

INASP SAFEGUARDING POLICY

This policy applies to anyone working for, or delivering work on behalf of, INASP i.e. staff, associates, contractors, volunteers and partners.

Scope

INASP is committed to promoting the rights of all people to live free from abuse and coercion. We are committed to putting in place safeguards and measures to prevent abuse and to ensure that people are treated with respect.

As part of INASP's vision of research and knowledge at the heart of development, we work to support individuals and institutions to produce, share and use research and knowledge, which can transform lives. Our work primarily is with adult researchers and academics who are not in vulnerable populations but in anticipation of this work expanding to involve young people (UN definition: age 15-24), this Policy will cover the safeguarding of both adults and young people.

INASP does not currently employ any staff or engage any contractors that have a specific remit to work with children or vulnerable adults (e.g. child minders, teachers or carers). We do not therefore perform UK Disclosure and Baring Service (DBS) background screening before appointment. Should we ever engage such individuals however, we will perform a standard DBS check as required by UK law and ensure that contracts contain an appropriate code of conduct.

This policy sets out the expectations for INASP staff, associates, contractors and volunteers to comply with required behaviours as an employee or when working on behalf of INASP. Any partners that are contracted to do work by INASP will also be expected to sign up to our Safeguarding Policy or produce evidence of a similarly robust policy. Staff, associates, contractors, volunteers and partners also have a duty to implement this policy, ensuring that the policy is fully embedded within their areas of responsibility.

This Policy must be read in conjunction with the following INASP Policies which also cover safeguarding issues or are referred to in these Policies:

P02 - Anti-Harassment and Bullying

P09 - Ethical

P10 - Fraud

P14 - Whistleblowing

Purpose

The purpose of this Policy is to ensure that:

- All who work for and on behalf of INASP understand and are well supported in meeting their responsibilities to safeguard adults and young people from any kind of abusive or exploitative acts.
- We have in place procedures to prevent and deal with the actions/behaviours of our staff, associates, contractors, volunteers and partners working on behalf of INASP that result in abuse in any form against an adult or young person.

Policy

Prevention of Abuse and/or Exploitation

INASP will not tolerate sexually abusive or exploitative acts of any kind being perpetrated by our staff, associates, contractors, volunteers, partners or anyone associated with the delivery of our work. Abuse includes but is not limited to; sexual, physical, psychological or emotional, financial or discriminatory. Staff and managers are bound to uphold and implement this policy and to report people or incidents that they believe contravene it. INASP managers have a duty to ensure that allegations of exploitation and/or abuse for any reason are investigated and that appropriate disciplinary measures are taken. INASP also has a duty to provide appropriate assistance to any victims of exploitation and abuse by our staff.

Anti-Bullying and Harassment

At INASP, we believe that all people should be treated with dignity, fairness and respect. Consequently, we will not tolerate the harassment or bullying of staff, associates, contractors, volunteers, partners or any persons whilst carrying out INASP business. Any allegation of harassment or bullying will be dealt with in a robust and timely manner with fairness and sensitivity.

Young People

INASP does not routinely work with children or vulnerable populations. However, we do some work with universities who are in contact with young people (UN definition: age 15-24). We recognise that young people have particular safeguarding needs requiring consideration as they may be over the formal age of majority and so face fewer legal restrictions in what is permissible, but still require safeguarding from abuse and we retain a duty of care towards them. We have a responsibility to ensure all those working for or on behalf of INASP are given clear guidance about the standards of behaviour and practice required of them at all times when they are in contact with young people. As such INASP expects all staff, associates, contractors, volunteers and partners to ensure this Policy is implemented when working with young people and to report any concerns in line with the procedures set out below.

Personal Conduct outside Work or Engagement with INASP

We do not dictate the belief and value systems by which staff, associates, contractors, volunteers or partners conduct their personal lives. However, actions taken by them out of working hours that are seen to contradict this Policy will be considered a violation of the Policy.

Procedures and Sanctions

INASP treats seriously any allegations of sexual abuse or exploitation or of other breaches of our policies related to acceptable behaviours. At INASP, it is vital that everyone who works for us maintains the highest standards of conduct, integrity and ethics, and complies with local legislation. If a member of staff, associate, contractor, volunteer or partner has any genuine concerns about behaviour of individuals working for or on behalf of INASP, we wish to encourage them to communicate these without fear of reprisals and in the knowledge, that they will be protected from victimisation and/or dismissal. Partners, Associates and Contractors are required to report any incidents of this nature reported within their own Organisations to the Executive Director of INASP and the Charity Commission.

INASP Staff

If you experience, witness, hear of or have any concerns regarding potential breaches of this Policy, you should speak to your manager, the Office Manager or another trusted member of management. If you prefer, you can also use the HR Confidential Support service provided by the HR Consultant.

The matter will be investigated promptly by a member of the Senior Management Team together with HR. If the complaint is upheld, it will be dealt with formally by a Director using the Disciplinary Procedure. INASP will investigate all such claims as tactfully as possible and confidentiality will be respected as much as possible.

Breaches of this policy by members of staff will be investigated in accordance with INASP's disciplinary procedures. Sanctions may include disciplinary action leading to possible dismissal and a referral may be made to the authorities for a criminal investigation.

INASP Associates, Contractors, Volunteers and Partners

If you experience, witness, hear of or have any concerns regarding potential breaches of this Policy, you should speak to a member of INASP's management.

The matter will be investigated promptly by a Director as tactfully as possible and confidentiality will be respected as much as possible. If the complaint is upheld it will be dealt with formally by the Executive Director.

Breaches of this Policy by an associate, contractor, volunteer or partner may incur sanctions including termination of all relations including contractual and partnership agreements and where relevant, appropriate legal or other such actions

General

If a legitimate concern about suspected abuse of an individual is raised but proves to be unfounded on investigation, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of false and malicious accusations.

If for any reason you feel unable to report your concerns to a member of management or are unhappy with the process or outcome of an investigation, you can contact the Board of Trustees direct at; whistleblowing@inasp.info

The Executive Director will report all breaches of this policy to the Board of Trustees who are responsible for reporting incidents to the Charity Commission and Local Authorities.

Reviewed	May 2018

Note

To be acknowledged electronically on HR system by INASP staff
All other personnel to complete and sign form below

I understand and agree to adhere to the contents of this Policy
(Insert name above)

Signed:

Date:

Organisation:

(i.e. INASP if member of staff, company if associate or partner)