necessary.
- Understand that work may be cancelled, postponed or amended upon the recommendation of DSLs, if safeguarding risks cannot be effectively controlled or work fails to meet minimum safeguarding standards.

## Safeguarding Contacts

This section is included in the full version which is available to internal employees and volunteers at WPGA.

## Prevention

The section below details key processes and practices for preventing harm or risk to children and at-risk adults in the Alliance's work.

#### Assessing Risk – Projects, Events and Operational Activities

Core activities and mitigating actions to manage safeguarding risk can be found in the organisational Risk Register.

All events and activities of the Alliance that aim to engage children or at-risk adults, both directly and indirectly, must undergo a Risk Assessment regarding their potential impact on safety. This must be carried out by the Project Lead at an early stage of the project planning, and updated throughout the project, as necessary. Risk mitigation strategies must be identified and implemented to minimise the risks identified in the assessments. The Project Lead should determine the appropriate detail and process of the risk assessment, seeking advice from a DSL as appropriate.

We do not currently have the capability to carry out any very sensitive, high-risk activities such as being the guardians of children at events or interviewing children about sexual abuse ourselves – this kind of work requires much more detailed policies and processes and highly trained staff, who themselves have access to specialist support. However, this work

could be carried out through partners and members that have appropriate demonstrable experience, capacity, policies and procedures in place, but even this would still require a Risk Assessment before approval is considered.

The Safe Participation Assessment provides a guide for assessing project risk regarding safeguarding and a checklist for ensuring that the minimum standards for meaningful participation for children and adults at risk have been met, including equity, diversity and inclusion needs.

These assessment measures have been developed to help the Secretariat identify and mitigate risks from working with children or at-risk adults. It is intended to help those planning and implementing these activities consider, prepare for, and protect these individuals from any physical, social, or emotional harm that may arise from Alliance-endorsed participation activity or event.

**The Safe Participation Assessment must be completed at the start of any project or initiative, including but not limited to the following:**

- One-time or stand-alone participatory processes such as including children or at-risk adults in assessments, focus group discussions, representing the Alliance, evaluations and special events.
- Ongoing participation activities that promote the participation or empowerment of children or at-risk adults such as groups, forums, advocacy initiatives, or engagement in the issue on national or international decision-making platforms or arenas. In this case, risk assessments should be conducted periodically throughout implementation, with the frequency of assessment based on the level of risk and tailored to the context of the project.

#### Working with Consultants and Partners

When contracting or partnering with other individuals and organisations (including members) on projects or events, the following principles must be followed:

- The project work and procedures must be consistent with our Safeguarding Standards.
- The safeguarding responsibilities of the different parties must be agreed upon in writing before any work begins. We cannot take on any safeguarding responsibility for activities carried out by others. Establishing absolute clarity at the earliest stages around safeguarding roles and responsibilities is essential.
- Consultants, members and partners cannot use our Safeguarding Policy for their activities, even if we are working together on a joint project. They must have their own safeguarding policies and processes in place, as relevant to their activities.
- The work must be fully risk-assessed from a safeguarding-led perspective.
- Contracts should reflect safeguarding expectations and responsibilities.

#### Safe Recruitment

All Secretariat staff and consultants will be recruited with job descriptions or terms of reference that outline the requirement to agree to the Alliance's Safeguarding Policy. Job descriptions will also outline the access the position will have to children, at-risk adults and their data, and the necessary checks to follow this.

Recruitment interviews for all staff will include a discussion on safeguarding, emphasising the Alliance's commitment to safeguarding children and at-risk adults and assessing the candidate's understanding of and experience with safeguarding.

At least two references must be provided Protection and background checks, such as disclosure of previous convictions and DBS checks, are integral to the Alliance's recruitment policy. These checks will be undertaken for all staff and any consultants with access to children, at-risk adults, or their data as part of their roles. The specific checks may vary based on the individual's role, responsibilities and location (including their previous countries of residence).

Job offers, where the position will bring the role holder directly into contact with children and at-risk adults, or their data, will be dependent on satisfactory references and background checks.

### **Guidance for Recruitment and Selection Procedures**

1. Include a clear statement of the Alliance's commitment to safeguarding in all role descriptions.
2. Ensure that all position descriptions specify whether the roles involve direct or unsupervised access to children, at-risk adults and their data – and specify the necessary checks that will be in place.
3. Ensure that the selection criteria outline the relevant experience needed if the post involves direct work with or access to children, at-risk adults and their data.
4. Require candidates' consent to gain information on past convictions and/or pending disciplinary proceedings.
5. Ensure that all interviews include questions regarding knowledge about and experience with safeguarding. This requires interviewers who have experience in leading safeguarding work.
6. Ensure that at least one of the references provided by candidates know their experience and suitability to work with children, at-risk adults and their data.
7. Verify the identity of referees provided by candidates.
8. Conduct relevant background checks on all candidates.
9. Specify probationary periods to ensure the suitability of candidates once in the post.

### **Safeguarding Induction Process**

- Ensuring that the Safeguarding Policy is set as mandatory reading and recorded as such, on Homerun.
- Induction session with a DSL about child and survivor engagement best practice, explaining the staff member's responsibilities under the Safeguarding Policy.
- Record of the individual receiving safeguarding training through the Alliance as part of their onboarding process – this should be completed within their first four months of appointment or before any projects that require direct work with children or at-risk adults.

### **Training and Development**

All Secretariat roles will receive a safeguarding induction within the first four months of their role commencing with the Alliance. Staff will take part in annual refresher training, which may be led by the internal Safeguarding Leads or external trainer.

DSLs and Board Safeguarding Focal Points will receive advanced safeguarding training from an external provider at least once every two years.

## Responding to Safeguarding Concerns or Disclosures

If someone is in immediate danger, contact the appropriate authorities immediately (for example, the police). If it is not clear who is appropriate authority is, seek immediate advice from the DSLs. If necessary, a trusted Alliance partner with local knowledge may also be contacted for appropriate advice, keeping information shared on a need-to-know basis and respecting appropriate confidentiality. Seeking appropriate advice from a trusted Alliance partner does not replace the need to inform the Safeguarding Leads immediately.

The below covers guidance and practice for dealing with direct safeguarding concerns and disclosures.

### Safeguarding Adults

The guidance and principles should be largely used when working with at-risk adults and can also be applied to safeguarding the wellbeing of all adults engaged in the Alliance's work.

An at-risk adult can be anyone over eighteen engaged by WPGA activities and programmes, including project / service users, volunteers, staff and partner staff. Whilst personal characteristics may make an individual more vulnerable, for example, disability, the situation around an individual may increase risk or place them at potential risk of harm. It is, therefore, vital to be open to the possibility that any adult may be at-risk at different times and in different circumstances. This can be temporary or ongoing, depending on the support and protective factors around them.

Equally, many adults at risk have been victims or survivors of abuse and harmful experiences in childhood, which have impacted their confidence, self-worth and resilience and compounded other personal characteristics increasing vulnerability.

Consider how this extends to:

- Adults at risk of abuse
- Adults at risk of harm
- Adults in need of protection

Definitions can be found in Annex A.

### **General guidance and considerations for safeguarding adults:**

- All adults have a right to equal protection from all types of harm or abuse, regardless of age, ability, gender, racial heritage, religious beliefs, sexual orientation, or personal characteristics, which may indicate additional risk factors.
- The care and support needs of all adults must be taken into equal consideration with child protection priorities when engaging in work connected to tackling child sexual abuse and online facilitated abuse.
- To safeguard adults is to safeguard individuals in a way that supports them in making choices about their safeguarding.

- In the case of safeguarding issues arising involving adults, decisions and actions taken by the Alliance will be sensitive to the agency of those adults, whilst ensuring safeguarding obligations are appropriately fulfilled.
- In safeguarding adults versus child protection, proportionality and agency may play a larger role in actions and approaches. It is important to work with the individual requiring support to discuss the least intrusive methods that best align with protecting their rights and responsibilities to report. This will require the exercise of professional judgements based upon seeking to act in the best interests of, and outcomes for, the at-risk adult and staff safeguarding responsibilities.
- When working with at-risk adults, their carers or other professionals, it is essential to recognise that, in some limited circumstances, it will not be appropriate to engage with these additional support structures to protect the at-risk adult if this will lead to more harm or breach their rights.

### Child Protection

The Alliance recognises its moral and statutory responsibility to safeguard and promote the well-being of all children and young people<sup>1</sup> under its scope of responsibility and engaged in its activities.

This includes:

- Protecting children from abuse and maltreatment.
- Preventing harm to children's health or development.
- Ensuring children have access to safe and effective care.
- Taking action to enable all children and young people to have the best outcomes.
- All young people under the care and professional responsibilities of the Secretariat must be protected regardless of age, if they are requested to engage as children or 'youth' in the Alliance's work.
- Through mandatory training, ensuring that individuals within the Secretariat are confident about what constitutes a child protection issue and is familiar with the warning signs for these behaviours:
  - Neglect
  - Physical Abuse
  - Emotional Abuse
  - Sexual Abuse
  - Domestic Abuse
  - Online abuse and grooming
- Ensuring individuals within the Secretariat understand their statutory responsibilities under any child protection laws in addition to safeguarding standards and procedures outlined in this Policy.
- Children often find it hard to report or discuss abuse, so individuals within the Secretariat must be familiar with any signs of child abuse and also recognise that these will vary from child to child.
- Recognising that children's rights are always paramount in our approach to safeguarding and should not be neglected in pursuing remedies or taking child protection actions.

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<sup>1</sup> The United Nations—without prejudice to any other definitions made by the Member States—defines 'youth' as those persons between the ages of 15 and 24 years.

## Reporting Concerns and Disclosures

Individuals within the Secretariat must report on all concerns regarding harm to children and, where relevant, at-risk adults. The process below outlines a procedure for receiving, managing or reporting safeguarding issues.

All reports and allegations concerning these situations will be urgently taken seriously and investigated by DSLs (either directly or managing independent investigators).

In all cases, priority will be given to the protection and well-being of disclosing individuals or assumed victims. The best interests of the disclosing individual must centre all actions taken.

### What Qualifies as a ‘Safeguarding Concern’?

- The concern may result from something you have seen, been told or heard, a sign you have recognised from your safeguarding training.
- A concern may result from an obvious safeguarding incident or from a more subtle unease about a situation, about which you may not have full information.
- Many people worry that their suspicions might be wrong or that they will be interfering unnecessarily; however, all suspicions must be acted upon in every instance – it is better to report and be wrong than to risk not addressing or reporting a safeguarding issue.
- The DSLs will be responsible for further investigation, where it is required. You will never have to deal with concerns on your own.

### Best Practice for Receiving Disclosures

Safeguarding concerns can be complex topics to discuss and for individuals to disclose. It is important to remember the strength and courage it takes for individuals to disclose and for you to provide a safe and protected space for them to do this comfortably and receive remedy.

Following the guidance and best practice below ensures this and minimises any uncertainty you may have about receiving disclosures of abuse or harm.

The following process and guidelines will help lessen the risk of causing more trauma to the assumed victim and compromising any subsequent criminal investigation during the disclosure phase:



### Responsibilities

- When you expect a disclosure, ensure that you receive the disclosure in a safe and comfortable space for both you and the individual. This may be an appropriate space that offers confidentiality, or if this is being done via phone or virtual call, you are on a secure line. The guidance in the section called Conduct Around Children and At Risk Adults is relevant here.

- Communicate and be clear on your responsibility to follow safeguarding procedures and report concerns, even if an individual requests you keep information confidential.
- Where possible, adhere to the wishes of disclosing individuals or those requiring support if this does not undermine your safeguarding responsibilities and duties.

### **Receive**

- Listen to what is being said without displaying shock or disbelief; remember, your reactions can heavily influence the individual disclosing.
- Accept what is being said without judgement.

### **React**

- Manage your reactions - listen quietly, carefully, and patiently. Do not assume anything and do not speculate or jump to conclusions.
- Do not investigate, interrogate, or make assessments on the validity of statements, simply listen to the disclosure details.
- Remember that an allegation of abuse may lead to a criminal investigation, so do not take any action that may jeopardise a police investigation. Let the child or individual explain what happened to them in their own words, and ask questions for clarification, for example, repeating back what was said for clarity - but do not ask leading or probing questions.
- Communicate with the individual appropriately to their age, understanding and preference, aligning with any needs.

### **Reassure**

- Reassure the individual, but only so far as is honest and reliable. Do not make promises that you cannot keep. Communicate your duty to report what you have been told, and reassure them that it is only to those whose job is to protect the individual and deal with the harm.
- Inform the person that you must share the information, explaining what information will be shared and why.
- Acknowledge how difficult it must have been to share and disclose.
- Reassure them you will keep them updated on what happens next as far as possible – you are acting with them, not just for them. Though we cannot provide ongoing updates throughout case management, we can still let individuals know when we have passed on their disclosure/concern to give reassurance that we are dealing with it seriously.

### **Record**

- Always make notes either during or immediately after the disclosure, while the disclosure is fresh in your mind.
- Any notes taken *during* the disclosure should be brief to ensure you are fully listening to and supporting the individual disclosing.
- Write up the notes in more detail as soon as reasonably possible (which may be after you have contacted the DSLs).
- Record statements and observable things, not your interpretations or assumptions – keep it factual.
- Record the date, time, place, key words and phrases used by the individual and how the individual appeared to you – be specific. Use your best endeavours to note key words and phrases actually used by the person disclosing, including any adverse language or

colloquialisms they may have used. For example, if a child says “they touched my X”, you should note the exact word the child used for ‘X’, even if it’s a word you would not usually want to say yourself.

- Do not destroy your original notes, as authorities may require them.
- Ensure your records are stored securely, for example, encrypt the document and store physical notes safely. Avoid storing notes or reports on personal devices.

## **Report**

- Remember, your role is to receive and pass the disclosure on to a DSL or an appropriate authority. Do not try and resolve the situation yourself or take any further action without the guidance and support of the DSLs.
- Once sufficient information or evidence is known to investigate an allegation, a referral should immediately be made to the DSLs.
- Ideally, first reports should be done via telephone to the DSLs (or in person if a DSL is present). If reports need to be made via email, they should only be emailed directly to the DSLs using the reporting form or in a secure virtual document.
- Do not copy in other staff, such as your manager, into the safeguarding disclosure email.

## **Reporting Form**

The Reporting Form in Annex C provides an optional / example template for making a report. If you are in a situation where you cannot access the form or accessing it will disrupt the process of safely and comfortably receiving a disclosure, then you do not need to use the form.

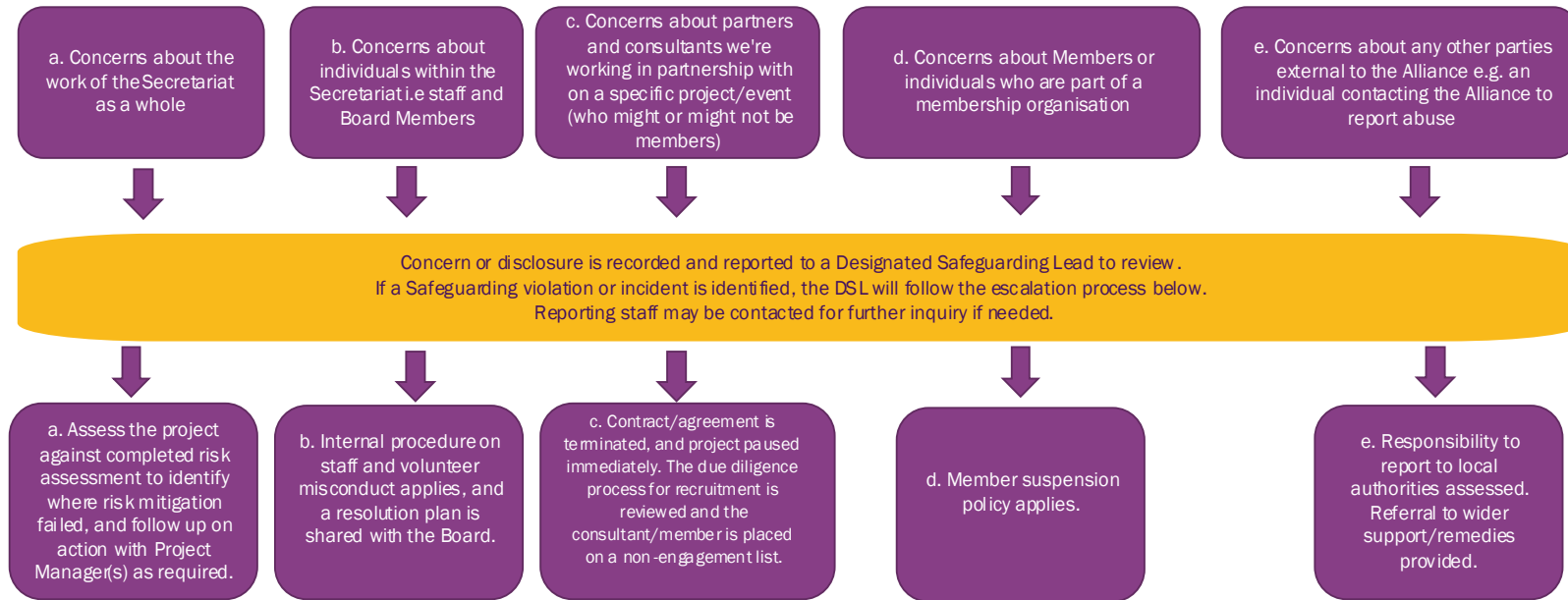
The most important information to note if you are reporting a concern or receiving a disclosure without the form is:

- Who is at risk? (name, age, gender, context information)
- Is this a disclosure or a concern?
- What are they at risk from (physical harm or assault, sexual abuse, verbal abuse, harassment, coercion, self-inflicted harm etc.)?
- Incident details (where, time, date)
- Are you aware of any other related safeguarding issues/concerns?
- Were there any other witnesses?

Escalation Process

Once the DSLs receive a report, they must meet and review the notes of the case and follow the below escalation process:

**Escalation Process**



Please note we cannot offer detailed updates or ongoing involvement in safeguarding cases for those making initial reports. Passing on concerns and disclosures to the DSLs is the main role of team members.

#### Legalities and Notifying Local Authorities and other stakeholders

The Alliance Safeguarding Policy should always be applied in accordance with local law and any legal requirements to report criminal behaviour or harm and abuse to a child or at-risk adults, with the consent of the disclosing individual where necessary. Where a criminal offence has been alleged, undertaking reporting to local authorities is a priority, but Do No Harm is also relevant in that it is important to consider the risks associated to victims by reporting to local authorities. A risk assessment should be undertaken if necessary to evaluate risk and potential mitigation strategies before proceeding with reporting.

For safeguarding concerns or cases that occur within certain projects, the Alliance might be contractually obliged to report certain details to related donors funding that project or programme. Any stakeholders that need to be informed such as donors should receive limited details of the case itself such as type of incident and current key steps to investigate along with a proposed timeline and should be assured of proactive communications to keep them informed.

#### Notifying Members of Concerns

The Alliance will normally seek to notify members of safeguarding concerns involving their organisation, including those raised against them or their staff. Decisions about notifications will be made by DSLs on a case-by-case basis to ensure that children and at-risk adults are safeguarded most effectively. WPGA and the member organisation will then need to agree the investigation responsibilities between the organisations with various considerations such as capacity, impartiality and protection for victims.

#### Member Suspension and Safeguarding

The Alliance holds a consistent and fair process for the Secretariat or Board to invoke to protect the reputation and strategic aims of the Alliance as a neutral, consistent, and independent convenor.

This Member Escalation Process covers a procedure for the Board and senior staff to take when members fail to meet the minimum standards for membership and open the Alliance to reputational risk – this includes failure to meet the Member Safeguarding Standards.

Where a member is reported to have caused harm or abuse to children or at-risk adults, or Alliance staff have concerns related to a member, the escalation process for membership infractions will be followed, alongside any responsibility to report to local authorities.

#### Concerns Regarding Colleagues or Staff Members

Any safeguarding concerns about an individual within the Secretariat should be immediately reported to a DSL or Board Member following the reporting procedure given above.

It is recognised that this may be a difficult process for all involved, but the safety of children and at-risk adults must be at the forefront of all actions and decisions. All such reports, made in good faith, will be handled professionally and sensitively.

If there is an allegation regarding a DSL, or you do not feel comfortable escalating to a DSL please follow reporting process by notifying the Board / FRAC Safeguarding Focal Point.

If there is an allegation regarding the Board Member Safeguarding Focal point, please notify the DSLs or an appropriate statutory body.

The safeguarding reporting process should be followed for safeguarding concerns about individuals or particular incidents. If staff members have a complaint or concern regarding the organisation as a whole (for example, issues such fraud, malpractice, corruption, bullying or harassment), where they believe the issue is not being appropriately addressed, they should refer to the Alliance's Whistleblowing Policy.

### Conduct around Children and At-Risk Adults

Individuals within the Secretariat should remain acutely aware of their conduct and behaviour around children and at-risk adults, including how they may be perceived or misconstrued. The highest professional standards must be maintained, foremostly to protect children and at-risk adults, but also to protect the individual and the work of the Alliance.

Failure to reasonably follow the points given below, in relation to children encountered through your role at the Alliance, is likely to result in both a safeguarding investigation and a disciplinary investigation.

- You should seek to avoid being alone with a child in most professional circumstances. The nature of the Alliance's work means that individuals within the Secretariat will rarely, if ever, need to be alone with a child as part of their role. One such exception is given below.
- If a child asks for a confidential conversation, you should exercise sound professional judgement and caution, for example, seek to ensure that a colleague knows where you will be, that the space is within the hearing range of other adults if you were to call for help, that the door is left open and that the space is large enough to maintain appropriate distance. You must report such circumstances to a DSL immediately after, even if it transpired that the interaction was otherwise not a safeguarding issue.
- You must never accompany a child alone to a remote or isolated space or into an inappropriate room such as a toilet, bedroom or changing room. You must not offer to give a child a lift in a car or to share a taxi unless this is only way to mitigate an immediate danger.
- You should avoid close physical contact with children such as cuddling, picking them up or having them sit on your lap. While these actions may sometimes be appropriate for some professional roles, such as those caring for young children, they are not appropriate actions for any roles within the Secretariat.

- You must not maintain any personal contact with children who you have met through your work at the Alliance. For example, you must not meet up with them socially, exchange non-work-related messages or add as 'friends' on social networking sites.
- If older children (14-17 years) seek career advice or mentoring from you, or request to connect with you on a professional networking site such as LinkedIn, this is likely to be permissible but must first be approved in writing by a DSL.
- If you feel uncomfortable by a child's behaviour towards you, you must immediately report it to a DSL.

### Investigation

The DSLs hold the primary responsibility for conducting or commissioning further investigations when a safeguarding concern or disclosure is reported. They are responsible for managing the process to ensure it is handled urgently, seriously, and professionally.

#### Investigation Principles and Responsibilities

- **Centrality of the Victim:** In all investigations, priority is given to the protection and well-being of the disclosing individual or assumed victim. All actions must be centred on their best interests.
- **Trauma-Informed Approach:** The Alliance utilises a trauma-informed approach, ensuring that investigative environments do not lead to re-traumatisation of survivors or at-risk individuals.
- **Prohibition of Staff-Led Investigations:** Staff members receiving a disclosure must not investigate, interrogate, or make assessments on the validity of statements themselves. Their role is limited to receiving, recording, and reporting the information to the DSLs.

#### Process and Oversight

- **Initial Review:** Upon receiving a report, the DSLs must meet to review the case notes and follow the established escalation process.
- **Independent Investigators:** Depending on the nature of the case, the DSLs may conduct the investigation directly or manage independent investigators to ensure impartiality.
- **FRAC Oversight:** The FRAC Safeguarding Focal Point is specifically tasked with providing oversight for any safeguarding allegations and investigations relating to the Senior Management Team.
- **Member Involvement:** If a concern involves a member organisation, the Alliance and the member will agree on investigation responsibilities, considering factors such as capacity, impartiality, and protection for victims.

#### Legal and Disciplinary Coordination

- **Criminal Investigations:** The Alliance will not take any action that may jeopardise a police investigation. Where a criminal offense is alleged, notifying local authorities is a priority, though a risk assessment may be conducted first to ensure "Do No Harm" to the victim.
- **Disciplinary Links:** If a safeguarding investigation finds that professional standards or the Code of Conduct were breached, it is likely to result in a concurrent disciplinary investigation. This may lead to informal or formal warnings, removal from roles, or termination of employment or contractual arrangements.

#### Record Keeping and Confidentiality

- **Case Management:** All investigation records, reports, and notes will be stored in a secure password protected folder linked to Safeguarding Register.
- **Restricted Access:** These records are accessible only by the DSLs to ensure information is shared only on a need-to-know basis.
- **Data Standards:** All data sharing during an investigation must be necessary, proportionate, relevant, accurate, timely, and secure.

### Post-Investigation Actions and Outcomes

Once a safeguarding investigation is concluded, the DSLs will report findings to the Executive Director and / or the FRAC Safeguarding Focal Point, to determine the appropriate course of action based on the findings. The following procedures outline the steps taken following the completion of an investigation:

#### Outcomes and Accountability

- **Disciplinary Action:** If the investigation confirms a breach of the Code of Conduct by a member of the Secretariat, it will trigger the Alliance's disciplinary procedures. Potential outcomes include informal or formal warnings, removal from specific roles or responsibilities, or the termination of employment or contractual arrangements.
- **Member Sanctions:** For investigations involving member organisations, a failure to meet Member Safeguarding Standards may lead to the invocation of the Member Escalation Process. This can result in membership being revoked to protect the Alliance's reputation and strategic aims.
- **Legal Referrals:** In cases where the investigation reveals potential criminal activity, the Alliance will coordinate with local law enforcement or appropriate statutory bodies, provided this action aligns with the "Do No Harm" principle and a risk assessment of the victim's safety.

#### Communication and Feedback

- **Limitation on Updates:** While the Alliance strives to act "with" the individual and not just "for" them, it cannot provide detailed updates or ongoing involvement in case management to those who made the initial report.
- **Reassurance for Survivors:** The Alliance will, however, provide reassurance to disclosing individuals that the matter has been dealt with seriously and passed through the appropriate professional channels.
- **Board Reporting:** The DSLs ensure the FRAC is informed of the outcomes of high-risk situations and safeguarding issues.
- **Donor or other stakeholders:** should receive limited details such as high-level outcomes and learnings. More detailed reporting should be done on a confidential basis and ideally with the donor's safeguarding lead or safeguarding team.

#### Learning and Prevention

- **Lessons Learnt Reviews:** Following an investigation, Project Leads and DSLs are responsible for conducting "lessons learnt" reviews, to be recorded in Safeguarding Register to ensure that insights from the case inform future project planning and risk mitigation.
- **Policy and Risk Register Updates:** The results of investigations are used to update the organisational Risk Register and may lead to amendments in the Safeguarding Policy during its annual review to ensure it remains fit-for-purpose.

- Staff Training: Findings may identify specific gaps in knowledge, which will be addressed through the annual safeguarding training or specialized advanced training for DSLs.

#### Records Management

- Final Documentation: All final investigation reports and decisions are recorded by the DSLs in the Safeguarding Register.
- Secure Storage: These documents are stored in password-protected folders with access restricted strictly to the DSLs to maintain confidentiality.
- Data Retention: All information handled post-investigation must continue to meet standards for being necessary, proportionate, relevant, accurate, and secure.

## Record Keeping and Handling Data Related to Safeguarding

Sharing of safeguarding information should be necessary, proportionate, relevant, accurate, timely and secure.

The DSLs will utilise a Safeguarding Register for case management record keeping with individual folders for each case. All safeguarding records, reports and notes will be stored in a password-protected folder accessible only by the DSLs.

You must ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate, up-to-date, and is shared in a timely and secure fashion. When having a discussion relating to safeguarding or making reports using phone calls, ensure this is done in an appropriate space where others cannot easily hear confidential information.

Avoid storing data or information related to safeguarding on your personal devices and complete communications related to safeguarding using Alliance-approved channels such as work emails and work devices. Where personal devices need to be used (for example, making a call, notes or sending an emergency text), forward the information onto your work device/email and then delete these from your personal device(s).

**When responding to a safeguarding concern or disclosure, always contact a Designated Safeguarding Lead immediately.**

## Communications

In its use of information and visual images – both photographic stills, video, animations and recordings - the overriding principle of the Alliance is to maintain respect and dignity in our portrayal of children, adult survivors, families and communities.

Below are the Alliance's communications guidelines which work in conjunction with the Alliance Consent Form for use when obtaining images of children and individuals.

The Alliance is committed to safeguarding in its social media and communications activities.

The Alliance's commitment to safeguarding requires that the Member Safeguarding Standards are made public and uploaded to our website so as to be accessible to all members.

#### Communications Guidelines for External Communications

WPGA strongly supports the United Nations Convention on the Rights of the Child, which makes the best interests of the child a primary consideration (Art. 3) and states that every child has the right to privacy (Art. 16) and protection from all forms of exploitation (Art. 36). Whilst the Alliance acknowledges that images may be useful for increasing the understanding of and mobilising public support for ending online facilitated child sexual abuse, its primary goal is to maintain the dignity of everyone with whom it works. We will always avoid any images that are disrespectful or demeaning.

Any complaints or concerns about inappropriate or intrusive images should be reported and recorded, as with any other child safeguarding concern.

In its internal and external communications, the Alliance will follow the principles below:

1. We will respect the dignity of the subject:
  - We will always seek permission when taking photographs or video footage of individuals.
  - Consent for taking and using photographs and case studies will be sought from individuals, parents, and those with parental responsibility or from the children directly when they are of sufficient age and understanding.
  - Special consideration will be given to photographs, portrayal and depiction of children or at-risk adults, those with disabilities, refugees and those in conflict and disasters to accurately portray context and maintain dignity.
  - Special consideration will be given to the photographs, portrayal and depiction of survivors and victims of abuse.
  - We will explain to the subject the likely use of the images, wherever possible, before they are taken.
2. We will not exploit the subject:
  - We will not manipulate the subject to distort the situation's reality (e.g., we will not ask them to cry for the camera).
  - Where anonymity is requested or deemed safer by coordinating individuals, the names of children and families will be changed and pseudonyms used.
  - The Alliance will never share or publish the full name or contact details of children and will never share the details of at-risk adults without their consent or permission.
3. Will not promote prejudice or discrimination in its communications:
  - We will avoid stereotypes.
  - We will aim to promote empowering images of those we aim to help and support.
  - We will use and take images that reflect the diversity of our membership and those engaged in our work.
  - We will use language and imagery that is inclusive and does not alienate or discriminate against individuals based on gender, sexual orientation, culture, race, ethnicity, disability, neurodiversity, and religious belief systems.
4. All depictions will be accurate:

- We will not distort, manipulate, crop, or edit videos, recordings or images to deliberately or misleadingly, distort the reality of the situation or statements made in the original content.
  - Case studies will not be fabricated or edited unless to preserve the dignity and confidentiality of the subject(s).
  - Where possible, we will use a balance of images (e.g., positive and negative) to reflect the reality of a situation.
  - Where images are utilised for general use (e.g., illustrating a project similar to the one being described), we will make this clear in the caption.
  - We aim to be confident that, to the best of our knowledge, the subject would regard the image and its use as truthful if they saw it.
5. We will maintain standards of taste and decency consistent with our values and those of our supporters.
- We will not use images (including AI generated examples of CSAM), which are erotic, pornographic, or obscene.
  - We will not make gratuitous use of images of any suffering.
6. We will respect the views of our partner organisations.
- We will be sensitive to the concerns and advice of our partner organisations in our gathering and use of visual material.
7. We will maintain a suitable photo library.
- Images will be current and appropriate.
  - All images will be kept centrally and fully documented.
  - Old images will be archived.

#### Portrayal of Children and At-Risk Adults

Where the risk of harm and stigma is high, take mitigating steps; for example, by concealing faces, using pseudonyms and vague geographical locations, and by non-disclosure of personal information. Only use the first names or pseudonyms of children or adults-at-risk unless they have given consent to be identifiable.

In our external communication, images of identifiable children are not used – instead, stock images. Recorded images should focus on an activity and feature groups of children rather than individuals where possible. We will ensure that photographers and filmmakers are not allowed to spend time with or have access to children without supervision. We will check that any images used are not tagged with any individual's location on websites or social media.

Individuals or organisations requesting the use of resources depicting children, such as any personal information, videos, or photographs, should sign an agreement concerning the proper use of such materials and individuals should be notified. Failure to adhere to the terms could result in the termination of permission and the return of information.

#### Obtaining Consent for Communication Materials

Obtain images and any other private information for publication purposes safely and confidentially.

Individuals that have not given consent should be clearly noted by photographers and other communications staff (for example, through specific lanyards).

Consent for external communications use can be withdrawn at any point, and if exercised, content must be removed immediately following notification.

Pictures, materials, and personal information regarding communications including consent forms should be held in a secure area where practicable, and every caution should be exercised to ensure its security. Access to these must be by way of permission only.

### Social Media

WPGA's social media guidance covers social media standards for individuals in the Secretariat utilising the Alliance's social media accounts and personal use of social media. This guidance focuses on safeguarding children on social platforms and the acceptable use of technology. The requirements outlined in the Alliance's communications guidelines also apply to its social media engagement and interactions with children on social platforms.

Authorised staff and partners can post and share material on the Alliance's social media sites (Facebook, LinkedIn). Before posting on Alliance's social media platforms, all staff must read this Policy and gain approval from the Head of Communications or Director of Operations and Finance to access social media accounts.

### Review

<b>Version No.</b>	<b>Approved by</b>	<b>Owner</b>	<b>Approved by date</b>	<b>Date last updated</b>	<b>Review date</b>	<b>Review frequency</b>	<b>Next review date</b>
1.1	Executive Director	Director of Operations and Finance	May 2026	n/a	n/a	Every year	April 2027

## Annexes

### Annex A – Key Terms

- **The Alliance/WPGA:** a shortened version of WeProtect Global Alliance
- **Child:** anyone under the age of 18 years old.
- **Child protection:** The responsibility that organisations and individuals have to ensure their staff, operations, and programmes do no harm to children; and that they do not expose children to the risk of harm and abuse. Any concerns the organisation has about children's safety within their work communities are reported appropriately.
- **Child Sexual Abuse Material (CSAM):** CSAM refers to sexually explicit content involving a child. This can include photographs, videos, or computer-generated images that depict a minor in a sexually explicit manner.
- **At-risk adults:** Anyone 18 years or over who may be vulnerable or at risk of harm, for any reason, including but not limited to age, disability, medical conditions, living conditions, experiences or traumas.
- **Exploitation:** The deliberate maltreatment, manipulation or abuse of power and control over another person.
- **Immediately:** As soon as possible and within 24 hours.
- **Physical violence:** Fatal and non-fatal physical violence including (i) all corporal punishment and all other forms of torture, cruel, inhuman or degrading treatment or punishment; (ii) physical bullying and hazing by adults or by other children; (iii) harmful practices such as female genital mutilation or cutting; amputations, binding, scarring, burning and branding; violent and degrading initiation rites, exorcism; sex selection and 'honour' crimes; and (iv) engaging children in physical child labour, including non-sexual slavery, trafficking, and use of child soldiers.
- **Sexual violence and abuse:** Any form of sexual abuse and exploitation, including (i) the inducement or coercion of a child to engage in any unlawful or psychologically harmful sexual activity, including unwanted comments and advances; (ii) the use of children in commercial sexual exploitation; (iii) the use of children in audio or visual images of child sexual abuse; (iv) child prostitution, sexual slavery, sexual exploitation in travel and tourism, trafficking for purposes of sexual exploitation (within and between countries), sale of children for sexual purposes and forced marriage; and (v) the inducement, coercion or arrangement of a child into a forced or early marriage.
- **Violence and abuse:** Psychological maltreatment, mental abuse, verbal abuse and emotional abuse or neglect, including:
  - all forms of persistent harmful interactions with a child;

- scaring, terrorizing and threatening; exploiting and corrupting; spurning and rejecting; isolating, ignoring and favoritism;
  - denying emotional responsiveness; neglecting mental health, medical and educational needs, insults, name-calling, humiliation, belittling, ridiculing, and hurting a child's feelings
  - exposure to domestic violence;
  - placement in solitary confinement, isolation or humiliating or degrading conditions of detention; and
  - psychological bullying and hazing by adults or other children, including via information and communication technologies (ICTs) such as mobile phones and the internet (known as 'cyberbullying').
- **Neglect or negligent treatment:** The deliberate failure to meet children's physical and psychological needs, protect them from danger or obtain medical, birth registration or other services when those responsible for their care have the means, knowledge and access to services to do so. This includes intentional:
    - physical neglect: failure to protect a child from harm, including through lack of supervision, or to provide a child with basic necessities, including adequate food, shelter, clothing and basic medical care;
    - psychological or emotional neglect, including lack of any emotional support and love, chronic inattention, caregivers being 'psychologically unavailable' by overlooking young children's cues and signals, and exposure to intimate partner violence or drug or alcohol abuse;
    - neglect of a child's physical or mental health: withholding essential medical care;
    - educational neglect: failure to comply with laws requiring caregivers to secure their children's education through attendance at school or otherwise; and
    - abandonment.
  - **Vulnerable circumstances:** Vulnerability is a changeable and contextual state but may include people with a diagnosed condition such as dementia or blindness, individuals with learning difficulties or literacy issues, or those who have a mental condition such as severe anxiety or depression.

## Annex B – Code of Conduct

### Introduction

The WeProtect Global Alliance (WPGA) is committed to maintaining the highest standards of integrity, professionalism, and ethical behaviour in all aspects of its work. As an international organisation working to prevent and respond to online child sexual exploitation and abuse, upholding ethical conduct and lawful practice is essential to achieving our mission and maintaining public confidence.

This Code of Conduct sets out the standards of behaviour expected of all individuals representing WPGA. It provides a framework to guide ethical decision-making, promote accountability, and ensure that all activities are conducted in a manner consistent with the organisation's values and mission.

Adherence to this Code helps ensure that WPGA operates in a responsible, respectful, and transparent manner in all of its engagements.

The policy will be published on the WPGA website to ensure public accessibility.

### Scope

This Code of Conduct applies to all individuals acting on behalf of or representing the WeProtect Global Alliance including employees, Board members, consultants and contractors, interns and volunteers. The code also applies to members participating in WPGA governance bodies or working groups and any other individuals formally representing WPGA in meetings, events, partnerships, or communications. The standards are expected to be maintained both within and outside of the place of work and working hours.

All individuals within the scope of this policy are expected to read, understand, and comply with this Code while performing duties or representing WPGA. The Code of Conduct will also be referenced in contracts with employees, consultants, suppliers and sub-contractors.

### Core Principles

Individuals representing WPGA are expected to uphold the following principles:

- **Integrity:** Act honestly, ethically, and responsibly in all professional activities. Avoid behaviour that could damage the reputation or credibility of WPGA.
- **Respect:** Treat all individuals with dignity, fairness, and respect, regardless of background, identity, or position.
- **Accountability:** Take responsibility for actions and decisions and comply with applicable laws, regulations, and organisational policies.
- **Transparency:** Conduct activities in an open and transparent manner and avoid conflicts of interest.
- **Safeguarding and Protection:** Promote the safety and wellbeing of children and vulnerable individuals in all aspects of WPGA's work.

### Expected Standards of Conduct

Individuals representing WPGA must:

- Act in the best interests of the organisation and its mission.
- Conduct themselves in a professional and respectful manner at all times.
- Comply with applicable laws, regulations and WPGA policies detailing expected standards in areas such as, but not limited to, safeguarding, financial conduct and conflict of interest.
- Maintain the confidentiality of sensitive or non-public information.
- Avoid conflicts between personal interests and organisational responsibilities.
- Use organisational resources responsibly and only for legitimate purposes.
- Represent WPGA accurately and responsibly in public forums, meetings, and communications.
- Respect cultural differences and act inclusively in international contexts.

### Conflicts of Interest

Individuals must avoid situations where personal, financial, or other interests could conflict or appear to conflict with the interests of WPGA. Any actual, potential, or perceived conflicts of interest must be disclosed promptly to the appropriate authority within the organisation, such as a line manager, Director of Operations and Finance, Executive Director, or the independent member of the Finance, Risk and Audit Committee. Further details can be found in the Conflict-of-Interest Policy.

### Respectful and Safe Working Environment

WPGA is committed to providing a professional environment free from all forms of harassment, sexual harassment discrimination, bullying, or intimidation.

Individuals representing the organisation must:

- Treat colleagues, partners, and stakeholders with courtesy and respect
- Avoid behaviour that could create a hostile or unsafe environment
- Comply with relevant safeguarding and workplace policies

Any behaviour that undermines a respectful workplace will not be tolerated.

### Confidentiality and Information Protection

Individuals may have access to confidential or sensitive information relating to the organisation, its members, partners, or operations. Such information must:

- Only be used for legitimate organisational purposes
- Not be disclosed to unauthorised parties
- Be handled in accordance with WPGA policies and applicable data protection laws. Confidentiality obligations continue even after an individual's role with WPGA has ended

### Reporting Concerns

Individuals are encouraged to raise concerns if they believe that conduct may violate this Code or other WPGA policies. Contacts for reporting concerns are provided in Appendix A. Concerns may be reported through the organisation's Whistleblowing procedure as set out in the Whistleblowing Policy which is published on the WPGA website.

Reports made in good faith will be treated seriously and handled confidentially.

**Code of Conduct Breaches**

All individuals covered by this policy are responsible for complying with this Code of Conduct.

Failure to adhere to the Code may result in appropriate action, which could include:

- Informal or formal warnings
- Removal from roles or responsibilities
- Termination of employment or contractual arrangements (e.g. consultant, supplier, partner or sub-contractor)
- Other appropriate measures depending on the circumstances such as reporting to regulatory authorities in relation to potential criminal activity.

For employees and individuals engaged through an international Employer of Record (EOR), see the Disciplinary Policy and Procedure for further details.

**Whistleblowing Contacts**

This section is included in the full version which is available to internal employees and volunteers at WPGA.

**Annex C – Reporting Form**

<p>This is an <b>optional</b> form designed to report any safeguarding incidents or concerns. It should be completed by the staff member who has been disclosed to, who witnessed the incident, who was most directly involved or who provided the first response if relevant. Once completed, it must be submitted immediately to a Designated Safeguarding Lead via your work email.</p>	
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Name & role of the person completing this form:	
Date form is completed:	

Details of the child or adult at risk:

Name:	Address:
Contact number:	Gender:
Date of birth:	Any further information that may be useful to consider:

Details of reporter:

Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	
	Responding to someone else's concerns	
If responding to someone else's concerns, please provide their details below:		
Name:		
Email address:		
Contact number:		

**Incident Details:**

Date/ Time:	
Location of incident:	
Description of the incident or concern: (continue on a separate sheet if necessary & include reference number): <i>(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay)</i>	
Details of any previous concerns, incidents or relevant safeguarding records:	
Child, young person or adults at risk account of the incident or concern: <i>(use their own words)</i>	
Witness account of incident or concern: <i>(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)</i>	
<b>Details of any witnesses:</b>	
Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to the child, young person or adult at risk: Contact details:
<b>Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:</b>	

Signed By Author:	Name:	Date:
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**Reporting to the Designated Safeguarding Lead section: *(to be completed by DSL)***

Date & time DSL notified of incident/concern:

Date & time this form passed on to DSL (if different from above):

DSL comments: *(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):*

Annex D - Member Safeguarding Standards

Safeguarding and child protection minimum standards for members

WeProtect Global Alliance brings together governments, the private sector, civil society, and international organisations to develop policies and solutions to protect children from sexual exploitation and abuse online. The Alliance ultimately exists for the protection of children and survivors of abuse above all other aims.

WeProtect Global Alliance members must seek to maintain the highest standards of safeguarding practises throughout their work and foster a positive, participatory environment when engaging with children and at-risk adults.

WeProtect Global Alliance members must commit to the following minimum safeguarding standards:

1. Have a safeguarding and/or child protection framework in place; ensuring that all relevant staff members understand their safeguarding responsibilities and know when and how to raise safeguarding and child protection concerns.
2. Deliver all programmes and projects in the safest possible manner aiming to do no harm and taking appropriate mitigations of risk towards children or at-risk adults.
3. Have a data protection policy which ensures the gathering, production, storage and use of personal data (including photos) is compliant with relevant laws and regulations, and that respects the informed consent of all subjects.
4. Maintain a detailed register of all safeguarding and/or child protection concerns raised including a record of the response to the concern.
5. Agree to share safeguarding information with the Alliance, as appropriate (e.g. when undertaking child-facing work in partnership with the Alliance).
6. Ensure that any participation of children and at-risk adults in their work is positive, meaningful, safe and ethical.