

Rory's Well Safeguarding Policy and Procedure

1.1. Rationale

Rory's Well wishes to ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children, young people and vulnerable adults with whom our work brings us into contact.

Whilst Rory's Well is not specifically a child focussed organisation, we may encounter children young people and vulnerable adults during the course of our work. In the delivery of our work, Rory's Well is committed to upholding the rights of children and safeguarding them against actions (intended or unintended) that place them at risk of all forms of violence and harm, including child abuse and exploitation. (See Appendix 1 for more detail).

1.2 Rory's Well Risk Appetite

Rory's Well has a zero-tolerance approach to child abuse and exploitation. Rory's Well will ensure all those associated with the delivery of our work have access to information about how to report concerns or allegations of child exploitation, abuse or other breaches of this policy and will take immediate action upon report of any suspected breach. Rory's Well will not knowingly engage volunteers to be in direct or indirect contact with children or access communities whom we work with if they pose a risk to children's safety or wellbeing.

1.3 Scope

This policy applies globally to all Rory's Well volunteers associated with the delivery of projects both during and outside normal working hours. Except in countries where the following policy contravenes local legislation, in these cases, local legislation must be followed. Rory's Well policy will apply in the event that it is more stringent than local legislation.

Rory's Well expect that all partner organisations involved in the delivery of our work have appropriate child safeguarding measures.

Activities

The Policy applies to all Trustees and volunteers when representing Rory's Well be that project activities, talks or fundraising activities.

Audience

The requirements of the policy apply to all volunteers of Rory's Well. The primary audience are the Trustees and Project managers who work with partner organisations involved in the delivery of our work.

This policy will also be provided to the partner organisations as part of the early stages of the Project assessment.

All partner organisations entering into both formal and informal partnership agreements with Rory's Well will (if they deal with children) be assessed on the strength, commitment and practice of their child protection policies and practices and these will form part of our ongoing review and monitoring of the partnership.

Rory's Well recognises that for our international partners there can be difficulties faced by some agencies in developing a meaningful child protection policy – scarcity of resources, capacity and legislative frameworks can all act as a constraining factor. Rory's Well recognises it has an important role to play in supporting partners to overcome the difficulties they face and therefore will offer assistance towards building a participatory, locally determined policy that is meaningful and ultimately safeguards the children directly

and indirectly accessing the services of the project. A willingness by the partner organisation to engage in this way of working is a critical element of our continuing relationship with them.

2.0 Process and Procedures

The underlying principle is that whenever Rory’s Well representatives undertake activities which may bring them into contact with children; young people and vulnerable adults they will always be accompanied at all times with an adult e.g. a schoolteacher from the school they are attending or supervising adult such as a parent.

Appendix 2 covers the code of practice which applies to all volunteers who may come into direct contact with children, young people or vulnerable adults.

Photography – images process

To ensure the privacy and safeguarding of children when photographing or filming a child or using children’s images or stories for work-related purposes including promotion, fundraising etc.:

- Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child;
- Obtain informed consent from the child and/or parent or guardian of the child before photographing or filming a child or obtaining their story. An explanation of how the photograph, film or story will be used must be provided;
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- Ensure images and stories are honest representations of the context and the facts;
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images or stories in any form

Reporting

Externally facing reporting process

On our website, information will be provided for the general public, communities and partners on how to raise a concern or complaint. Within this Complaints policy the relevant email contact details is provided.

Internal reporting process

Anyone (including Rory’s Well beneficiaries) can raise a concern or make a complaint to Rory’s Well about something they have experienced or witnessed without fear of retribution. You can do this verbally or in writing to any of the Rory’s Well Trustees or if you prefer you can follow the Fraud and Whistleblowing Policy Procedures.

3.0 Key Controls

| Key control(s) | Key indicator(s) | Monitoring frequency |
|------------------|--|----------------------|
| Accountability - | Documented evidence of signed and dated Child Safeguarding | Annual |
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4.0 Related Policies and Procedures

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| Complaints Policy | |
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| Fraud and Whistleblowing Policy | |