

# **CBM UK**

# **Safeguarding Policy**

Updated June 2024

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## Definition of terms

**Abuse:** A violation of an individual's human and civil rights by any other person.

**Emotional abuse:** Deliberately causing mental or emotional pain. Examples include intimidation, coercion, ridiculing, harassment, isolating a person from family and friends, use of silence to control behaviour, and yelling or swearing which results in mental distress.

**Harassment:** Unwanted or unwelcome words, actions, or behaviours that create an intimidating, hostile, degrading, humiliating, or offensive environment for an individual or group of people. This includes hate speech, which is abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion or sexual orientation.

**Neglect:** Neglect occurs when a person, through their action or inaction, deprives someone of the care necessary to maintain their physical or mental health. Examples include not providing basic items such as food, water, clothing, a safe place to live, medicine, or health care.

**Physical abuse:** Intentional bodily injury. Some examples include slapping, pinching, choking, kicking, shoving, or inappropriately using drugs or physical restraints.

**Sexual abuse:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

**Sexual exploitation:** 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.

**Sexual harassment** is defined as the behaviour, which occurs when the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the other person, or the person engages in other unwelcome conduct of a sexual nature in relation to the other person, and a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated, or intimidated.

## Acronyms

**CBM UK:** Christian Blind Mission (United Kingdom) Limited

**DBS:** Disclosure & Barring Service check

**IASC:** Inter-Agency Standing Committee

**SEAH:** Sexual Exploitation, Abuse and Harassment

**UNCRPD:** United Nations Convention on the Rights of Persons with Disabilities

## Introduction

CBM UK is a registered charity working towards an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential. CBM UK supports project in Africa and Asia to create long-term positive change, treating and preventing conditions that lead to disability and enabling people with disabilities to access healthcare, education, livelihoods and to be active in their communities.

## What do we mean by safeguarding?

The term ‘safeguarding’ is used to describe the responsibility of organisations to make sure their staff, operations, and programmes do no harm to the people who come into contact with the organisation, nor expose them to abuse or exploitation.

Abuse can mean any violation of an individual’s human or civil rights by another person, including through sexual exploitation, abuse or harassment, or any other forms of violence, exploitation and abuse, such as bullying, psychological abuse, physical violence or neglect. Harm may be caused by someone abusing a position of power – but it may also occur as an unintended consequence of the project design or implementation.

## Statement of commitment and principles

CBM UK is committed to ensuring the safety and protection of everyone we work with. Protecting children, young people and vulnerable adults from harm is central to achieving our goal of improving the quality of life of persons with disabilities in the poorest communities of the world.

CBM UK takes a zero-tolerance approach to all forms of abuse, including sexual exploitation, bullying and harassment. Implementation of a robust safeguarding policy and practice is key to CBM UK’s values of championing inclusion, striving for justice, pursuing excellence, embracing partnership and living with integrity.

We recognise that people with disabilities can be at increased risk of experiencing abuse. We support and equip people with disabilities to have greater control over their decision-making, and greater potential to participate fully in their communities and support their families.

We are committed to a rights-based approach to disability, underpinned by the United Nations Convention on the Rights of Persons with Disabilities. Article 16 of the Convention requires that all appropriate measures to be taken to prevent all forms of exploitation, violence and abuse against persons with disabilities, including through the provision of information on how to recognise and report instances of exploitation, violence and abuse. The Convention further requires all appropriate measures to be taken to aid the recovery, rehabilitation and social reintegration of persons with disabilities who become victims/survivors of any form of exploitation, violence or abuse.

We also acknowledge the potential risk to supporters who may be vulnerable. We refer to the principles in The Code of Fundraising Practice and the Institute of Fundraising Guidance on Treating Donors Fairly, particularly ensuring that supporters have capacity to make donation decisions, recognising where they should be given extra support and care, and taking extra steps to ensure that data protection legislation is properly complied with.

## **International principles and standards**

CBM UK expects to meet the standards in safeguarding required by relevant legislation, regulatory authorities, donor contracts and best practice guidance. We adhere to international principles and standards covering protection from sexual exploitation and abuse, as follows:

- [Inter-Agency Standing Committee \(IASC\) six core principles relating to sexual exploitation and abuse](#), which are covered in CBM UK's Safeguarding Behaviour Code (see Annex 1).
- the [IASC Minimum Operating Standards on PSEA](#).
- the [Core Humanitarian Standard on Quality and Accountability](#).

The risk of falling short of minimum standards is mitigated as far as possible by ensuring that appropriate policies and working practices are regularly reviewed and improved and that staff are adequately experienced and trained to manage this. Where necessary, external advice is sought to supplement internal expertise.

## **Scope**

This policy applies to all employees of CBM UK, including paid interns, and associated personnel whilst engaged with work or visits related to or under the direction or care of CBM UK, including but not limited to the following: volunteers; contractors; Trustees, programme visitors including supporters, journalists, celebrities and politicians ('CBM UK Representatives').

## Purpose

This policy promotes safeguarding as a key priority across all of CBM UK's work and ensures roles, responsibilities and reporting mechanisms are clearly understood and effective. It enables staff, management and trustees to fulfil their duty of care, and to take all reasonable steps to safeguard the people participating in CBM UK programmes and activities (particularly children and at-risk adults) and protect them from abuse, exploitation and neglect. It also ensures all necessary steps are taken to protect and maintain the wellbeing of staff members, volunteers and all others who come into contact with the organisation.

## Policy linkages

This policy should be read in conjunction with the CBM UK Child Safe Communication Guidelines, the Vulnerable Supporters Policy, Staff Handbook, the Serious Incident Policy, the Privacy Policy, the Data Protection Policy and the Whistleblowing Policy. This policy does not cover sexual harassment in the workplace (contained in CBM UK's Staff Handbook) or abuse or exploitation in the wider community not perpetrated by CBM UK or representatives.

## CBM UK safeguarding roles and responsibilities

Role	Responsibilities
All employees of CBM UK	<ul style="list-style-type: none"> <li>• Familiarise themselves with, and follow, this policy</li> <li>• Sign the Safeguarding Behaviour Code</li> <li>• Report any safeguarding concern to the appropriate focal point</li> <li>• Contribute to building and maintaining a safe environment for all who come in contact with CBM UK, free from abuse, exploitation or harassment</li> <li>• Complete safeguarding training requirements.</li> </ul>
Safeguarding Coordination Group	<ul style="list-style-type: none"> <li>• Share information and coordinate CBM UK safeguarding work, to avoid duplication and prevent gaps</li> <li>• Develop, implement and monitor an action/improvement plan for CBM UK safeguarding</li> <li>• Monitor provision of training for UK staff on safeguarding (inductions, refresher, etc.,)</li> <li>• Monitor developments in safeguarding policy and practice in the international development sector in the UK, and propose introduction into CBM UK where appropriate.</li> </ul>
Human Resources Manager	<ul style="list-style-type: none"> <li>• Monitor adherence to the Safeguarding Behaviour Code</li> <li>• Ensure that all employees and representatives have access to this policy and understand their responsibilities in relation to it</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all CBM UK employees undertake a Basic DBS check</li> <li>• Implement a robust recruitment process which includes reference checks and discussion about CBM UK's commitment to safeguarding in interviews</li> <li>• Ensure CBM UK meets its recruitment and accessibility requirements as a Disability Confident Employer</li> <li>• Ensure that new employees receive an induction on safeguarding, and that all employees receive annual refresher training</li> <li>• Report any breaches in policy, incidents or safeguarding concerns promptly to a member of the Leadership Team.</li> </ul>
Fundraising and Communications safeguarding focal person	<ul style="list-style-type: none"> <li>• Ensure that CBM UK employees and representatives follow the CBM UK Vulnerable Supporters Policy</li> <li>• Ensure that external communications are in line with this policy</li> <li>• Ensure that CBM UK complies with the Institute of Fundraising Guidance on Treating Donors Fairly, never placing anyone under undue pressure, and never taking advantage of someone's lack of knowledge or need for care</li> <li>• Log and act upon feedback and complaints about treatment of supporters</li> <li>• Ensure that CBM UK's registration with the Fundraising Regulator is maintained, and that the organisation follows the Code of Fundraising Practice</li> <li>• Report any breaches in policy, incidents or safeguarding concerns promptly to a member of the Leadership Team.</li> </ul>
Programmes safeguarding focal person	<ul style="list-style-type: none"> <li>• Support the development and monitor the implementation of safeguarding measures in all CBM UK-funded projects, in conjunction with CBM Global's Safeguarding Manager, and the relevant Country Team and partner organisation(s)</li> <li>• Provide technical support and liaise with CBM Global and the relevant donor(s) when a safeguarding incident is reported</li> <li>• Monitor the development of partner's safeguarding work in CBM UK-funded projects, and support partner training and implementation of safeguarding action plans as needed</li> <li>• Provide safeguarding advice and guidance to management, colleagues and partners</li> <li>• Oversee CBM UK's safeguarding risk management approach</li> <li>• Report any breaches in policy, incidents or safeguarding concerns promptly to a member of the Leadership Team.</li> </ul>

Leadership Team (Chief Executive Officer, plus Directors of International Programmes, Finance & Operations, and Fundraising & Communications)	<ul style="list-style-type: none"> <li>• Create and maintain a positive organisational culture for safeguarding and a safe environment for all who come into contact with the organisation</li> <li>• Identify and mitigate safeguarding and organisational risks</li> <li>• Receive and deal with reports of all serious concerns/incidents</li> <li>• Set strategic safeguarding objectives</li> <li>• Ensure appropriate safeguarding training is delivered</li> <li>• Accountable to the Board, donors and Charity Commission for the management of safeguarding in the organisation</li> <li>• Report to the Board quarterly on safeguarding</li> <li>• Submit a reviewed version of this policy to the Board for approval annually.</li> </ul>
Board of Trustees	<ul style="list-style-type: none"> <li>• Ensure CBM UK has appropriate safeguarding policy and procedures in place. Regularly review these to ensure they are fit for purpose</li> <li>• Ensure that there is always a Trustee appointed to act as the Board focal point on safeguarding</li> <li>• Review the safeguarding risks in the CBM UK organisational risk register</li> <li>• Consider how to improve safeguarding procedures and culture in CBM UK</li> <li>• Ensure that everyone involved with CBM UK knows how to recognise and report a safeguarding concern</li> <li>• Ensure timely reporting of safeguarding serious incidents to the Charity Commission and to donors as required.</li> </ul>

## Preventative measures

### Recruitment and on-boarding of new staff

All our job advertisements include a statement on CBM UK's commitment to safeguarding.

Every job description refers to safeguarding. Some posts have responsibilities for specific elements of safeguarding. For those that do not, there is a statement of the responsibilities of each and every employee, volunteer and intern to contribute to a safe environment for all who come in contact with CBM UK.

Job interviews to explore the candidates' understanding of, and attitude to, safeguarding.

Steps are taken to vet candidates for previous misconduct before their offer of a position with CBM UK is confirmed. At least two references are obtained, and the reference form includes questions on the candidate's conduct and behaviour. It is a requirement that one of the references is from the candidate's current or most recent direct employer, and where possible their supervisor. Enquiries are made about any gaps in a candidate's work history.

All employees, interns, volunteers and Board members are required to undertake a basic Disclosure and Barring Service check (or Scottish or international equivalent, where relevant and available).

All posts have probationary periods of a minimum of three months, giving a further opportunity to identify any safeguarding risks not identified during the recruitment process.

Our Safeguarding Behaviour Code sets out our expected ethics and behaviours. Employees and other representatives are given an orientation to the Safeguarding Behaviour Code as part of their induction process at the start of their engagement with CBM UK. They are required to sign to confirm that they have received and understood the Code, and that they agree to comply with it.

All CBM UK employees are contractually obliged to abide by this policy and the Safeguarding Behaviour Code. Breaches of the Code will result in disciplinary action, up to and including dismissal. CBM UK consultant contracts also specifically mention this policy and the Safeguarding Behaviour Code, and require that the consultant complies with them.

Conduct of an employee or other representative of CBM UK that is potentially criminal will be reported to the relevant UK authorities.

New employees, volunteers and interns receive an induction on safeguarding within three months of joining the organisation. This induction covers what safeguarding is and why it is important, introduces the relevant CBM UK policies and procedures, sets out the organisation's expectations under the Safeguarding Behaviour Code, and explains how to report a safeguarding concern.

## **Risk management**

Assessing and monitoring risk is key to ensuring the best preventative measures are in place. CBM UK has an organisational risk register, with owners assigned to each risk. Mitigating actions are identified, and their implementation monitored. The register includes safeguarding risks. Assessment of safeguarding risks takes into consideration that many of our project participants are people with disabilities, and some of these may be at a higher risk of experiencing abuse or exploitation. The risk register is reviewed and updated in line with the risk management policy.

## Online risks

The risks of working online are assessed, such as those relating to online platforms used in programmes. Mitigating actions are taken, including having clear rules for the group, and sharing information about the relevant safeguarding focal point and how members of the platform can raise a concern.

## Training

We ensure that employees and other representatives have or obtain the level of knowledge about safeguarding that they require for their role. All new CBM UK employees are required to complete safeguarding training during their probationary period. We seek to continuously improve the overall level of knowledge about safeguarding in the organisation, through annual refresher training for all staff as well as specialist training for different teams or groups as appropriate.

## Coordination

Preventive measures on safeguarding within the organisation are coordinated by the Safeguarding Coordination Group, which comprises the three safeguarding focal points, with oversight from the Leadership Team.

## Governance and accountability

The CBM UK Board has a designated Board Safeguarding Officer. The Safeguarding Officer and the Chair of the Board are informed immediately when a report of a safeguarding breach is received. The Board receives and reviews reporting on safeguarding at every meeting. CBM UK's safeguarding policy is reviewed annually, the final step in the review process being approval of the updated version by the Board.

# Reporting of safeguarding incidents

## Reporting mechanism

CBM UK is committed to providing confidential and accessible channels through which a safeguarding concern can be raised. A report can be about any incident or concern that may breach this safeguarding policy or any of the linked policies, or in any other way suggests that contact with CBM UK's programmes, operations, employees or other representatives may have caused harm or that someone may have been harassed or bullied.

Anyone can make a report. They may have witnessed an incident or behaviour, or been told by someone else, or observed or heard something that has worried them. Any concern or suspicion of misconduct should be reported. It is not necessary for them to come with proof or evidence. The person making the report should not try to conduct an investigation or enquiries themselves. Reports can be made by any of the following channels:

- By email, to [safeguarding@cbmuk.org.uk](mailto:safeguarding@cbmuk.org.uk)
- Using the online complaints form on the CBM UK website, at <https://www.cbmuk.org.uk/quick-links/complaints/complaint-form/>.
- By calling 01223 484700 (9am to 5pm, with the option of recording a message outside these hours)
- By writing to CBM UK, 1 Munro House, 20 Mercers Row, Cambridge, CB5 8HY

Information on how to report is available on the CBM UK website at:  
<https://www.cbmuk.org.uk/quick-links/complaints/>.

CBM UK staff, volunteer and interns are obliged to report any incident or concern, within 48 hours. They can use the above channels, or report directly to the safeguarding focal point or Departmental Director. Employees, volunteers and interns receive training on the safeguarding reporting mechanism as part of their safeguarding inductions and their annual refresher training. All three safeguarding focal points are available to answer questions and provide guidance to employees and other CBM UK representatives.

## Managing reports

CBM UK is committed to dealing with reports in a sensitive and non-discriminatory manner, respecting confidentiality, sharing information only with those who need to know and in line with data protection regulations. Reports are received by the leadership team, and the CEO and Board are informed. We endeavour to deal with reports in a clear and transparent way. Reports are acknowledged within five days, and the person making the report is kept updated as far as confidentiality and data protection rules allow.

Risks are assessed, and the safety and well-being of all concerned are prioritised. Steps are taken as necessary to protect the person who has raised the report from reprisals. Interference before, during or after the investigation of a report, including intimidation or reprisals, is treated as a disciplinary matter for the person responsible.

## Legal and contractual obligations to report safeguarding cases

Where donors require reporting of safeguarding cases, CBM UK meets its contractual obligations whilst protecting the identity of those involved in an incident. The CBM UK Board meets its legal obligation to report serious incidents, including safeguarding incidents, to the UK Charity Commission. A register of safeguarding reports is kept, password-protected and with limited access, to track the process of dealing with cases and to support our learning and accountability. The register captures key decisions taken by the Board and the case management team for each report.

## **Referral of reports relating to protection concerns**

From time to time, reports are received about abuse or exploitation by an individual who represents another organisation or party (such as a partner or family member). As protection concerns, these are beyond the scope of this policy. In such cases, attempts are made to find out the correct channel to report the issue and to advise the person bringing the report accordingly. Where appropriate, we also share information with that person on legal assistance and other support available.

## **Responding to reports**

### **Investigations**

Where an allegation or incident which relates to a CBM UK staff member or associate requires investigation, this is conducted following the CHS Alliance Sexual Exploitation, Abuse and Harassment Investigation Guide. Investigations are overseen by an incident management group convened by the CBM UK Leadership Team. External consultancy expertise is brought in where needed, particularly in complex and/or serious cases.

We assess the needs of the complainant, the victim/survivor (if different), witnesses, the subject of complaint, other staff, and the investigators. Specific provision is made where necessary for those who otherwise face barriers to their full participation in the investigation, for example, through provision of sign language interpreters in interviews.

We are committed to reporting alleged incidents of abuse or exploitation that involve a criminal aspect to the appropriate law enforcement agency, where it is safe to do so and, where possible, is in accordance with the wishes of the victim/survivor.

Where an employee of CBM UK is found to have behaved in a way which contravenes our Safeguarding Behaviour Code, disciplinary action will be taken, up to and including dismissal where appropriate.

### **Survivor-centred approach**

We inform the victim/survivor of our intention to investigate a case, and seek their informed consent regarding their participation in the process. We respect their right to privacy, and agree with them in advance the extent to which their information can be used and/or disclosed. We consult them on aspects of the investigation that may affect them.

The principles of respect and non-discrimination underlie our approach, and the potential impacts on the individual's safety and well-being are considered as part of the risk assessment. We are mindful that our survivor-centred approach must not interfere with the right of the accused to a fair hearing.

## Learning and improvement

Following the closure of incidents, the incident management group and other relevant staff and representatives conduct a lesson-learning review, and make adjustments to policies and procedures as needed. A register of reports is kept and is reviewed by the Leadership Team on at least an annual basis for additional learning and reflection.

## Safeguarding in CBM UK-supported projects outside the UK

With a few exceptions, CBM UK-supported projects outside the UK are managed through the CBM Global Disability Inclusion ('CBM Global') Federation, of which CBM UK is a member. The federation has a Safeguarding Policy, a Protection from Sexual Exploitation, Abuse and Harassment Policy, a Code of Conduct, and a Programme Feedback and Complaints Policy which can be viewed at <https://cbm-global.org/privacy-policies>. All the federation's secretariat, country teams, implementing partners, and other representatives (including consultants, interns, volunteers and Board members) are required to sign up to these.

All contracts with CBM Global and partners are agreed and signed by all parties, and include a requirement to report to CBM UK immediately any safeguarding issues, and to meet all donor and CBM UK safeguarding requirements.

CBM UK gives CBM Global financial and technical support in their work on safeguarding, where needed, including through support to training, investigation of reports, and coordination and innovation through the federation's Safeguarding Working Group. CBM UK works closely with the federation's Safeguarding Manager, country teams and implementing partners to develop - and monitor implementation of - safeguarding measures in the CBM UK-supported projects, and to review safeguarding risks at least once per quarter.

When CBM UK employees or representatives are visiting CBM Global countries, the CBM Global safeguarding and PSEA policies also apply. Our travel preparation and security protocol requires the traveller to confirm that they have read and understood the CBM Global policies.

Due diligence in the selection of implementing partners takes the form of an organisational capacity assessment which includes a section on the organisation's safeguarding policies and practices. Following the assessment, an action plan is agreed with the partner to address gaps. There are named responsible persons and deadlines for each action, and the actions most urgently required are flagged as priority. A fresh organisational capacity assessment is done at least once every three years.

Every CBM UK-funded project has its own project-level risk register. The overall CBM UK Programme risk register is reviewed quarterly, and changes to risks at project level are considered as part of these quarterly reviews.

Implementing partners receive safeguarding training at the start of the project, and annually thereafter. They are required to raise awareness of the project participants on the behaviour they can expect from the partner's staff, and how project participants can report any incident or concern. They are expected to produce and disseminate communications materials about safeguarding in appropriate language and media.

Reports of safeguarding concerns in CBM Global country teams or projects can be made following the guidance provided at <https://cbm-global.org/contact-us/safeguarding-protection-from-sexual-exploitation-abuse-harassment>. This offers an option to report anonymously via a whistle-blowing portal offered by an independent company. Details of this are available at: <https://cbm-global.org/contact-us/whistleblowing-reporting>. CBM Global will take the lead on investigation of reported cases relating to country teams and partners, with support provided by CBM UK as required.

CBM UK reports safeguarding incidents in CBM UK-funded projects to donors where they require it, and to the Charity Commission, as a legal obligation.

CBM country teams and projects map referral pathways for services – medical, psychosocial and legal - that may be needed by victims/survivors in safeguarding cases, to enable us to make prompt and effective referrals when required. Consideration is to any barriers which might make it more difficult for people with different disabilities to access these services.

## Monitoring and review of the policy

The CEO and Leadership Team are responsible for monitoring the implementation of this policy.

The policy is reviewed at least once a year. This is to ensure that it reflects learning as well as new developments in safeguarding in the international development, humanitarian and research sectors.

The policy is publicly available on the [www.cbmun.org.uk](http://www.cbmun.org.uk) website.

### Names of CBM UK safeguarding leads

Human Resources Manager	Trena Battams
Fundraising & Communications focal person	Mark Housden
Programmes focal person	Karen Glisson
Designated safeguarding Trustee	Elizabeth Dun

### Policy review

Author	Karen Glisson
Owner	Ian Barker
Approved date	June 2024
Next review	June 2025
Agreed by	Leadership Team
Approved by	Board of Trustees

## **Annex 1: CBM UK Safeguarding Behaviour Code**

The safeguarding behaviour code described below is designed primarily to protect children and adults who come into contact with CBM's representatives. It also serves to safeguarding CBM UK and CBM UK representatives from false accusations or committing safeguarding violations. Adherence to this behaviour code is mandatory for all CBM UK representatives. Any violation of this will result in disciplinary procedures that may include legal action or termination of contracts, where the severity warrants it.

**I (please insert name)**

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**acknowledge that I have read and understand CBM UK's Safeguarding Policy (2024). By signing this document, I agree:**

- to comply with the Safeguarding Policy of CBM UK.
- to be responsible for observing the Safeguarding Behaviour Code.

**In this respect I will:**

- Be committed to creating a culture of openness, safety and mutual accountability in the workplace and the organisation as a whole.
- Adhere to the principles of the Universal Declaration of Human Rights and the UN Convention on the Rights of Persons with Disabilities, by respecting the inherent dignity, individual autonomy and independence of persons; non-discrimination, promoting full and effective participation and inclusion of persons in society; and respect for differences and acceptance of persons with disabilities as part of human diversity and humanity.
- Adhere to children and adults' consent decisions for taking photographs, filming or writing reports for reporting or public relations work.
- Protect and handle personal data of children and adults with care.
- Notify my Safeguarding Focal Point as soon as possible (no later than 24 hours after receiving a complaint/witnessing an incident) about any concerns, allegations and incidents of abuse, neglect or exploitation regarding CBM UK staff, representatives, programmes or operations.
- Comply with any safeguarding investigation (including interviews) and make available any necessary information.

**I will never:**

- Act in ways that may be abusive or place an adult or child at risk of abuse.
- Develop relationships with children or adults-at-risk that could in any way be deemed exploitative or abusive.
- Engage in sexual activity or have a sexual relationship with a child under the age of 18.

- Engage in sexual activity or have a sexual relationship with an adult beneficiary of CBM UK or CBM UK's partner programmes, because of the inherently unequal power dynamics.
- Condone or participate in behaviour with children or adults that is illegal, unsafe or abusive.
- Exploit children or adults for their labour or for sexual purposes (for example, prostitution or trafficking).
- Use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children or adults, or access child exploitation material through any medium.

**Location and date:**

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**Signature:**

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Note: If you are unsure whether an action, activity or behaviour may violate the Safeguarding Policy or Safeguarding Behaviour Code, please seek guidance from your Safeguarding Focal Person.



## Annex 2: Useful contacts

Organisation	Relevance	Details and contacts
<a href="#">Charity Commission</a>	<i>To make a complaint about a UK registered charity.</i>	Guidance on complaining about an organisation to the Charity Commission is available at: <a href="https://forms.charitycommission.gov.uk/raising-concerns/">https://forms.charitycommission.gov.uk/raising-concerns/</a> .
<a href="#">CHS Alliance</a>	<i>To make a complaint about any of the CHS Alliance's 150 international member organisations.</i>	Accepts complaints against its more than <a href="#">150 member organisations</a> who fail to apply their own commitments and/or commitments of the Core Humanitarian Standard. To make a confidential complaint, send an email to <a href="mailto:complaints@chsalliance.org">complaints@chsalliance.org</a> or use the web form at <a href="https://www.chsalliance.org/complaints/">https://www.chsalliance.org/complaints/</a> .
<a href="#">Foreign, Commonwealth &amp; Development Office (FCDO), UK Government</a>	<i>To raise a safeguarding concern about any organisation which receives funding from FCDO.</i>	If an organisation receives any funding from FCDO, you can report safeguarding concerns as follows: Email: <a href="mailto:reportingconcerns@fcdo.gov.uk">reportingconcerns@fcdo.gov.uk</a> Hotline: +44 (0)1355 843747 Write to: Head of Internal Audit, 22 Whitehall, London, SW1A 2EG.
<b>Local Authorities, UK</b>	<i>To raise a safeguarding concern about a child or vulnerable adult in the UK.</i>	If you have a concern about the safety or well-being of a child or vulnerable adult <i>in the UK</i> , you should report it to your local authority. To find out the relevant local authority for your area, click here for an <a href="#">interactive map</a> . If they are at immediate risk, call the police using the 999 service.
<a href="#">Protect</a>	<i>Advice on whistleblowing.</i>	Protect is an independent charity providing free confidential whistleblowing advice. <b>Advice Line: 020 3117 2520</b> or contact form at: <a href="https://protect-advice.org.uk/contact-protect-advice-line/">https://protect-advice.org.uk/contact-protect-advice-line/</a> .
<a href="#">Safeguarding Resource &amp; Support Hub</a>	<i>Information and resources on safeguarding.</i>	Information, resources and webinars on safeguarding, at: <a href="https://safeguardingsupporthub.org/">https://safeguardingsupporthub.org/</a> .



## Annex 3: Types and signs of abuse

Type of abuse	Signs that an individual may be being abused
<b>Physical abuse</b>	<ul style="list-style-type: none"> <li>- Visible injuries, including untreated injuries in stages of healing</li> <li>- Sudden change in behaviour</li> <li>- An individual's report of being hit or otherwise mistreated</li> </ul>
<b>Sexual abuse</b>	<ul style="list-style-type: none"> <li>- Unexplained sexually transmitted diseases and/or pregnancy</li> <li>- Bruises, particularly around the breast or genital area</li> <li>- Unexplained bleeding, pains, discharge, soreness in genital or anal area</li> <li>- Torn or stained underclothes</li> <li>- An individual's report of being sexually assaulted or raped.</li> <li>- Alcohol or drug misuse, self-harm.</li> </ul> <p>Specific to children:</p> <ul style="list-style-type: none"> <li>- Avoiding being alone with, or frightened of, a person they know</li> <li>- Nightmares and/or bed wetting</li> <li>- Using language you would not expect them to know</li> <li>- Engaging in inappropriate sexual behaviour.</li> </ul>
<b>Sexual exploitation</b>	<p>As for sexual abuse, plus:</p> <ul style="list-style-type: none"> <li>- Sharp changes in mood or character</li> <li>- Being secretive</li> <li>- Having and spending more money than you would expect</li> <li>- An individual's report of being sexually exploited.</li> </ul> <p>Specific to children:</p> <ul style="list-style-type: none"> <li>- Having an older boy or girlfriend, or spending time with older people</li> <li>- Staying out late or overnight</li> <li>- Having a new group of friends, involvement in a gang</li> <li>- Missing from home or care, or stopping going to school or college</li> <li>- Involved in criminal activities, like drugs or shoplifting.</li> </ul>
<b>Emotional abuse</b>	<ul style="list-style-type: none"> <li>- seeming unconfident, lacking self-assurance</li> <li>- being emotionally upset or agitated</li> <li>- having difficulty making or maintaining relationships</li> <li>- being extremely withdrawn and non-communicative</li> <li>- unusual behaviour such as sucking, biting or rocking</li> <li>- nervousness around certain people</li> <li>- an individual's report of being verbally or mentally mistreated.</li> </ul> <p>Specific to children:</p> <ul style="list-style-type: none"> <li>- Acting in a way that is inappropriate for their age.</li> </ul>
<b>Neglect</b>	<ul style="list-style-type: none"> <li>- dehydration, malnutrition, bed sores, poor personal hygiene</li> <li>- unattended appointments or untreated health problems</li> <li>- hazardous or unsafe living conditions</li> <li>- unsanitary and unclean living conditions</li> <li>- an individual's report of being mistreated.</li> </ul>