



## **NCD Safe Guarding Policy 2024**

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with NCD staff or operations. This policy lays out the commitments made by NCD and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy also covers; Sexual harassment in the workplace. It is however not concerned with Safeguarding concerns in the wider community not perpetrated by NCD or associated personnel.

NCD commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

### **Prevention**

Responsibilities of NCD:

NCD will:

- Ensure all staff and associated personnel know, understand and commit to their responsibilities within this policy
- Ensure risks of harm are carefully considered and mitigated in the design and delivery of every NCD project and initiative (including how information about individuals will be gathered and processed)
- Ensure risks of harm are carefully considered and mitigated in the design and delivery of NCD 's communications (including the disclosure of people's identities in public materials). Apply stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure all staff and associated personnel receive training on safeguarding at a level that is appropriate to their role with the organization.
- Respond to reports of safeguarding concerns promptly and in line with due process.

## Staff Responsibilities

### **Child safeguarding**

NCD staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

### **Adult safeguarding**

NCD staff and associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an at-risk adult to physical, emotional or psychological abuse, or neglect

### **Protection from Sexual Exploitation and Abuse**

NCD staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- Give unnecessary favors, rewards based on sexual activity and or demands.

Additionally, NCD staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by NCD staff member or associated personnel to the appropriate staff member

### **Reporting**

NCD will ensure that safe, appropriate and accessible means of reporting safeguarding concerns are available to all staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistle blowing channels (or if they request it) will be protected by NCD's Disclosure of Malpractice in the Workplace

(Whistle blowing) Policy. NCD will also accept reports from external sources such as members of the public and stakeholders.

### **How to Report a Safeguarding Concern**

Staff members who have a concern relating to safeguarding should report it immediately to their Safeguarding Focal Point. If the staff member does not feel comfortable reporting to their Safeguarding Focal Point (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern), they may report to another Safeguarding Focal Point or appropriate staff member (for example a senior manager or member of the HR team, who will be trained in the reporting response procedure).

Safeguarding Focal Point, NCD 's safeguarding focal point person will be;

Board member and chairperson disciplinary committee of the board

In person or in writing via email: [board@ncd.org](mailto:board@ncd.org)

### **Response**

NCD will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations. NCD will apply appropriate disciplinary measure to staff found in breach of this policy. NCD will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor or an appropriate guardian/representative where necessary.

### **Confidentiality**

Confidentiality will be maintained at all stages of the process of dealing with safeguarding concerns. All information will be shared on a strictly need-to-know basis and will be kept secure at all times.

### **Associated Policies**

Child Protection policy, Human Resource Policy, Whistleblower policy and other policies as appropriate