

## SAFEGUARDING IN CAFOD

CAFOD's values commit us to respect the intrinsic dignity of every person and create relationships of mutual respect with all people, irrespective of gender, disability, age, race, ethnic origin, nationality, culture, sexual orientation, political or religious belief.

**Safeguarding** is the responsibility that CAFOD has to make sure our representatives and activities promote the welfare of people (especially children and adults with specific vulnerabilities) in the communities where we work and do not expose them to the risk of harm and abuse, including sexual exploitation and abuse. Our safeguarding measures seek to prevent situations where individuals can use their position of power to abuse or exploit another person.

Safeguarding is a shared responsibility, with all parts of the organisation and all levels of staff involved in ensuring a welcoming, inclusive, dignified and safe environment for those who come into contact with us.

### How to report a concern:

If you have any concerns at all - don't wait to have the whole picture and don't investigate further. Record the information and report any suspicions or allegations of abuse, exploitation or breach of safeguarding policy through one of the following channels, within 24 hours:

- Log it through our feedback & complaints web platform: [cafod.ethicspoint.com](http://cafod.ethicspoint.com)
- Telephone 0808-234-7287
- Contact the Country Representative or senior manager
- Speak to one of the Safeguarding Team (Sonia Pritchard, Caroline Nalyanya or Karen Livingstone).

Anyone who brings concerns or allegations to the attention of CAFOD will be responded to sensitively, respectfully and seriously.

The manager and Safeguarding Team will see that a safeguarding case meeting is held within 24 hours.

## CODE OF BEHAVIOUR FOR STAFF, VOLUNTEERS AND VISITORS

CAFOD's Code of Behaviour sets out what is expected of you at all times. In relation towards our conduct towards others,

Representatives of CAFOD **must**:



- Ensure their personal and professional conduct is, and is seen to be, of the highest standards and in keeping with CAFOD's Vision, Mission and Values and does not bring CAFOD into disrepute.
- Act in good faith and treat other people with dignity and respect, without discrimination, harassment, abuse or neglect.
- Take reasonable action to protect others from harm and to challenge infringements into the rights of others.
- Ensure contact with children, young people and vulnerable adults (whether by phone, online or direct contact) is supervised, accompanied, or at least in sight of other adults.
- Challenge bullying and child-to-child abuse in all its forms.

Representatives of CAFOD **must not**:



- Use their position of power to exert pressure, gain economically, professionally or sexually, or extract or accept favours, bribes, gifts or other forms of personal enrichment.
- Enter into a sexual relationship with any member of a community or partner organisation we assist and with whom we hold a position of power or authority.
- Engage in any type of sexual relationship with any person under the age of 18.
- Exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes the exchange of sexual favours for assistance that is due to communities we assist or partners we work with.
- Physically abuse children (even where this is culturally acceptable).
- Use the organisation's computers or other equipment to view, download, create or distribute inappropriate material.

**A child** is anyone under the age of 18. This is irrespective of local country definitions, including legal definitions, of when a child reaches adulthood.

**A vulnerable adult:** CAFOD's policy recognises that every adult (person aged 18 years or over) could be subject to harm or exploitation based on their age, gender, sexual orientation, health, social or economic status as well as relationships of dependency and/ or hierarchy they are in. Specific vulnerability is attributed to persons who are, or may be, in need of community care services by reason of mental or other disability, age or illness; and who are or may be unable to take care of themselves, or unable to protect themselves from the risk or experience of abuse or neglect.

## ADDITIONALLY, IF YOU ARE VISITING A SCHOOL, COMMUNITY, PROJECT OR PARTNER IN CONNECTION WITH CAFOD'S WORK, REMEMBER:

- If you are a member of staff or a volunteer, check with your manager whether you need any enhanced safeguarding checks, for example police checks (DBS in the UK). If you are a visitor to CAFOD, please check with your CAFOD contact person.
- You should always be accompanied by a staff member of the school or partner organisation.
- Always be in view of another adult when with a child, in earshot when on the phone to a child and copy your line manager into emails with children.
- Maintain professional boundaries with children. Do not seek to make contact or spend time with any child with whom you come into contact as a part of your work with CAFOD except as part of the designated activities set out in the role. This includes over email and social media.
- Discourage children being used for tokenistic displays to funders and visitors, and especially take care to avoid the identification of any children as recipients of aid in ways which could embarrass or humiliate them.
- Be sensitive to the unwritten laws of personal familiarity in language, conversation, and physical intimacy, and observe them. Be aware that any cross-gender touching at all might be considered inappropriate.
- Dress in culturally appropriate ways.
- Stop any interaction with a child if a child says stop, or if the child appears uncomfortable with the interaction.
- Do not use any physical force on any child and use non-physical methods of discipline.
- Do not hire children as domestic workers or for any exploitative labour.

## GUIDANCE ON COLLECTING AND PUBLISHING IMAGES AND INTERVIEWS OF CHILDREN

All interviews and images of adults and children must be undertaken with sensitivity and reflect our commitment to the person's right to dignity, privacy and confidentiality. Pictures of children will be decent and respectful. You should always get informed consent from parents and children under 16 for all interviews, pictures and film we use and take care to protect children's identity. Unless children over 16 have additional needs, they should be considered competent and mature enough to give informed consent and follow safety guidance. Ensure you use CAFOD's forms for written or verbal consent. See CAFOD's social media guidelines for information about digital communications.

Don't take photos if you have doubts as to whether the picture will preserve the child's dignity. Do not ever take photos of naked children or adults.

Information which could be used to identify a child should not be published. You may only use two identifiers. For example, if you publish a child's photo, you may only use their first name OR school, NOT both. Combinations of information that are identifying may not be stored together. For example, images will not be stored with surnames and geographical location.

~~Paul, Sam, Lisa, Ann and Dean from Walnut Tree Walk School in Lambeth~~

Paul, Sam, Lisa, Ann and Dean from a London school

Pupils from year 5, Walnut Tree Walk School in Lambeth



Some countries may have specific legislation around use of images so please check with the programme officer or partner.

## FURTHER INFORMATION

CAFOD's full policies, including translations, are available at [www.cafod.org.uk](http://www.cafod.org.uk). If you are a member of staff, look at the Ask Safeguarding page on CAFOD Connect. If you are a visitor please ask your CAFOD contact person for relevant documents.

**For further information or advice on any aspect of safeguarding in CAFOD, contact:**

- Sonia Pritchard, Global Safeguarding Advisor: [spritchard@cafod.org.uk](mailto:spritchard@cafod.org.uk); +44 (0)7786584032
- Caroline Nalyanya, Safeguarding Advisor-Africa: [cnalyanya@cafod.org.uk](mailto:cnalyanya@cafod.org.uk); +254724255903
- Your local safeguarding focal point