

Evolve Safeguarding Policy

General Objectives of the Policy

As an organisation, Evolve - Foundation for International Legal Assistance (Evolve) affirms that everyone it comes into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Evolve will not tolerate abuse and exploitation by or of team members. This policy aims to ensure that Evolve team members, as appropriate to their engagement with Evolve, are aware of their safeguarding responsibilities. This includes:

- I. Safeguarding OF its team: Evolve will take all reasonable steps to ensure that its team members are kept safe from harm;
- ii. Safeguarding BY its team: Evolve will ensure all team members are trained, confident, and supported in being aware of safeguarding risk factors, and able to receive, record, and report safeguarding concerns; and
- iii. Safeguarding FROM its team: Evolve will ensure that it follows safe recruitment best practice, that it clearly establishes the behavioural expectations of its team members, and that it responds appropriately to any breaches of those standards.

In addition, this Safeguarding Policy covers harm arising from the conduct of Evolve team members; and the design and implementation of Evolve's programmes and activities.

The Trustees of Evolve will review the Safeguarding Framework annually, will review safeguarding performance on a quarterly basis, and will be immediately informed of any safeguarding incidents, to ensure that Evolve maintains best practice in this area.

Policy Principles

Overview

1. In the UK, safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. In the legal international development sector, Evolve understands it to mean protecting all people, but especially children and at-risk adults, from any harm that may arise from coming into contact with its team members or programmes.
2. Safeguarding requires protecting people; health, wellbeing and human rights, and enabling them to live free from fear, harm, abuse and neglect. Safeguarding involves taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from

occurring; to protect people, especially children and adults at risk, from that harm; and to respond appropriately when harm does occur. This definition draws from Evolve's values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes. Safeguarding applies consistently and without exception across Evolve's programmes, partners and team members. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

1. As an organisation, Evolve affirms that everyone it comes into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Evolve will not tolerate abuse and exploitation by team members. Evolve commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.
2. This Policy applies to all members of the Evolve team as well as personnel engaged with work related to Evolve, including but not limited to the following: consultants; volunteers; contractors; and programme visitors including journalists, celebrities and politicians.
3. This policy addresses the following areas of safeguarding: safeguarding OF its team; safeguarding BY its team; and safeguarding FROM its team.
4. Evolve additionally affirms the Bond Safeguarding Principles for the International NGO sector, and commits to:
 - a. *Ensuring that the culture within Evolve provides a safe and trusted environment that encourages those affected to come forward and report incidents.*
 - b. *Assuring the regulatory bodies that they have full disclosure of all safeguarding concerns at the earliest opportunity.*
 - c. *Sharing with the regulatory bodies the safeguarding policies and practices already in place, as well as how incidents and allegations are handled when they arise.*
 - d. *Increasing investment and resources towards safeguarding and protecting the most vulnerable.*
 - e. *Ensuring that the highest safeguarding standards are applied throughout Evolve programmes and that safeguarding best practice is shared across the INGO sector.*

Definitions

1. In developing its understanding of Safeguarding, Evolve has been mindful of the following guidance from its key stakeholders:

- a. The **Charity Commission** defines safeguarding as: *“the range of measures in place to protect people in a charity, or those it comes into contact with, from abuse and maltreatment of any kind.”*
 - b. **DFID**, in its Enhanced Due Diligence Questionnaire on Safeguarding June 2018 assesses *“an organisation’s ability to protect from sexual exploitation and abuse and harassment, children, young people and vulnerable adults they work with as well as their own staff and volunteers.”* DFID is looking for policies which *“promote a safeguarding environment that protects all children and vulnerable adults.”*
 - c. **Bond** notes that *“Safeguarding is commonly considered to be the responsibility of organisations to make sure their staff, operations and programmes do no harm to children and vulnerable adults or expose them to abuse or exploitation...”* but that *“...it is increasingly becoming best practice to think about how we safeguard everyone in our organisations at all times, including protecting staff from inappropriate behaviour such as bullying and harassment.”*
 - d. **BWB LLP** notes that *“Safeguarding should be a key governance priority for all charities, not just those working with children or groups traditionally considered “at risk”, regardless of size or resources.”*
2. Evolve defines a **team member** as any member of staff, contractor, volunteer, trustee or other person carrying out work on behalf of Evolve.
 3. Evolve defines a **survivor** as a person who has been abused or exploited, and is used in preference to ‘victim’ as it implies strength, resilience and the capacity to survive.
 4. Evolve defines a **child** as anyone under the age of 18 years’ old.
 5. Evolve follows the UK Government document *“Working Together to Safeguard Children”* to categorise, and defines **child abuse** as follows:
 - a. **Physical abuse** includes hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
 - b. **Emotional abuse** includes conveying to a child that they are inadequate, humiliation, blaming, controlling, intimidation, verbal abuse, isolation, seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying).
 - c. **Sexual Assault** includes assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside

of clothing. It may include involving children in looking at, or in the production of, sexual images, watching sexual activities, or grooming a child in preparation for abuse.

- d. **Neglect** including failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm or danger, to provide adequate supervision and/or access to appropriate medical care or treatment. It may occur during pregnancy as a result of maternal substance abuse.
 - e. **Domestic abuse** includes suffering from or witnessing abuse, and it is child abuse for children to witness instances of domestic abuse. Teenagers can also suffer domestic abuse in their relationships.
 - f. **Child Sexual Exploitation (CSE)** is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked for the purpose of sexual exploitation.
 - g. **Bullying** is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.
 - h. **Online abuse** occurs in the context of an ever-growing use of the internet, mobile telephones and online gaming (e.g. Xbox/ PlayStation), and there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages when online and who try to obtain images or engineer meetings.
 - i. **Together defined as “Child Abuse”**
6. Evolve defines an **adult at risk** as an individual aged eighteen or over, who has needs for care and support; and is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.

7. Evolve follows the UK Government document “Care and Support Statutory Guidance” to categorise and define **adult abuse** as follows:
- a. **Physical abuse** includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
 - b. **Sexual abuse** includes rape and sexual assault or sexual acts to which the adult has not consented or could not consent or was pressurised into consenting.
 - c. **Psychological abuse** includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
 - d. **Financial or Material abuse** includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
 - e. **Neglect or acts of omission** includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
 - f. **Discriminatory abuse** including racist, sexist, that is based on a person’s disability, and other forms of harassment, slurs or similar treatment.
 - g. **Domestic abuse** is usually a systematic, repeated and often escalating pattern of behaviour by which the abuser seeks to control, limit and humiliate, often behind closed doors.
 - h. **Organisational abuse** includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
 - i. **Modern Slavery** includes human trafficking; forced labour and domestic servitude; traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
 - j. **Bullying and harassment** is behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010. Examples of

bullying or harassing behaviour include: spreading malicious rumours; unfair treatment; picking on or regularly undermining someone; denying someone's training or promotion opportunities. Harassment involves unwanted behaviour is related to: age; sex; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; or sexual orientation.

k. **Together defined as "Adult Abuse".**

8. Evolve will not tolerate its team members carrying out any form of sexual harassment, sexual violence or sexual exploitation, defined as follows:

- a. **Sexual harassment** is unwanted conduct of a sexual nature. It can be directed towards one person, groups of people or towards everyone and can occur as a one-off incident or be a pattern of harmful behaviour. Anyone can experience sexual harassment. Sexual harassment can take many forms, including (but not limited to): verbal comments of a sexual nature, such as remarks about a person's appearance, questions about their sex life or offensive jokes; non-verbal such as displaying pornographic or explicit images, staring, sexual gestures or written comments of a sexual nature such as offensive or inappropriate; physical acts, such as unwanted physical contact, touching, and assault (this includes attempts and threats to do these things). An action or behaviour can still be considered sexual harassment even if the alleged harasser didn't intend for it to be harmful.
- b. **Sexual exploitation** means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
- c. **Sexual violence** is any sexual act or attempt to obtain a sexual act, or unwanted sexual comments or advances, that are directed against a person's sexuality using coercion by anyone, regardless of their relationship to the victim, in any setting.

9. Evolve defines **harm** or **harmful behaviour** as any examples of child abuse, adult abuse, or sexual harassment, exploitation or violence.

Safeguarding of its team

1. Evolve team members are prohibited from displaying any harmful behaviour or causing harm to others, intentionally or otherwise, within Evolve or without, and will be subject to investigation if they are found to have done so.

2. Evolve expects all its team members to act as professionals, exercising discretion and sensitivity in the way they interact with each other.
3. Evolve affirms the importance of diversity, differing opinions, transparency, and the worth of each individual irrespective of their place in the organisation.
4. In addition, Evolve affirms the six IASC core principles relating to Sexual Exploitation and Abuse, and applies them as follows:
 - a. *Sexual harassment, exploitation and abuse by any Evolve team member constitutes an act of gross misconduct and is therefore grounds for immediate termination of any role within Evolve without notice;*
 - b. *Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally, and constitutes an act of gross misconduct and is therefore grounds for immediate termination of any role within Evolve without notice. Mistaken belief in the age of a child is not a defence.*
 - c. *Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited and constitutes an act of misconduct, and is grounds for a formal warning.*
 - d. *Evolve team members are obliged to create and maintain an environment which prevents sexual harassment, exploitation and abuse and promotes the implementation of their codes of conduct. Managers at all levels have particular responsibility to support and develop systems which maintain this environment.*
5. Evolve also commits to ensuring a regular schedule of training to ensure that team members are aware of, confident with, and applying its suite of policies, procedures, protocols, to ensure that as far as reasonably possible, its team members are safeguarded from any harm arising from the conduct of other Evolve team members, and also from the design and implementation of Evolve programmes and activities. Specifically, all team members working in Uganda will:
 - a. Be provided with the Safeguarding Policy on induction, and required to sign that they have read and understood the policy.
 - b. Have orientation on safeguarding when they begin work.
 - c. Be made aware of the Safeguarding Officer and how to reach them in the event of a question or concern.

Safeguarding by its team

1. Evolve team members may occasionally come into contact with children or adults at risk in the course of their duties, and may observe directly, infer from statements made or hear information that raises concerns about their welfare.
2. Evolve team members may also occasionally be in a position to receive a safeguarding disclosure from a survivor or witness to a safeguarding incident.
3. Where concerns so arise, team members are asked to do the following, as appropriate to the circumstances:
 - a. RESPOND appropriately:
 - i. Listen carefully to what is being said.
 - ii. Take what is said seriously.
 - iii. Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
 - iv. Remain calm.
 - v. Consider the person's age and level of understanding.
 - vi. Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
 - vii. Offer reassurance that disclosing is the right thing to do.
 - viii. Establish only as much information as is needed to be able to tell the Safeguarding Officer what is believed to have happened, when and where.
 - ix. Check out what the person hopes to result from the disclosure.
 - x. Tell the child or adult what you are going to do next.
 - b. It is important that team members DO NOT do the following:
 - i. Make promises that cannot be kept (e.g. that you won't share the information).
 - ii. Make assumptions or offer alternative explanations.
 - iii. Investigate the allegations independently.
 - iv. Contact the person about whom allegations have been made.
 - v. Undertake a physical or medical examination.
 - c. RECORD carefully:
 - i. Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.

- ii. Do not destroy your original notes in case they are required by the statutory authorities.
 - iii. Record the date, time, place, words used and how they appeared to you. Record the actual words used, including any swear words or slang.
 - iv. Record facts and observable things, not your interpretations or assumptions.
 - v. Don't speculate or jump to conclusions.
 - d. REPORT promptly:
 - i. If there is immediate danger to any child or adult (at risk or otherwise) contact the police.
 - ii. Otherwise report to the Safeguarding Officer immediately, or at latest within **24 hours**.
4. Evolve commits to the following principles to ensure safeguarding reports are addressed appropriately:
 - a. *Concerns or allegations of harm will always be taken seriously and investigated;*
 - b. *Evolve will seek to safeguard team members, children and adults at risk by valuing, listening to and respecting them;*
 - c. *All Evolve team members will have access to, and be familiar with, the Evolve Safeguarding Framework, and will know their roles and responsibilities within it;*
 - d. *All Evolve team members receive safeguarding training on induction*
 - e. *All team members will have access to the Evolve Safeguarding Reporting Protocols;*
 - f. *All Managers are responsible for promoting awareness of the Safeguarding Policy within their teams.*
5. All team members are required to have read this Safeguarding Policy and to know their responsibilities in their role and to provide signed confirmation of this on the Induction checklist. Team members should be able to identify signs of abuse and know how to report concerns. Where staff suspect that abuse might be present, they should raise any concerns with the Safeguarding Officer.

Safeguarding from its team

1. As part of its Safeguarding approach, Evolve is committed to adopting a Do No Harm approach in its programming and will ensure that:
 - a. The operating context of any Evolve's work, including political dynamics, gender norms and social norms, is well understood;
 - b. Any programme adheres to international best practice on effective and ethical development practice;

- c. Through the Do No Harm approach, programmes will seek to avoid negative impacts and maximise positive impacts of their interventions.
2. Evolve will conduct safeguarding risk assessments in all areas of its work. In relationship to children or adults at risk, the key elements will be:
 - a. Establishing the context, scope and setting of its work;
 - b. Identifying the potential impact on children or adults at risk;
 - c. Identifying and analysing the potential risks of that impact or contact
 - d. Evaluating the risks in terms of likelihood and the seriousness of impact
 - e. Implementing strategies to minimise or prevent risk
 - f. Reviewing and revising risks and preventative measures
 - g. Communicating and consulting the risks and preventative measures
 - h. Minimising and addressing Risks
3. Evolve is committed to ensuring that its activities do not harm team members, children or adults at risk, and has put in place measures to mitigate this risk, including the following:
 - a. Safe recruitment, in accordance with the Evolve's safe recruitment procedures;
 - b. Code of conduct, requiring all team members and programme participants to be aware of and commit to a relevant code of conduct, detailed Evolve's expectations of their behaviour;
 - c. Training on safeguarding, provided to all team members, to ensure they are aware of and compliant with their safeguarding roles and responsibilities;
 - d. Safe programme design, to ensure that any Evolve activities, projects, or programmes minimise the risk of safeguarding issues arising;
 - e. Embedding of safeguarding at all levels of Evolve; and
 - f. Clear reporting structures and regular review and follow-up.

Safeguarding Reporting

1. Evolve will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to team members and the communities within which it works, as follows:
 - a. Any team members reporting concerns or complaints through formal whistleblowing channels will be protected by Evolve's Whistleblowing Policy.
 - b. Evolve will also accept complaints from external sources such as members of the public, partners and official bodies in line with its Evolve's Complaints Policy.
 - c. Evolve team members who have a complaint or concern relating to safeguarding should report it immediately to the Safeguarding Officer. If a team member does not feel comfortable reporting to their Safeguarding Officer (for example if they

feel that the Safeguarding Officer may be implicated in the concern) they may report to one of the Evolve Trustees.

- d. The Evolve Safeguarding Officer is Tanya Murshed
2. All Safeguarding reports will be responded to in line with the Evolve Safeguarding Reporting Protocols.

Responsibilities

Safeguarding adults at risk is everyone's responsibility and failure to act on concerns relating to an adult at risk is not an option.

The Safeguarding Officer will:

1. Promote and oversee organisational best practice on Safeguarding.
2. Ensure the effective implementation of the Safeguarding Policy
3. Follow up on Safeguarding concerns and disclosures
4. Keep up to date with relevant Safeguarding legislation, in both the UK and in all countries where Evolve works
5. Ensure all staff and volunteers receive Safeguarding training
6. Develop and maintain links with relevant agencies
7. Review and update the Safeguarding Policy Annually

Responsibilities of Evolve Trustees:

Evolve's Trustees will:

1. Ensure that the Safeguarding Policy in place is appropriate
2. Ensure that the Safeguarding Policy is being monitored and reviewed

All Evolve team members are required to adhere to the Safeguarding Policy at all times.

Reviewing the policy

Evolve's Safeguarding Lead and Trustees will review the policy every year, or when legislation changes.

Next Review Date: January 2021



Registered Charity No: 116788

ANNEX 1: Respond, Record, Report

Step 1 Respond

- Listen Carefully
- Take it seriously
- Open Questions
- Remain Calm
- Consider Age and Understanding
- Check if can take notes
- Reassure
- What, When and Where
- Check expectations
- Explain Next Steps

DO:

- Make promises that cannot be kept
- Make assumptions
- Offer alternative explanations
- Investigate independently
- Contact the person about whom the allegations have been made
- Undertake a physical or medical examination

DON'T:

Step 2 Record

- Make brief notes at the time
- Write up in detail as soon as possible
- Keep original notes
- Time, Date, Place, words used, demeanour
- Record facts and observable things
- Do not record interpretations or assumptions
- Do not speculate or jump to conclusions

Step 3 Report

IF THERE IS IMMEDIATE DANGER TO A CHILD OR ADULT, YOU MUST REPORT THE ALLEGATIONS TO THE POLICE IMMEDIATELY

Otherwise, report to the Safeguarding Officer, Alex Bennie within a maximum of **24 HOURS**