

SAFEGUARDING POLICY AND CODE OF PRATICE FOR GREEN SCENERY



Our Natural Resources are Nature's Gift to Us What We Make of it is Our Gift to Posterity

October 2017, review and policy inclusion 2019

Regular Review Recommended

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PART ONE

CODE OF PRACTICE – GREEN SCENERY

Introduction

This document contains agreed code of conduct for service and describes the standard of conduct and practice within which all persons working with **Green Scenery** (Board of Directors, personnel, participants and service users as well as volunteer) should work. This introduction is intended to help you understand what the code is for and what it will mean to you as a person working with **Green Scenery**. A safeguarding policy (page 17) now forms part of this code of practice. Essentially, this is Green Scenery's new code of practice and safeguarding policy.

What is a code of conduct?

The code of conduct for service is a list of statements that describe the standards of professional conduct and practice required for all persons working with the Organisation. The intention is to confirm the standards required in services and ensure that all categories of persons working with the organisation know what standards of conduct that he Organization, colleagues, as well as the public expect of them. The code will also include guidance on appropriate behavior of adults towards children

SCOPE OF THE CODE OF PRACTICE

This Code of Conduct applies to the following persons:

Board of Directors,

Employees,

Volunteers,

Researchers,

Consultants,

Claim/right holder or participants and Service users,

Communities/Groups/Associations.

What will the code mean to you?

As a person working with **Green Scenery** you will have criteria to guide your practice and be clear about what standards of conduct you are expected to meet. You are encouraged to use this code to examine

your own practice and to look for areas in which you can improve and how **Green Scenery** should behave towards you or within your community

1. CODE OF CONDUCT FOR THE BOARD OF DIRECTORS

Good governance is essential for the success of any organisation and is now more important than ever. Board members play a vital role in serving their causes and communities. They bring passion and commitment as well as skills and experience to the organizations they lead. Board set the long-term vision and protect the reputation and values of their organizations. To make a difference, the board of **Green Scenery** needs to strengthen the procedures and policies already in place and also to work well as a team and have good relationships within the organisation. The purpose of these principles is to assist board members to provide strong leadership, enhance their decision-making and demonstrate their accountability.

The following principles set out good practice as they are closely linked with other legal requirement that may be prescribed for board members.

- I. Understanding their role
- II. Ensuring delivery of organisational purpose
- III. Working effectively both as individual and a team
- IV. Exercising effective control
- V. Behaving with integrity
- VI. Being open and accountable

i. **An effective board will provide good governance and leadership by understanding their role:**

Members of the board will understand their role and responsibilities collectively and individually in relation to:

- Their legal duties
- The provisions of the governing document
- The external environment
- The total structure of the organisation
- Setting and safeguarding the vision, values and reputation of the organisation
- Overseeing the work of the organisation
- Managing and supporting staff and volunteer, where applicable

ii. **An effective board will provide good governance and leadership by ensuring delivery of organisational purpose**

The board will ensure that the organisation delivers its stated purposes or aims by:

- Ensuring organisational purposes remain relevant and valid
- Developing and agreeing a longterm strategy
- Agreeing (annual) operational plans and budget
- Monitoring progress and spending against plan and budget
- Evaluating results, assessing outcomes and impact
- Reviewing and /or amending the plan and budget as appropriate

iii. An effective board will provide good governance and leadership by working effectively both as individuals and as a team

The board will have a range of appropriate policies and procedures, knowledge, attitudes and behaviors to enable individuals and the board to work effectively. These will include:

- Finding and recruiting new board members (with support from senior Management Team) to meet the organisation's changing needs in relation to skills, experience and diversity
- Providing suitable induction for new board members
- Providing all board members with opportunities for training and development according to their needs
- Periodically reviewing their performance both as individual and as a team

iv. An effective board will provide good governance and leadership by exercising effective control

As the accountable body. The board will ensure that:

- The organisation understands and complies with all legal and regulatory requirements that apply to it
- The organisation continues to have good internal financial and management control
- It regularly identifies and reviews the major risks to which the organisation is exposed and has systems to manage those risks
- Delegate to committees, staff and volunteers (as applicable) works effectively and the use of delegated authority is properly supervised

v. An effective board will provide good governance and leadership by behaving with integrity

vi. the board will:

- Safeguard and promote the organisation's reputation
- Act according to high ethical standards
- Identify, understand and manage conflict of interest and loyalty
- Maintain independence of decision making
- Deliver impact that best meets the needs of claim/right holders

vii. **An effective board will provide good governance and leadership by being open and accountable**

The board will lead the organisation in being open and accountable both internally and externally. This include:

- Open communication, informing people about the organisation and its work
- Appropriate consultation on significant changes to the organisation's services or policies
- Listening and responding to the views of supporters, funders, claim/right holders or participants, service users and others with an interest in the organisation's work
- Handling complaints constructively, impartially and effectively
- Considering the organisation's responsibilities to the wider community, e.g. its environmental impact
- STATEMENT OF ACKNOWLEDGE AND AGREEMENT

I.....understand that the responsibility is on me, as a member of Board of Advisor within **Green Scenery**. I agree to abide by the terms of this code of conduct. I promise that I will to the best of my ability comply with all of its terms. I choose to sign this acknowledgement statement

Signature:

Names

Designation

Date-----

2. CODE OF CONDUCT FOR EMPLOYEE

PURPOSE

The purpose of this code is to set down the conduct expected of service workers and to inform service users and the public of the standards of conduct they can expect from workers.

It forms part of the wider package of legislation, practice standards, policies and procedures that service workers must meet

Service workers are responsible for making sure that their conduct, policies and procedures that service workers must meet.

Service workers are responsible for making sure that their conduct does not fall below the standards set out in this code and that they safeguard the well being of service users and participants.

Preambles

Green Scenery (GSSL) aims to promote professionalism in service delivery. The present code offers general principles to guide professional conduct and the judicious appraisal of conduct

In its profession, **Green Scenery** values integrity, impartiality and respect for persons and shall seek to establish the highest ethical standard in work. **Green Scenery** seeks to hold the interest and welfare of claim holders and service users or participants to be paramount at all times.

Green Scenery expects all categories of persons working with the Organisation to meet this code and the Organisation may take action to any individual that fails to do so.

Service workers are required to take account of this code in making any decision about the conduct

Principles of Practice

1. Competence

Workers shall endeavor to maintain and develop their professional competence, to recognise and work within its limits, as well as to identify and ameliorate conditions which restrict it

Specifically, they shall:

- a. Recognise their own limitation and provide services or only use techniques for which they are qualified by training and/or experience

- b. Take all reasonable steps to ensure that those working under their direct supervision comply with each of the foregoing, in particular that they recognise the limits of their competence and do not attempt to practice beyond them

2. Protect the rights and promote the interests of service users and participants.

This includes:

- I. Treating each person as an individual
- II. Respecting and where appropriate, promoting the individual views and wishes of service users and participants
- III. Respecting and maintaining the dignity and privacy of service users and participants
- IV. Promote equal opportunities for service users and participants
- V. Respecting diversity and different cultures and values

3. Establish and maintain the trust and confidence of service users and participants

This includes:

- I. Being honest and trust worthy
- II. Communicating in an appropriate open accurate and straight forward way
- III. Respecting confidential information and clearly explaining agency policies about confidentiality to service users and participants
- IV. Being reliable and dependable
- V. Honoring work commitments, agreeing and arrangement and when it is not possible to do so, explaining why to service users and participants
- VI. Declaring issues that might create conflicts of interest and making sure that they do not influence your judgment or practice

4. Promoting the independence of claim/right holders and service users/participants while protecting them as far as possible from danger or harm

This includes:

- I. Promoting the independence of participants and service users as well as assisting them to understand and exercise their right
- II. Using established processes and procedures to challenge and report dangerous, abusive, discriminatory or exploitative behaviors and practices
- III. Following practice and procedures designed to keep you and other people safe from violent and abusive behavior at work
- IV. Helping claim/right holders and service user/participants to make complaints, taking complaints seriously and responding to them or passing them to the appropriate person

5. Uphold public trust and confidence

In particular you must not:

- I. Abuse, neglect or harm service users. Claim/right holders or colleagues
- II. Exploit service users, claim/right holders or colleagues sexually, physically, emotionally, financially or in any other way.
- III. Abuse the trust of service users and participants or the access you have to personal information about them, or to their property, home or workplace
- IV. Form inappropriate personal relationships with claim/right holders or service users
- V. Discriminate unlawfully or unjustifiably against service users participants or colleagues
- VI. Put yourself or other people at unnecessary risk
- VII. Behave in a way in work or outside work which would call into question your suitability to work in service
- VIII. Accept personal gift from service users or claim/right holders gift or payments from any service providers that would or might appear to place you under an obligation

6. Being accountable for the equality or work and take responsibility for maintaining and improving knowledge and skills

This involves:

- I. Meeting relevant standards of practice, and working in a lawful, safe and effective way.
- II. Maintaining clear and accurate records as required by procedures established for your work
- III. Informing your employer or the appropriate authority about any personal difficulties that might affect your ability to do your job competently and safely.
- IV. Seeking assistance from your employer or the appropriate authority if you do not feel able or adequately prepared to carry out any aspect of your work or you are not sure about how to proceed in a work matter
- V. Working openly and co-operatively with colleagues and treating them with respect
- VI. Recognizing that you remain responsible for the work that you have delegated to other workers
- VII. Recognizing and respecting the roles and expertise of workers from other agencies and working in partnership with them
- VIII. Undertaking relevant training to maintain and improve your knowledge and skills and contributing to the learning and development of others

7. Personal conduct and private interests

- I. During official duties, dresses and behaves in a manner that enhances the reputation and dignity
- II. Acts responsible as far as the use of alcoholic beverages or any other substance with an intoxicating effect is concerned
- III. Do not use or disclose any organisational information for personal gain or the gain of others

- IV. Do not, without approval, undertake remunerative work outside official duties or use office equipment for such work.

8. Relationship with the Executive

- I. Put the organisation's interest first in the executive of duties
- II. Loyally execute the daily policies of the organisation in the performance of duties as contained in all statutory and other prescripts
- III. Co- operative with organisation's leadership in promoting the organisational interest

9. Relationship with users and claim/right holder

- I. Serve the service users and claim/right holders in an unbiased and impartial manner in order create confidence in the organisation
- II. Being polite, helpful and reasonably accessible in dealing with the service users, at all times treating service users and claim/right holders as customers who are entitled to receive high standards of service.
- III. Do not unfairly discriminate against any service user or claim/right holder on account of race, gender, ethnic or social origin, color, sexual orientation, age, disability, religion, political persuasion, conscience, believe culture or language
- IV. Respect and protect every person's dignity and her or his rights

10. Relationship among employees

- I. Co- operate fully with other employees to advance the organisation's interest
- II. Execute all resources reasonable instructions by persons officially assigned to give them
- III. Refrain from favoring relatives and friends in work-related activities and never abuse the authority or influence other employee, nor being influenced to abuse the authority
- IV. Deal fairly, professionally and equitably with other employees, irrespective of race, gender, ethnic or social origin, color sexual orientation, age, disability, religion, political persuasion, conscience, belief, culture or language
- V. Refrain from party political activities in the work place

11. Appropriate behavior towards children

- I. Treat children with respect regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- II. Not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- III. Not engage children in any form of sexual activity or acts including paying for sexual service or acts

- IV. Use computers, mobile phone, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium
- V. Immediately report concerns or allegations of child abuse in accordance with appropriate procedure

12. Use of images for work related purposes.

When photographing or filming a child or any other person for work related purposes, you must

- I. Before photographing or filming, assess and Endeavour to comply with culture or restrictions for reproducing personal images
- II. Before photographing or filming obtain consent from the individual, parent or guardian of the child as part of this you must exploit how the photograph or film will be used
- III. Ensure photographs, films, videos and DVD present individuals or children in a dignified and respectful manner and not in a vulnerable or submissive manner
- IV. The individuals or children photographed should be adequately clothed and not in poses that could be seen as sexually suggestive
- V. Ensure images are honest representations of the context and the facts

STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT

I.....understand that the responsibility is on me, as person engaged by **Green Scenery**. I agree that while implementing my activities related to my work and in my life general, I will to the best of my ability comply with this code of conduct. I ill strongly avoid all actions, omissions or behaviors that could be construed as child abuse. I choose to sign this acknowledgement statement

Signature:.....

Names.....

Date.....

3. CODE OF CONDUCT FOR CLAIM/RIGHT HOLDERS

The code of claim/right holders conduct developed to ensure that every decentralized branches as well as committees of **Green Scenery** continue to offer all claim/right holders as safe and productive environment. To help the organisation maintain a safe environment, free of disruptions, it is important that **Green Scenery** shares with its claim/right holder the code of conduct. The code of claim/right holders conduct outlines the organisation's expectations regarding claim/right holders conduct within communities where they live and at all Organizations related activities. Although this document clearly addresses consequences for behavior that is unacceptable, it also serves as a useful resource that helps all beneficiaries feel safe and secure every day. The code outlines major categories of behavior and states disciplinary actions that may occur as a result of claim/right holders' misconduct

Members of **Green Scenery** are advised to take the time to review and discuss the importance of the code of claim/right holders conduct within their communities. The organisation considers that each and every member as partner with the organisation in helping to achieve the goals and met the organisation's objectives in a safe, engaging, inspiring and challenging environment

PROHIBITED CONDUCT:

Claim/right holders are subject to the code of claim/right holders conduct while in possession of organisation properties, while engaged in or attending organisation activities. Claim/right holders may also be disciplined for acts committed outside organisation especially that their conduct affect immediately the organisation's reputation

Prohibited conduct is any behavior incompatible with the organization environment and good citizenship and includes, but is not limited to:

1. **Dress:** claim/rights holders might maintain personal attire and grooming standards that promote safety, and acceptable standards of social conduct. Clothing that exposes private parts, or that is otherwise sexually provocative, is prohibited.
2. **Disrespectful Behavior:** claim/right holders might behave in a respectful manner towards personnel/staff/heads of committees and any other participants. Rude behavior and insulting authority are behaviors prohibited in **Green Scenery**
3. **Insubordination:** claim/right holders might obey the directions of any staff members or any other head of committee as mutually agreed failure to comply with direction or instruction of a staff member, refusal to work or to participate in cooperative activities are considered as misconduct and result in a disciplinary action

4. **Obscenity:** claim/right holders are not allowed to use language, gesture, or conduct that is obscene or abusive. Possession of offensive materials such as nude photographs, phonographs videos etc are behaviors that disrupt the individual's reputation as well as the organization. Claim/right holders are expected to have appropriate and a respectful language and manner
5. **Fighting:** claim/right holders and organisation personnel are entitled to an Organization environment free from threat and the physical aggression of others striking each other for the purpose of causing bodily harm threatening incitement/instigation with 5this put claim/right holder at risk of disciplinary action.
6. **Theft/Attempted theft:** possess or attempt to possess stolen property is prohibited in **Green Scenery**
7. **Sexual Offenses:** it would be a shame to hear an Organization member engaged in sexual or immoral behavior such as offensive touching, sexual harassment, obscene phone calls, and inappropriate sexual behavior. Any claim/right holder committing any of these offenses or related activities will be automatically expelled
8. **Harassment and Discrimination:** harassment of the Organization as well as its members or discriminate against another claim/right holder based upon on his/her race, color sex, disability, national origin, ethnicity or religion are the acts that are bringing the reputation of the Organization and its members into disrepute. Claim/right holders must pay a particular attention to this as long as the organization will never tolerate harassment and discrimination

In addition **Green Scenery** encourages every member to act immediately when they become aware of any threat intended to cause harm to children or any other child abuse. The responsible course of action is to immediately alert organization officials or the police. The organization will work in conjunction with police to arrest and press charges against individuals involved in such instances

DISCIPLINARY ACTION LEVELS

The following summarize the levels of disciplinary action which shall be enforced by organization personnel as well as Board and this action will be applicable on claim/right holders who are in violation of rules, code of conduct, political and other guidelines.

In any case, the officer, committee, or organization board which hears the misconduct case will be **impartial** and the disciplinary decision will be based on evidence presented at the hearing in the presence of both parties. Before making any disciplinary actions, the claim/right holders shall be given written notice of the charges against him/her. If he/she denies the charges, he/she must be given an explanation of the facts as known to organization personnel and an opportunity to present his/her version of what occurred

Level 1. Verbal Warning/Requirement

The personnel /staff heads of committees will tell/remind the claim/right holder not to engage in inappropriate behavior or give the claim/right holder a reminder of the rule.

Level 2. Conference

Staff member/heads of committees as well as board members may conduct a conference themselves or with the claim/right holder to consider the misconduct of the claim/right holder and make recommendations for improvement

Level 3. Intervention

Staff member may use one of the following interventions: referral to counselor, claim/right holders' support team, counselor, social worker, a written agreement between the claim/right holder and the party listing requirements for improvement; temporary denial of the claim/right holders' right to participate in designated activities; a written agreement with the claim/right holder for a defined period of good behavior etc

Level 4. Suspension

If it becomes clear that there is sufficient and significant cause indicating that the claim/right holder's behavior remains incompatible with organizational ethical principles with the approval of organization board that claim/right holder may be suspended for a certain period. For the best interest of the claim/right holder and the organization the administration may determine the appropriate the period for suspension

Any claim/right holder who is under suspension shall be restricted in cooperative programmes and excluded as a participant in organization programmes or any other organizational activities until readmission by the discipline committee of the organization board

The claim/right holder who has been suspended by the disciplinary committee of the organisation board might be required to provide a written request for readmission after the period of punishment. Such request should be accompanied by evidence acceptable patterns of conduct

Level 5. Expulsion

It after all disciplinary processes the claim/right holder continues engaging in prohibited conduct as outlined in the code of conduct and if the organization organs determine that his/her presence is organization programmes creates a continuing danger to organization and to the members as well as to other service users, the claim/right holder may be removed from organization immediately. The expulsion may be confirmed or disapproved by organization

STATEMENT OF ACKNOWLEDGE AND AGREEMENT

I..... have read and understand the organization code of conduct. I agree to abide by its terms. I further understand that violation of this code of conduct may

result in organization disciplinary action (including suspension or expulsion) being taken against me. I choose to sign this acknowledgement statement

Signature

Names.....

Date.....

4. VOLUNTEER CODE OF CONDUCT

1. Confidentiality

Volunteers may honor the confidentiality of Organization, service users, claim/right holder, staff, sponsors and donors. They may consider information pertaining to medical conditions, family relations, phone numbers and addresses, sexual orientation and other facts of a highly personal nature as confidential and therefore they may understand that they are not allowed to disclose this information to any person who is not authorized by **Green Scenery**

2. Non-discrimination/equity

In keeping with **Green Scenery** philosophies and policies, **Green Scenery** will neither practice nor tolerate discrimination or harassment against any staff member, volunteer or service- user on the grounds of race, color, place of origin, ethnic origin, ancestry, citizenship, political or religious affiliation, gender, sexual orientation, age, marital status, family relationship, HIV status, economic status, identity, disability or record of offences.

Volunteers may treat each other. Staff and service users with respect and dignity. They may honor all members right to self- determination and agree to support people in making their own personal choice

3. Conflict of interest

Volunteer may discuss with their supervisors any potential conflict and every matter related to their work and commit to being truthful in all matters

4. Relationship

Green Scenery encourages friendly relations between volunteers and those they serve. However, it is important to remain aware of appropriate relations. As with paid staff, **Green Scenery** discourages relationships of a romantic or sexual nature between supervisors and those they supervise and those they supervise or volunteers and those they serve. Volunteer work and agree to speak with their supervisors on any relationship that can make it difficult for them to remain objective and fulfill their volunteer obligation

5. Limits

Volunteer may maintain the limits they have set for themselves with respect to the emotional and physical resources they are willing to provide. They may understand that their own training and education may limit their ability to serve service-users and they may recognize that they need to ask for assistance or refer when appropriate. If they feel they are asked to do something outside of their job description or are having difficulty saying no to a staff member or service user, they may ask for support and coaching from their supervisors.

6. Training and continuing development

Volunteers may understand that in accepting a volunteer position with **Green Scenery**, they are agreeing to undertake and complete the necessary training before, during and in the course of their volunteer assignment as outlined and as indicated in their program agreements. They may understand that it is essential as volunteers to keeping updated on new information attend meetings as well as taking advantage of opportunities such as seminars and workshops offered both within and outside of **Green Scenery**

7. Alcohol/drug use

Volunteers may understand that being under the influence of alcohol or drugs may interfere with their ability to deliver service. They are not allowed to perform their volunteer duties while under the influence of drugs or alcohol, not to provide service users or claim/right holders with illegal substances or encourage their use not to participate with them in alcohol and/or drug consumption.

STATEMENT OF ACKNOWLEDGEMENT

I.....understand that failure to adhere to any and all parts of this code may result in suspension from my volunteer duties and/or termination of my Acknowledgement statement

Signature.....

Names.....

Date:

PART TWO

SAFEGUARDING POLICY

1. INTRODUCTION

1.1 SAFEGUARDING

Safeguarding in any organisation is the responsibility for all in the organisation to make sure that as far as is reasonably possible staff, volunteers, operations and programmes of the organisation do no harm to children, young people or vulnerable groups whether they are young or adults. It is the organisation's responsibility to ensure that it does not expose children, young people or vulnerable adults to the risk of discrimination, neglect, injury and or abuse (herein referred to as harm), and that any concerns the organisation has about the safety of children, young people and vulnerable adults are addressed and reported to the appropriate authorities for action. The organisation also has a responsibility to protect its staff and volunteers when they are vulnerable, for example, when ill or at risk of harm or abuse at all times.

1.2 PURPOSE

This policy is designed to outline Green Scenery's commitment to prevent harm, and to promote the rights, health and wellbeing of children, young people and vulnerable adults of all categories. This policy is designed to inform, guide and direct staff, volunteers, interns and service providers in the use of this safeguarding framework. Green Scenery (GSSL) shall use this framework to establish a culture of safeguarding at all levels of the organisation and at all times.

1.3 SCOPE

This safeguarding policy is meant to be applied by all Green Scenery Board members, staff, interns, volunteers and collaborating partners in Sierra Leone. It is for all the aforementioned to understand and abide by the guidelines outlined in this document, and by extension to all policies and documents herein referred to.

1.4 ACCOUNTABILITY

Green Scenery's Executive Director and Management shall take ultimate responsibility for the welfare and protection of children, young people, physically challenged and vulnerable adults within the context of GSSL's work. It is however recognised that despite varying levels of accountability, safeguarding is everyone's responsibility.

1.5 COMPLIANCE

Compliance with the policy is not optional; it is compulsory for GSSL staff and concurrent with the start of any kind of relationship with GSSL. Actions of the staff and or other collaborating partner staff found to be in-breach of the policy will be subject to disciplinary procedures and potential legal action. Green Scenery (GSSL) believes that safeguarding children, young people and vulnerable adults is the responsibility of management and staff members, and will ensure everyone understands their own responsibilities including their mandatory obligation to report a concern, allegation or disclosure, and is aware of the mechanisms in place to do so.

1.6 DISTRIBUTION

Key to the successful implementation of this policy is ensuring thorough and comprehensive distribution and awareness of its existence. To this effect:

- GSSL will widely promote and disseminate the policy, making both hard and electronic copies available and accessible to all relevant stakeholders.
- The Executive Director and management will be responsible for making available adequate copies of the policy for full accessibility and understanding by all relevant parties.
- Distribute the policy to partner organisations so that the policy commitments, principles and practices are publicised and partner organisations are clear about GSSL position on safeguarding.

2. POLICY STATEMENT

- GSSL considers the welfare and protection of children, young people, persons with disabilities and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives.
- GSSL has zero tolerance approach to the harm of children, young people, persons with disabilities and vulnerable adults.
- GSSL recognises that safeguarding is everyone's responsibility and that it has a responsibility to put in place reasonable measures to ensure, as far as possible, the safety and wellbeing of the children, young people, persons with disabilities and vulnerable adults with whom we work, and to protect the communities in which GSSL operates from harm caused by its programmes or the members.
- GSSL believes that everyone has an equal right to protection from abuse and exploitation regardless of age, race, sex, sexual orientation, marriage and civil partnership, pregnancy or having a child, gender reassignment, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- GSSL is committed to responding promptly, appropriately and constructively to all information presented from children and young people, and pledges to always believe and act on any disclosures made.

- GSSL values the contribution of children, young people and vulnerable adults and considers them to be key partners in developing and improving safeguarding procedures and services.

3. PRINCIPLES

GSSL commits itself to the following principles identified in the Care Act (2014) statutory guidance in its approach to safeguarding children, young people, persons with disabilities and vulnerable adults. These principles should be upheld by all those to whom this policy is addressed.

3.1 EMPOWERMENT: The importance of beginning with the assumption that each individual is best-placed to judge that individual's wellbeing.

3.2 PROTECTION: Support and representation for those in greatest need.

3.3 PREVENTION: Prevention of harm is a primary objective.

3.4 PROPORTIONALITY: A proportional and least intrusive response appropriate to risk.

3.5 PARTNERSHIP: Local solutions through services working in communities.

3.6 ACCOUNTABILITY: Accountability and transparency in delivering safeguarding

3.7 PARTICIPATION: Participation and inclusion of stakeholders in delivering safeguarding

4.0 UNITED NATION CONVENTION ON THE RIGHTS OF THE CHILD (UNCRC)

- a) It is recognised that how vulnerable groups and behaviours are distinguished within GSSL areas of operation is subject to cultural interpretation and that sensitivities and even taboos may exist as to how these groups and behaviours are recognised, supported or marginalised.
- b) As a local organisation, GSSL endorses the general principal of the United Nations Convention on the Rights on the Child (UNCRC) and Child Right Act, 2004, that all the rights guaranteed by these documents must be available to all children without discrimination; and article 19 of the UNCRC which accords equal rights of protection for children from abuse.
- c) Cultural discrepancies are not considered an appropriate reason for GSSL members to breach, contradict or dispute the rights guaranteed by the UNCRC and CRA.

(Refer: United Nations Convention on the Rights of the Child)

5.0 LEGAL COMPLIANCE

- a) GSSL is committed to exercising compliance as far as is reasonably practicable with all safeguarding legislations relevant to its programmes and areas of operation.

- b) It is recognised that local legislation in this area exist in Sierra Leone, however this policy identifies minimum standards that may exceed the requirements of local legislation, and these standards must be upheld where they do not cause conflict with local law.
- c) Every staff member and partner of GSSL is required to complete a safeguarding mapping exercise to gain an understanding of the local safeguarding context. This will include identifying relevant local legislation and agencies or services available for referrals or sign-posting.

6.0 DUTIES

All members will receive training in order to fulfil the following duties:

a) RECOGNISE:

To be able to recognise the possible signs that could indicate that harm is occurring to a child, young person, persons with disabilities or vulnerable adults. To be able to recognise when best practice as identified in this policy is not being observed.

b) RESPONSE:

To respond appropriately and proportionally in-light of a disclosure, incident, allegation or concern. The following can be used as guidance on how to respond when receiving a disclosure:

c) WHAT TO DO WHEN RECEIVING A DISCLOSURE

- I. Listen
- II. Empathise with the person
- III. Ask who, when, where and what, but NOT why
- IV. Repeat / check your understanding of the situation
- V. Report appropriately

WHAT NOT TO DO WHEN RECEIVING A DISCLOSURE

- I. Become defensive
- II. Argue with the person
- III. Be dismissive
- IV. Blame others
- V. Make assumptions without knowing the facts
- VI. Make promises you can't keep
- VII. Ignore the problem
- VIII. Try to investigate yourself

d) RECORD

To record factually and accurately, without speculation, opinion or assumption the details of a concern or disclosure. In the case of a disclosure, a record must be made using, as much as is reasonably practicable the words used by the person when disclosing.

e) REPORT

To report promptly to the most relevant and accessible point of contact. In the first instance this is the Executive Director serving as lead Safeguarding Officer, then followed by the Programmes coordinator serving as Deputy Safeguarding Officer, Administrative officer serving as Proxy Safeguarding Officer, or member of staff affected persons feels most comfortable and able to report to.

6.1 PROHIBITED BEHAVIOURS

To ensure that the risk of harm to children, young people, persons with disabilities and vulnerable adults is kept as low as is reasonably practical, GSSL strictly prohibits the following behaviours. The prohibitions listed are not exhaustive and are underpinned by the safeguarding code of conduct, which all staff and volunteers are required to sign and uphold.

1. Sexual activity with anyone under the age of 18.
2. Sexually abuse or exploit children, young people, persons with disabilities or vulnerable adults.
3. Hit or physically assault a child, young person, persons with disabilities or vulnerable adult.
4. Put a child, young person or vulnerable adult at risk of harm.
5. Sexual activity with a community member.
6. For staff to have a sexual relationship with a volunteer.
7. Use a position of power to take unfair advantage of a fellow staff member, community member, partner or volunteer

6.2 LEAD SAFEGUARDING OFFICER (+ DEPUTY)

- GSSL is committed to ensuring organisational safeguarding responsibilities are comprehensively fulfilled.
- Integral to the successful implementation of robust safeguarding practice is the identification and training of a Lead Safeguarding Officer (and deputy) as vital internal resources to support the delivery of effective safeguarding management. The requirements and responsibilities outlined in the Lead Safeguarding Officer Terms of Reference are designed to be compliant with widely accepted standards.

(See above – Code of practice)

7.0 INTERNAL REPORTING

- It is the responsibility of all members to take seriously any safeguarding concerns, allegations, incidents or disclosures, and they are duty bound to report any incidents in compliance with the internal reporting guidelines outlined in this policy. It is essential that timely and effective action is taken, and therefore ensuring that the welfare of those affected is the paramount consideration.
- Any safeguarding concerns, incidents, allegations or disclosures must be reported promptly and documented in writing (using the cause for concern form and other approved ways) to the most relevant and accessible point of contact. In the first instance this is the Safeguarding Officer in-country, normally the chairman executive committee; secondly a senior member of staff the reporter feels most comfortable and able to report to. In certain circumstances, for example if a staff member is implicated in a disclosure, the whistle-blowing email may be used to report a safeguarding concern, incident, allegation or disclosure (josephrahall@gmail.com).
- If needed or desired and prior to submitting a written report, the reporter can access support, guidance and advice regarding the issue through the Safeguarding officers.
- Forms should be password protected and circulated on a strict need to know basis. Written reports should aim to be submitted within 72 hours of the incident occurring.
- It is never an individual's responsibility to investigate a safeguarding case. No leading questions should be asked, and all written reports should be as factual and as objective as possible, and written to the fullest extent possible without speculation, assumption or opinion.
- Once the report has been submitted, the reporter's responsibilities have been effectively fulfilled (unless that individual is later needed as part of an investigative process.)
- Case discussions coordinated and chaired by the Safeguarding Officer in-country and involving only relevant and necessary staff will take place as soon as possible following the receipt of a report, and should aim to occur within 72 hours. Decisions and actions will be taken on the basis of the case assessment, and appropriate steps, sign-posting or referrals will be made. This decision will be informed by the training received by the Safeguarding officer, and take into account the various considerations outlined in this document. These include but are not limited to; the safeguarding principles, confidentiality, local considerations, the scope of the policy and the principle of do no harm.

Examples of possible outcomes of a case discussion could include:

- I. No further action needed
- II. Internal investigation
- III. External investigation
- IV. Staff suspension

- V. Programme suspension
- VI. External referral
- VII. External sign-posting
- VIII. Notification of authorities
- IX. Contacting emergency services

(A Cause for concern form shall be designed and made accessible)

8.0 ROLES AND RESPONSIBILITIES

Green Scenery will ensure that all GSSL staff and partners of GSSL are trained and encouraged to be conversant in their safeguarding responsibilities.

8.1 Board Members:

GSSL recognises that in-line with other guidelines that Board members are responsible for ensuring that those benefiting from, or working with the charity, are not harmed in any way through contact with it. They have a legal duty to act prudently and this means they must take all reasonable steps within their power to ensure that this does not happen. It is particularly important where the charity comes into contact with children, young people and vulnerable adults at a community level.

Responsibilities are designed so that all reasonable steps to prevent harm have been taken, and include but are not limited to:

- To have primary responsibility for safeguarding in the organisation.
- To act in the best interests of children, young people, persons with disabilities and vulnerable adults.
- Ensure safeguarding policies and procedures are in place.
- To monitor and review safeguards policies and procedures.
- To respond appropriately to allegations of abuse.
- Designated board level lead to take leadership responsibility for the organisation's safeguarding arrangements.
- The Board: In recognition of this commitment to participation, safeguarding must be a standing agenda item in Board meetings. This provides dedicated and high-level space to address safeguarding, and at which issues can be deliberated by the entire board.

8.2 LEAD SAFEGUARDING OFFICER (+ DEPUTY AND PROXY):

- The first point of contact for all staff and volunteers to go to for advice regarding safeguarding and child protection.
- Senior member of staff to take lead responsibility for safeguarding and child protection within the organisation.
- To refer all cases of suspected abuse to the local authority.

- Responsible for ensuring that their organisation's safeguarding policy is kept up to date, complete and reflects up to date legislation.
- To test and review procedures.
- That a staff structure is in place to fulfil safeguarding responsibilities.
- That safeguarding is afforded the utmost priority at the most senior levels within the organisation, including the Senior Management Team and the Executive Committee.
- To ensure procedures are in place for: managing safeguarding allegations against staff and volunteers, and safe recruitment practices.
- That secure records concerning safeguarding are kept and shared appropriately.
- To advocate for resources to fulfil organisational safeguarding responsibilities.

(A Lead safeguarding Officer's TOR shall be developed and made accessible)

8.3 TIER 1: (SENIOR MANAGEMENT TEAM: EXECUTIVE DIRECTOR, ADMIN and FINANCE OFFICERS and SENIOR PROGRAMME OFFICER)

- Responsible for the implementation of the overall Safeguarding Policy.
- That resources are available to fulfil organisational safeguarding responsibilities.
- Promote a culture where safeguarding is prevalent at all levels and in all programmes and activities.
- To champion safeguarding as a primary consideration in decision making processes, including strategic.
- To ensure safeguarding practice is reviewed and maintained across the organisation.
- Responsible for the operational management of allegations and disclosures, including coordination with supporting bodies, and signposting to relevant organisations.

8.3 LEVEL 1: (BOARD OF DIRECTORS & EXECUTIVE DIRECTOR)

- Ensure all reporting staff are aware of their roles and responsibilities under this policy.
- Practice safe recruitment in line with policy guidelines.
- Ensure all staff receive safeguarding orientation and training as a mandatory part of induction.
- To see that GSSL'S safeguarding policy is implemented within respective units and teams, and that procedures to support the policy are implemented, complied with and regularly communicated.
- Support reporting staff to access and utilise safeguarding reporting procedures.

8.4 LEVEL 2: (PROGRAMME & FINANCE STAFF)

- Fully comply with the organisation's safeguarding policies and procedures.
- Attend appropriate training.

- Remain vigilant for signs of abuse.
- Promote welfare and conditions compatible with healthy growth and development.
- Inform designated point person of any concerns.

8.5 LEVEL 3: VOLUNTEERS & PARTNERS

- Trained and inducted to the appropriate level.
- Aware of reporting structures, how to elevate a concern, and to whom.
- Appropriately recruited and screened for role.

9.0 RECRUITMENT

Pivotal to abuse prevention is exercising robust safe recruitment practice. Process and procedures central to this include:

9.1 ADVERTISEMENT

- All roles will be advertised in appropriate spaces and platforms to both encourage the attraction of the most suitable candidates, and to deter the attention of unsuitable candidates.
- All job descriptions will truthfully reflect the remit of the role advertised and the corresponding candidate requirements. This is to promote transparency of expectations for performance in the role, and that candidates lacking the requisite requirements can be efficiently screened. This will help avoid the appointment of an unsuitable candidate.

9.2 APPLICATION

- Candidates will be asked to detail how their skills and experience align to that of the job description, allowing the recruiter to assess suitability for the role.
- Applicants are asked to disclose all criminal convictions, in keeping with the parameters of local employment law.
- Applicants are asked to account for any gaps in their employment history, and the reasons for leaving each role.
- If it is necessary to assess a person's suitability to work with children due to the nature of their role, then it is permissible to ask about both spent and unspent convictions. This is in adherence with best practice and due diligence and may be applied where this does not cause conflict with any local law.

9.3 INTERVIEW

- During interview the candidate's motivation for, and attitudes towards working with young people will be explored.

- At least two interviewees will be present for all interviews, ideally with different sets of expertise. This is so that a well-rounded picture of the candidate is captured, and to try and reduce the influence of unconscious bias in the decision making process.
- The candidates understanding and experience of safeguarding will be assessed.

9.4 PRE-EMPLOYMENT CHECKS

- All candidates will be subject to careful reference checking and will not be permitted to start work until satisfactory references are received.
- References for candidates working directly with children, young people or vulnerable adults should ask explicitly about the candidate's suitability to do so.
- Where an employee, volunteer or partner is engaged in 'regulated activity' (direct work with vulnerable individuals), a criminal background check (or in-country equivalent) will be undertaken as part of the recruitment process.

9.5 INDUCTION

It is recognised that crucial to creating an organisational culture that promotes the protection and well-being of young people, safeguarding needs to be embedded from the very beginning of the employee journey.

To this end, all new employees will receive safeguarding orientation and training as a mandatory part of the new starter induction process.

This will include but is not limited to:

- Introduction to safeguarding
- Children, young people. vulnerable adults
- Abuse
- Recognising signs of abuse
- Safeguarding in a GSSL context
- Understanding roles and responsibilities
- Reporting a concern

All new starters will be required to sign a code of conduct to successfully complete the induction process.

10 TYPES AND INDICATORS OF ABUSE

GSSL does not limit or restrict its view on what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered. However, the following categories and accompanying indicators from the Child Rights Act 2007 and

Sexual Offences Act 2012 as amended 2019, and any other relevant law can act as useful guidelines.

10.1 PHYSICAL ABUSE

Including assault, hitting, slapping, pushing, and misuse of medication, restraint or inappropriate physical sanctions.

Signs of physical abuse can include:

- Fractures, bruising, burns, pain, marks, not wanting to be touched.
- No explanation for injuries or inconsistency with the account of what happened.
- Injuries are inconsistent with person's lifestyle.
- Frequent injuries.
- Subdued or changed behaviour in the presence of a particular person.

10.2 SEXUAL ABUSE

Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

- Signs of sexual abuse can include:
- Bruising, particularly of the thighs, buttocks and upper arms and marks on the neck.
- STDs
- Unusual difficulty in walking or sitting
- Pregnancy in a woman who is unable to consent to sexual intercourse
- Uncharacteristic use of sexual language or significant changes in sexual behaviour or attitude
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear / apprehension of, or withdrawal from, relationships
- Displays a level of sexual knowledge that is inappropriate for age.

10.3 DOMESTIC ABUSE

Including psychological, physical, sexual, financial, emotional abuse, verbal abuse and humiliation and so called 'honour' based violence.

Signs of domestic abuse can include:

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones

- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

10.4 PSYCHOLOGICAL ABUSE

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, or unreasonable and unjustified withdrawal of services or supportive networks.

Signs of psychological abuse can include:

- Air of silence when a particular person is present
- Withdrawal or change in the psychological state
- Insomnia
- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss / gain
- Signs of distress: tearfulness, anger
- Attention seeking behaviour

10.5 FINANCIAL OR MATERIAL ABUSE

Including theft, fraud, internet scamming, coercion in relation to financial affairs or arrangement, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Signs of financial or material abuse can include:

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- Person allocated to manage financial affairs is evasive or uncooperative
- Family or others show unusual interest in the assets of the person
- Disparity between people's living conditions and their financial resources, e.g. insufficient food in the house.

10.6 MODERN SLAVERY

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Signs of modern slavery can include:

- Signs of physical or emotions abuse
- Appearing malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers.
- Fear of law enforcers.

10.7 DISCRIMINATORY ABUSE

Including forms of harassment, slurs or similar treatment: due to race, gender and gender identity, age, disability, sexual orientation or religion.

Signs of discriminatory abuse can include:

- Person appears withdrawn and isolated
- Expressions of anger, frustration, fear and anxiety
- The support on offer does not take account of the person's individual needs in terms of protected characteristics

10.8 ORGANISATIONAL ABUSE

Including neglect and poor care practice within an institution. 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.

Signs of organisational abuse can include:

- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- Poor standards of care
- Lack of adequate procedures
- Poor record keeping and missing documents
- Absence of visitors
- Public discussion of personal matters

- Lack of management overview and support

10.9 NEGLECT AND ACTS OF OMISSION

Including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate and available health, care and support or educational services, the withholding of necessities of life, such as medication, adequate nutrition and heating.

Signs of neglect and acts of omission can include:

- Poor environment – dirty or unhygienic
- Poor physical condition and/or personal hygiene
- Malnutrition unexplained weight loss
- Untreated injuries and medical problems
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing

10.10 SELF-NEGLECT

This covers a wide range of behaviour related to neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Signs of self-neglect can include:

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Inability or unwillingness to take medication or treat illness or injury

10.11 ABUSE OF POWER

8. This covers a wide range of behaviour related to the dynamics of power (in the workplace, community or home). It refers to using a position of power to take unfair advantage of a fellow staff member, community member, partner or volunteer.

Examples of abuse of power can include:

- A member of staff using their position to gain sexual favours from anyone else

- A person with authority controlling or attempting to control the actions of another in the same organisation, project, community etc

11 SAFE PROGRAMME DESIGN

11.1 DO NO HARM

GSSL is committed to the ethical principle ‘do no harm’, where by it must be considered that in any given situation it may be better not to do something, or even to do nothing - than to risk causing more harm than good through intervention or action. GSSL will never knowingly implement a programme that could directly or in-directly cause harm.

11.2 RESIDUAL RISK

It is recognised however that there is always a residual level of risk of harm that despite rigorous mitigation would never be possible to completely eliminate. GSSL is committed to ensuring that this level of residual risk is kept as low as is reasonable practical.

11.3 GUIDELINES ON IMPLEMENTING SAFEGAURDING IN PROGRAMMES

To ensure the level of residual risk remains as low as is reasonably possible, GSSL aims to adopt the following minimum standards to bench mark all programmes:

At least one safeguarding focal point is identified who has clearly defined safeguarding responsibilities. (In-country programmes – this is likely to be the Executive Director, who also assumes the position of proxy safeguarding lead in-country.

- A risk assessment is conducted considering all aspects of the programme that may directly or indirectly harm children, young people or vulnerable adults.
- Design should consider limiting as far as is practical the potential for anyone working for or on behalf of GSSL from being in a position where they might find themselves in a completely private, or one – on – one situation with a child, young person or vulnerable adult.

12 WORKING WITH PARTNERS

- It is recognised that there are inconsistencies in the establishment and rigour of safeguarding polices and practice across organisations. This can include variance in safeguarding comprehension, literacy and training. These inconsistencies can be further compounded when operating in different legal, social and cultural contexts.

- This disparity can have the potential to threaten the safety of programmes, and increase exposure to risk both for GSSL and those with whom the organisation comes into contact with.
- The provision and primacy of safeguarding in a partner organisation should be a key determinate factor in the decision to enter into and establish a partnership. The Partnership Consideration Tool (Appendix 3) should be used to help establish the suitability of working in partnership with another organisation.
- GSSL will work to support, as far as is reasonably practicable, partner organisations with a lower degree of safeguarding experience, rigor or protocol to safely and effectively fulfil their organisational responsibilities and deliver on partnership goals.

(Partnership consideration tool should be developed and embedded in partnership MOU)

12.1 PARTNERSHIP TERMINATION

- If it is considered that a partner is not effectively fulfilling its safeguarding responsibilities, then GSSL may decide to not enter a partnership.
- If once a partnership has been established it is evident that acceptable practice is not being observed, then GSSL may decide to terminate the partnership on these grounds

13. CONFIDENTIALITY

GSSL is committed to maintaining the confidentiality of personal information that it handles. Any information given or received in confidence for one purpose will not be used for another purpose, or passed to a third party, without the express consent of the individual except in special circumstances e.g. to prevent further harm to an individual.

GSSL will aim to ensure that personal information is obtained, used and disclosed in accordance with the common law duty of confidentiality and the Data Protection Acts 1998 and 2018.

13.1 CONFIDENTIAL INFORMATION

Examples of confidential information include:

- Personal information of a private or sensitive nature.
- Information that is not already lawfully in the public domain or readily available from another public source.
- Information that has been shared in circumstances where the person giving the information could reasonably expect that it would not be shared with others.

13.2 SHARING INFORMATION APPROPRIATELY AND SECURELY

If information is shared, it should be shared in a proper and timely way, and in accordance with the principles of the Data Protection Acts of 1998 and 2018. In relation to sharing information at the front-line, the following can be used to guide best practice and compliance:

- Share only the information necessary for the purpose for which it is being shared.
- Understand the limits of any consent given, especially if the information has been provided by a third party.
- Distinguish clearly between fact and opinion.
- Share the information only with the person or people who need to know.
- Check, as far as is reasonably practicable that the information is accurate and up-to-date.
- Share it in a secure way, for example, confirm the identity of the person you are talking to; check that a conversation or phone call cannot be overheard; use secure email; check that the intended person will be on hand to receive a fax.
- Establish with the recipient whether they intend to pass it on to other people and check they understand the limits of any consent that has been given.
- Inform the person to whom the information relates and, if different, any other person who provided the information, if you have not done so already and it is safe to do so.

14 SUPERVISION

When working with groups of children or young people, it is important that the level of supervision is appropriate to their age group and their needs, which may be very specific. In general, younger children need to be more closely supervised and will require a higher adult to child ratio.

14.1 EFFECTIVE SUPERVISION

It is the responsibility of those commissioning, planning or providing sessions/activities to see that those running the activity are suitable to do so. In ascertaining the suitability of persons providing supervision, the following should be considered:

- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.
- The age and gender (including developmental age) of the young people to be supervised.
- The ability of the young people (including their behavioural, medical, emotional and educational needs).
- Supervising personnel are safely recruited and screened in-line with organisational requirements.
- Supervising personnel have signed a code of conduct

- Staff competence - appropriately experienced / trained / qualified to supervise both the activity and group demographic.
- Staff has an understanding of their safeguarding responsibilities.
- Covered by appropriate insurance

14.2 RATIOS

The following ratios can be used as guidelines when assessing the appropriate level of supervision required for a particular activity. If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible.

- I. Aged 0 - 2 years: 1 adult to 3 children
- II. Aged 2 - 3 years: 1 adult to 4 children
- III. Aged 4 - 8 years: 1 adult to 6 children
- IV. Aged 9 - 12 years: 1 adult to 8 children
- V. Aged 13 - 18 years: 1 adult to 10 children
- VI. Young adults (18 – 25 years): 1 supervisor to 15 young adults

The above ratios should be used as a guide only, as appropriate levels of supervision can vary according to a range of factors, including but not limited to:

- I. Age (see above)
- II. Gender
- III. Behaviour
- IV. Abilities within group
- V. Nature and duration of activities
- VI. Competence and experience of staff involved
- VII. Requirements of location, accommodation or organisation based
- VIII. Any special medical needs
- IX. Specialist equipment needed

15 ONLINE SAFETY

These guidelines are by no means exhaustive, and should be considered a tool to help support the implementation and management of online safeguards.

- If a profile or group is set up by GSSL it is essential that a member of staff joins as a moderator to oversee content and activity.
- The role of the moderator should be to monitor conversations, images and other activity of group members and challenge, educate and intervene as necessary.
- Moderators should take responsibility for educating members of the group about online safety, including how to customise privacy settings.
- Sufficient moderation should be in place to inhibit anyone working for on behalf of GSSL from having a private conversation with a child, including the moderator.
- This extends to email correspondence, which may mean replacing personal email addresses with a group inbox, and text messages which may require the use of a team phone that multiple staff have access to
- Staff should not make use of their personal social media accounts for the purpose of delivering GSSL activities except otherwise given that authority. In such cases a new account should be opened that enables the staff member to maintain boundaries between their personal and professional lives.
- Staff must not publish images of people unless consent has been given in writing.

15.1 NEW MEDIA

Social media evolves rapidly, and in response GSSL needs to consider the potential risks inherent in new forms of media. The following questions can be used to help guide this conversation:

- Should a GSSL member of staff or volunteer use this social medium to develop a private relationship with a child, young person or vulnerable adult?
- Should use of this social medium facilitate any other form of harm to a child, young person or vulnerable adult? (E.g. could it bring them in contact with a third party who poses a risk of harm?)

16 MEDIA AND THE USE OF IMAGES

16.1 COMMITMENT

All photos taken should respect human dignity and consider the rights, safety and well-being of the person or people being portrayed.

16.2 MINIMUM STANDARDS

- Comply with local traditions or restrictions when taking photos of people, objects or places.
- Inquire into national laws related to photography and privacy rights.
- Gain verbal or written consent before taking photographs.

- Respect a person's right to refuse to be photographed. If you sense any reluctance or confusion, refrain from taking the photo.
- Do no harm. Individuals or groups may be put at risk of reprisal, violence or rejection in their communities as a result of exposing their identity or personal story through the publication of their image.
- Do not misrepresent the individual, situation or context of the photo.
- Absolutely no payments or any other form of compensation are to be provided to subjects in exchange for their photo or consent

16.3 LARGE CROWDS

- When taking images at an event attended by large crowds, such as a sports event, this is regarded as a public area and so permission is not required from everyone in a crowd shot. People in the foreground are also considered to be in a public area

16.4 SAFE STORAGE OF IMAGES

- Once a picture has been taken and written consent to use it has been obtained, it is necessary to store the images appropriately. Risk based approach should be adopted to determine what measures are appropriate for the safe internal storage of images

16.5 DATA PROTECTION

- It is important to remember that images of people constitute personal data, particularly if they are processed in conjunction with other personal data such as names and addresses. As such best practice and the observance of due diligence in Data Protection, enhanced by any impending law/s, refers to the processing of all personal images, including their capture, retention, storage, sharing and destruction.

16.6 ETHICAL USE OF PHOTOGRAPHY

- Photos and captions used to illustrate or support written materials should be factual and in keeping with the context of the story.
- No photo of a recognisable individual(s) to be falsely captioned or used in such a way as to imply information about that person.
- Use disclosures where there is the risk of misunderstanding (e.g. "The photos in this material are used for illustrative purposes only: they do not imply X on the part of any person who appears in the photos".)
- Care needs to be taken not to stereotype certain groups e.g. beware of the repeated use of images of particular ethnic groups, nationalities or genders when illustrating particular issues.
- If photos are edited to protect identities, this must be noted and explained.
- Photos of individuals should illustrate autonomy and dignity of person

Annexes 1.

INDEMNITY FORM (Ref. Id.....)

I

(Full Name of Indemnifier)

Confirm that Mr./Miss/Ms./Mrs./Other:.....

(Full Name of the Employee you are indemnifying)

Is well known to me for overyears

I hereby vouch for his/her integrity and therefore undertake to **INDEMNIFY** the organisation on demand for any loss it might suffer as a result of dishonesty, impropriety, or negligent action of

Mr./Miss/Ms./Mrs./Other:.....

PARTICULARS OF INDEMNIFIER

Residential Address:.....

.....

Employer:.....

Business /institution's Address:.....

.....

Position/status in the business/institution:.....

Telephone number/s:.....

Email address:.....

Signature:.....

Right thumb print and date
indemnifier

Passport picture of

RTP and date

**Please attached
photocopy of your
endorsed identity card
to this form**

Please affix passport
picture here