



# Child-safeguarding Policy

Enablement Foundation

## Table of Content

<b>Policy register.....</b>	<b>2</b>
<b>Application of the Child-safeguarding Policy.....</b>	<b>3</b>
<b>Purpose of the policy.....</b>	<b>3</b>
<b>Policy Statement.....</b>	<b>4</b>
<b>Applicable Requirements.....</b>	<b>4</b>
<b>Sanctions.....</b>	<b>6</b>
<b>Roles and Responsibilities.....</b>	<b>6</b>
<b>Terms and Definitions.....</b>	<b>7</b>
<b>ANNEX 1: Safeguarding Code of Conduct.....</b>	<b>9</b>
<b>ANNEX 2: Guidelines for Implementing Safeguarding in Practice.....</b>	<b>13</b>

## Policy register

<b>Title</b>	Child-safeguarding Policy
<b>Document type</b>	Policy
<b>Date/version</b>	October 2024
<b>Classification</b>	General Distribution
<b>Reviewed and approved by</b>	Supervisory Board
<b>Next review date</b>	October 2027
<b>Related to</b>	Integrity Policy

## Application of the Child-safeguarding Policy

The Child-safeguarding policy applies to:

- Enablement Foundation (EF), with an office based in the Netherlands.
- Project partners of EF in countries in which the projects are implemented in case they do not have their own Child-safeguarding policies.

### Children with disabilities

Due to our purpose, this policy has a particular focus on children with disabilities up to age of 25, who are especially vulnerable and at risk from certain forms of violence, including sexual and physical.

### Girls with disabilities

Girls<sup>1</sup> are especially vulnerable and at risk from certain forms of violence, including sexual and gender-based violence. Violence against girls with disabilities is not only against the values and principles we uphold as described in this policy, but also in direct opposition to the aims of our work. As such, we are particularly concerned with ensuring that girls do not experience harm, abuse, exploitation, or any other form of violence as a result of their engagement with us or our programmes, projects, events, and processes. Furthermore, we need to ensure that our safeguarding approach and response to safeguarding concerns are gender responsive.

### Young people with disabilities

We work with young people with disabilities, and therefore the protective scope of this policy extends to young people we are supporting or are in contact with, through our youth engagement work. We recognise that young people have particular safeguarding needs requiring distinct consideration. For example, some young people engaging with and attending events supported by EF may be over the formal age of majority and so face fewer legal restrictions in what is permissible, but still require protection from violence and we retain a duty of care towards them.

## Purpose of the policy

The EF recognises that violence against children and young people is prevalent throughout the world and in all societies. Violence against children includes physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment and sexual abuse. Furthermore, children and young people may be vulnerable and at risk due to, for example, reasons of gender, sexual orientation, ethnic origin, disability and age or illness. Children with disabilities

---

<sup>1</sup> Boys are also vulnerable to sexual abuse and exploitation but the overwhelming majority of reported incidents identify girls as the victims.



are more prone to violence and neglect due to the prejudice and stigma that exist in the communities about them. This is especially the case for children with sensory impairments, neurological and cognitive impairments.

EF is fully committed to ending violence against children with disabilities and acknowledges that we have a duty to promote the gender responsive safeguarding of children and young people with disabilities and particularly those with whom we work or are in contact.

The purpose of this policy is to ensure that:

- All who work for and engage with us are skilled, confident, understand, and are well supported in meeting their responsibilities to safeguard children and young people with disabilities, from violence and engage positively with them in ways that enhance the achievement of our Purpose;
- We have in place procedures to prevent and deal with the actions/behavior of our Staff, Associates, Visitors or us as an organization that result in violence against a child or young person with disabilities and/or places them at risk of the same; and
- Children and young people with disabilities we work with are aware of our responsibilities to prevent and respond to any harm against them arising from actions and behaviors of our Staff, Associates and Visitors, and, the routes for reporting such incidents.

## **Policy Statement**

We are fully committed to the gender and disability responsive safeguarding of all children and young people from all forms of violence. We take very seriously our responsibility and duty to ensure that we, as an organization, and anyone who represents us does not in any way harm, abuse or commit any other act of violence against children and young people or place them at risk of the same.

We promote disability-based child and youth safe practices, approaches, interventions and environments which respects, recognises and responds to the specific safeguarding needs and addresses the protection risks of the differing gender and other identities. We will challenge and do not tolerate inequality, discrimination or exclusion.

We respond to a child or young person with a disability who may be in need of protection and or psycho-social support and intend that their welfare and best interests will at all times be paramount consideration.

We ensure all who work with and engage with us understand and are supported in their meeting safeguarding roles and responsibilities. All persons who are engaged with EF in projects and programmes that EF supports, need to understand the specific position and the different barriers that children and young people with disabilities face in their communities. The negative behaviour and prejudice that are often prevalent among the community members towards these

children often leads these children to be neglected and further abused, since they are not considered as persons and subjects of rights.

We take positive action and legal measures to prevent anyone who might be a risk to children and young people with disabilities from becoming involved with us and taking stringent measures against any Staff, Associate or Visitor who perpetrates an act of violence against a child. We promote the active involvement of children and young people in their own protection.

## **Applicable Requirements**

This Policy is underpinned by the following set of principles that guides its implementation:

1. All children and young people with disabilities aged under 18 years have equal rights to protection from all forms of violence as declared in Article 19 of the United Nations Convention on the Rights of the Child. In addition, the UN Convention on the Rights of the Persons with Disabilities proclaims that States Parties shall take all necessary measures to ensure the full enjoyment by children with disabilities of all human rights and fundamental freedoms on an equal basis with other children.
2. The human rights of children and young people with disabilities will be respected and applied to all irrespective of age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, type of disability, physical or mental health, family, socio-economic or cultural background, class, any history of conflict with the law or any other aspect of their background or identity. Inequality, exclusion, and discrimination will be challenged and will not be tolerated.
3. All children and young people with disabilities should be empowered and encouraged to fulfil their potential.
4. Decisions made about children and young people with disabilities will be made as far as possible with their participation and in their best interest giving full consideration to how such decisions will affect them. Children with disabilities will be encouraged to express their views and this will be given 'due weight' in accordance with their age and level of maturity.
5. We have a responsibility to care for and protect children and young people with disabilities, especially those that are vulnerable, and make sure they are not harmed.
6. We have particular responsibilities to children and young people with disabilities with whom we come into contact. No child or young person with disability must suffer harm, intentionally or unintentionally, as a result of their engagement, association or contact with us as a participant in our programmes, projects, events, processes, or youth advisory panels or as part of a fundraising or influencing campaign.
7. We have a responsibility to inform and empower children and young people with disabilities and their caregivers so that they learn about and are better able to exercise their rights to protection. We will work with children and young people with disabilities and their caregivers ensuring they understand the essence of this policy, our

safeguarding commitment and the means by which they can report policy breaches. We will also involve them in the development of safeguarding measures within EF in accordance with their evolving capacities.

8. We are open and transparent, and will hold ourselves to account for our commitment to safeguard children and young people with disabilities. Safeguarding concerns can be raised and discussed, poor practice and inappropriate behaviour challenged and addressed, and our safeguarding measures continuously reviewed and strengthened to ensure we remain accountable to children and young people with disabilities, and their families.
9. We will act on safeguarding concerns, ensuring that our actions are timely, appropriate and are child-centred, taking into account their gender and specific disability and other specific safeguarding needs and vulnerabilities.
10. We work together in partnership with other agencies to promote the safeguarding of children and young people with disabilities within organisations engaged with us, their families and the wider community.
11. We will never knowingly allow a person to become or continue to be a donor where the person:
  - a. is currently in prison for any type of crime including awaiting trial; or
  - b. has committed crimes against children.
12. Our safeguarding approach recognises and responds to the specific safeguarding risks and needs of the differing gender, specific types of disabilities and other identities. It takes appropriate measures to address gender and disability bias and other forms of discrimination and violence which may arise as a result of these. It supports the empowerment and fosters the inclusion of girls with disabilities in the safeguarding process, in a manner that promotes equality, equity and ultimately their increased safety and protection.
13. Our safeguarding approach is mainstreamed in all stages of our operations, thematic portfolios, programmes, projects, activities, influencing work, and interventions in both development and humanitarian settings thus ensuring that these are designed and delivered in a manner that does no harm to children and young people with disabilities.

In light of our commitment and accompanying principles, we give the highest priority to the safety and protection of children and young people with disabilities.

We will ensure our staff, partners, associates, and visitors are supported to meet their safeguarding responsibilities and requirements, understand the specific risks to children and young people with disabilities of differing gender and other identities and how they can work and engage in ways that increase the safety and protection of children and young people with disabilities with whom we are in contact.

Our Safeguarding Implementation standards lays down the requirements for ensuring safeguarding measures are embedded in all parts of our operations and interventions.

## Sanctions

Breaches of this policy will be investigated in accordance with disciplinary procedures and contractual agreements, or a referral may be made to statutory authorities for criminal investigation under the law of the country in which they work. Breaches may incur sanctions including disciplinary action leading to possible dismissal, termination of all relations including contractual and partnership agreements, and where relevant, appropriate legal or other such actions.

If a legitimate concern about the suspected abuse of a child or young person 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.

## Roles and Responsibilities

### **All staff, partners, associates and visitors shall:**

1. Commit and contribute to an environment where children and young people with disabilities feel respected, supported, safe and protected.
2. Never act or behave in a manner that results in violence against a child or young person with a disability or places a child or young person with a disability at risk of violence;
3. Be aware of and adhere to the provisions of this Policy.

### **All Staff shall:**

1. Comply with this Policy, including the Safeguarding Code of Conduct (Annex 1); and Policy on Safeguarding Children and Young People with disabilities.
2. Report and respond to safeguarding concerns and breaches of the policy in line with the applicable procedures.

### **Associates and Visitors shall:**

1. Agree, by signing, to complying with either:
  - i. the Safeguarding Code of Conduct (Annex 1);

### **Managers shall ensure that:**

1. Children and young people with disabilities and communities with which we engage, work or are in contact are made aware of the provisions of this Policy to ensure they have the confidence and ability to report any incidents occurring against children and young people;
2. Staff, partners, associates, and visitors are aware of the Safeguarding Implementation Standards that are applicable to their role or engagement with us;
3. They support and develop systems which maintains an environment which is safe for and prevents violence against children and young people with disabilities ; and



4. They are accountable for ensuring that the policy is fully embedded within their areas of responsibility in accordance with the Safeguarding Implementation Standards (Annex 2).

**Organisations that work with us** in carrying out joint programmes, projects, processes, events and/or activities involving children and young people must comply with the Safeguarding Guidelines contained in Annex 2.

## Terms and Definitions

When used in this document:

**“Associate”** refers to a range of contracted paid and non-paid individuals who have committed to work with or support EF. It includes, among others, board members, volunteers (including community volunteers), interns, sponsors, researchers, donors, consultants and contractors, staff and/or representatives of partner organisations and local governments (when operating in partnership agreement with EF).

**“Child”** in line with the United Nations Convention on the Rights of the Child and for the purposes of this policy, is defined as any person – girl, boy, young woman, young man, and children of other gender identities - under the age of 18 years (UNCRC Article 1). (See definition of Young Person/People or Youth below).

**“Director”** is an Executive Director of EF.

**“Direct beneficiaries”** are the people who are the target of and who we know will be immediately affected by one or more project outputs; irrespective of whether these are delivered directly by EF or by partners or organisations who are acting on behalf of EF.

- Direct beneficiaries are individuals who receive materials, equipment; interventions such as training, awareness raising, mentoring or other personal support.
- Direct beneficiaries may be a single member of a household (for example a mother participating in training on nutrition); or it may be all members in the household (for example, distribution of hygiene kits or malaria nets that the whole family use).

**“Harm”** is any detrimental effect on a child’s or young person’s physical, psychological, or emotional wellbeing. Harm may be caused by abuse or exploitation whether intended or unintended.

**“Manager”** refers to a Staff member who has responsibility for line managing or supervising the work of Staff or Associates.

**“Partners”** refers to local organisations that are legal entities in their own countries of origin that have signed a Partnership Agreement with EF.

**“Safeguarding children and young people with disabilities”** is the responsibilities, preventative, responsive and referral measures that we undertake to protect children and young people with disabilities, ensuring that no child or young person with a disability is subject to any form of harm as a result of their association with the organisation. This includes, ensuring that their contact with us and those associated with us and/or their participation in our activities, interventions and operations is safe and where there are concerns over a child or young person’s welfare or where a child or young person with a disability has been subject to violence, appropriate and timely actions are taken to address this and incidents are analysed so as to ensure continued learning for EF.

**“Safeguarding - Gender Responsive Safeguarding”** is a safeguarding approach that:

- Takes full account of gender in considering the specific safeguarding needs of girls, boys and other gender identities;
- Integrates safeguarding measures that address protection risks for children and young people with disabilities (girls, boys, young women, young men, and children of other gender identities) that stem from issues relating to gender bias and discrimination; and
- supports the empowerment and fosters the inclusion of girls, particularly in the safeguarding process, in a manner that promotes equality, equity and ultimately their increased safety and protection.

**“Staff”** refers to individuals who receive a regular salary for work at EF.

**“Violence”** against a child or young person with a disability includes all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, emotional ill-treatment or psychological violence, sexual abuse and exploitation, harassment, and commercial or other exploitation of a child or young person. Acts of violence can also take place online through, for example, the web, social media or mobile phones. It may be an intentional act involving the use of physical force or power or it may be failing to act to prevent violence against a child or young person. Violence consists of anything which individuals, groups, institutions or organisations do or fail to do, intentionally or unintentionally, which either results in or has a high likelihood of resulting in actual or potential harm to the child or young person’s wellbeing, dignity and survival and development.

**“Visitor”** refers to a range of persons who are visiting our offices or programmes and may come into contact with children and young people with disabilities through EF including journalists, media, researchers, visiting sponsors and celebrities.

**“Young Person/People”** or **“Youth”** in line with United Nations definitions, include individuals – young women, young men, and young persons of other gender identities - aged 15 years to 24 years old. This group spans the categories of ‘children’, ‘adolescents’ and ‘adults’ but regards young people as having particular safeguarding needs and requiring distinct consideration aside from younger children and older adults.

## **ANNEX 1: Safeguarding Code of Conduct**

The Enablement Foundation (EF) is committed to creating a safe environment for children and young people with disabilities. All staff have a duty to uphold the principles of the Global Policy on Safeguarding Children and Young People and commit to maintaining an environment that prevents violence against children and young people with disabilities. Further to this, sexual exploitation and abuse by staff (including those that work in our humanitarian response) constitutes acts of gross misconduct and is therefore grounds for termination of employment.

### As such, I agree that I will:

1. Adhere to the Global Policy on Safeguarding Children and Young People and be open and honest in my dealings with children and young people with disabilities, their families, and communities participating in programmes, projects, processes, events, and activities.
2. Treat children and young people with disabilities in a manner which is respectful of their rights, integrity, and dignity and considers their best interests regardless of age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, types of disability, physical or mental health, family, socio-economic or cultural background, class, or any history of conflict with the law.
3. Create and maintain an environment which prevents the abuse and exploitation of children and young people with disabilities, ensures that I am aware of potential risks with regards to my conduct and work, and that I take appropriate action so as to minimise risks to children and young people.
4. Contribute to building an environment where children and young people with disabilities we engage with are:
  - A. respected and empowered to participate in and discuss decision making and interventions into their safeguarding in accordance with their age, maturity and evolving capacities; and
  - B. well informed on their safeguarding and protection rights and what to do if they have a concern.
5. Display high standards of professional behaviour at all times, providing a positive role model for children and young people.
6. Comply with all relevant international standards and local legislation in relation to child labour, and refrain from using children and young people with disabilities aged below 18 years for domestic or other labour, if such work is inappropriate, exploitative or harmful given their age, type of disability or developmental capacity, which interferes with their time available for education, rehabilitation and recreational activities, or which places them at significant risk of injury, exploitation, or violence. In addition, I understand that I must not use children and young people with disabilities of any age that we work with for domestic or other labour.
7. Respect the privacy and confidentiality of children and young people with disabilities associated with the EF. This means I will:
  - A. Never ask for or accept personal contact details or invitations to share personal contact details (this includes email, phone numbers, social media contacts, address, webcam,

skype, etc.) from any child or family associated or formerly associated with our work or share my own personal contact details with such individuals except where this has been explicitly authorised by EF and/or for EF business purposes.<sup>2</sup>

- B. Never disclose, or support the disclosure of, information that identifies sponsored families or children, through any medium, unless that disclosure is in accordance with standard EF policies and procedures and/or has the explicit consent of EF.<sup>3</sup> Media include paper, photographs, and social media.
- C. Never make any contact with a child and young person with a disability, or family members associated with EF's work that is not supervised by a (or another) member of EF Staff. Such contact may include but is not limited to visits and any form of communication via social media, emails, and letters.
- D. Always ensure that when on an official or work visit with EF and I wish to take pictures of children and young people with disabilities associated with the organisation, for personal use, I will:
  - Always consult first with the local partner of EF so as to make sure that it is ok to take pictures in the local context and that the intended use of the pictures does not conflict with EF's policies and the policies of the local partner organisation.
  - Ask permission of the child or young person with a disability (or in the case of young children or children who are not able to communicate, their caregiver) informing them of the specific purpose(s) and intended use (including how and where) and respect their decision to say no making it clear that there will be absolutely no negative repercussions from denying such consent.
  - Ensure the images are respectful and do not impact negatively on their dignity and privacy.
  - Ensure that the use of the images does not put the child or young person at risk of being identified or located.
  - Never upload the images of children and young people associated with EF to non-EF social media pages without the full and explicit consent of EF<sup>4</sup>.

8. Report and respond to any concerns, suspicions, incidents or allegations of actual or potential abuse to a child or young person in accordance with applicable procedures of the engaging Office.

9. Cooperate fully and confidentially in any Enablement Foundation investigation of concerns or allegations of abuse to children and young people.

10. Immediately disclose all charges, convictions, and other outcomes of an offence, which occurred before or occurs during association with Enablement Foundation that relate to exploitation and abuse of a child or young person.

I will not:

---

<sup>2</sup> Enablement Foundation will seek informed consent as appropriate from the child or young person.

<sup>3</sup> Enablement Foundation will seek informed consent as appropriate from the child or young person with a disability.

<sup>4</sup> Enablement Foundation will seek informed consent as appropriate from the child or young person with disabilities and caregivers where applicable.

1. Abuse or exploit a child or young person with a disability or behave in any way that places a child or young person with a disability at risk of harm, including through harmful traditional practices such as, for example, Female Genital Mutilation, forced or child marriage.
2. Engage in any form of sexual activity or develop physical/sexual relationships with anyone under the age of 18 regardless of the age of consent locally. Mistaken belief in the age of a child is not a defence.<sup>5</sup>
3. Engage in sexual relationships with EF youth direct beneficiaries aged 18 to 24 years as these undermine the credibility and integrity of Enablement Foundation's work and are based on inherently unequal power dynamics'.<sup>6</sup>
4. Use physical punishment/discipline or use of physical force of any kind towards children and young people with disabilities.
5. Engage young people with disabilities in any form of sexual activity which involves the exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes exchange of assistance that is due to beneficiaries.<sup>7</sup>
6. Use language or behave towards a child or young person with a disability in a way that is inappropriate, offensive, abusive, sexually provocative, demeaning or culturally inappropriate.
7. Fondle, hold, kiss, hug or touch children or young people with disabilities in an inappropriate or culturally insensitive way.
8. Have a child and young person with a disability with whom I am in contact in a work related context, stay overnight at my home or any other personal residential location or accommodation.
9. Sleep in the same room or bed as a child or young person with a disability with whom I am in contact in a work related context. Where it is necessary to sleep close to unaccompanied children and young people with disabilities, I will make sure that another adult is present and it is in line with authorised procedures.
10. Do things of a personal nature for children or young people with a disability, with whom I am in contact in a work related context, (e.g. taking a child/young person to the toilet/bathroom; helping them get un/dressed etc.) that they can do for themselves.
11. Spend time alone away from others with children and young people with disabilities with whom I am in contact in a work related context; I will always make sure that another adult is with me and/or I am with the child/young person with a disability in an open public place, where others are around and in plain view of others.

---

<sup>5</sup> ST/SGB/2003/13: UN Secretary-General's Bulletin on Special measures for protection from sexual exploitation and sexual abuse, 2003.

<sup>6</sup> We recognise that our incentive Workers and Community Volunteers live in communities where we operate and so on rare occasions, relationships may develop that may be seen as acceptable in the community but would breach this element of the code. However, we expect Incentive Workers and Community Volunteers working in Programme areas to make known to the relevant manager any potentially compromising relationship they are in or considering, that involve a beneficiary who is aged 18 years and above.

<sup>7</sup> ST/SGB/2003/13: UN Secretary-General's Bulletin on Special measures for protection from sexual exploitation and sexual abuse, 2003.

12. Hit or otherwise physically assault or physically abuse children or young people with disabilities.
13. Act in ways that shame, humiliate, belittle or degrade children and young people with disabilities, or otherwise perpetrate any form of emotional abuse.
14. Discriminate against, show differential or preferential to, or favour particular children and young people with disabilities to the detriment of them or others.
15. Develop relationships with, engage in any practice with or develop behaviour towards children and young people with disabilities which could in any way be deemed or interpreted as exploitive or abusive.
16. Condone or participate in behaviour of children or young people with disabilities which is illegal, unsafe, or abusive.
17. Use any computers, mobile phones, video and digital cameras, or any such medium to exploit, harass or bully children or young people with disabilities.
18. Use computers, mobile phones, or video/digital cameras or other electronic devices, to access, view, create, download, or distribute pornography, especially abusive images of children or young people with disabilities.

*The above is not an exhaustive list. Staff, partners, associates, and visitors should consider all related actions and behaviour which may compromise the rights and safeguarding of children and young people.*

#### Personal Conduct outside Work or Engagement with Us

We do not dictate the belief and value systems by which staff, partners, associates, and visitors 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.

Our staff, managers, partners, associates, and visitors are required to adhere to principles of the Global Policy on Safeguarding Children and Young People both at work and outside work.

## **ANNEX 2: Guidelines for Implementing Safeguarding in Practice**

These guidelines outline the requirements for safeguarding children and young people with disabilities that are applicable to organisations that work with EF in carrying out our joint programmes/projects involving children and young people with disabilities.

They are particularly applicable to organisations assessed as having contact with children and young people with disabilities, working with children and young people with disabilities, and/or whose projects, programmes, processes, activities, advocacy and influence work impact on children and young people. Organisations funded by EF are expected to build on these



guidelines as appropriate based on the nature of their activities and risks to children and young people with disabilities.

The guidelines illustrate our commitment to support and respect children and young people's rights to be protected from harm, and to provide a safe and protective environment for children and young people with disabilities who are involved with any programmes funded by EF.

The guidelines should be applied in relation to children and/or young people with disabilities as appropriate, depending on the group the organisation works with.

**1. Prevention:** The Organisation must take appropriate measures to manage child and/or youth safeguarding risk factors and preventing abuse and exploitation before it occurs. Prevention measures should include organisational safeguarding policies, codes of conduct and associated procedures; the management of safeguarding risks in relation to its operations, activities and interventions; and the production and promotion of 'child and young person friendly' safeguarding information and resources.

**2. Code of Conduct:** Each Organisation is required to ensure that their personnel avoid any behaviour or conduct that compromises the safety and protection of children and/or young people within its activities, operations and programmes. In addition, programmes and activities working directly with children and/or young people or involving direct contact between the same should develop guidance on expected and acceptable behaviour for children and/or young people towards each other. This should be incorporated into policy and practice documents.

**3. Gender Equality and Non-Discrimination:** The Organisation should ensure that all Safeguarding Children and/or Young People policies and procedures take into account gender equality and non-discrimination requirements. Recognising that girls, boys, young women, young men, and children and young people of different gender identities may face different risks relating to their safety and protection and that all children and/or young people have an equal right to protection, irrespective of: age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, or class.

**4. Screening Procedures:** There should be detailed screening procedures for all personnel (including unpaid volunteers) who will come into contact with children and/or young people (directly or indirectly). Screening procedures should be as available in each country and updated on a regular basis, where possible. Screening procedures may include: certificate of good conduct, police reference checks or equivalent, verification that applicants are not listed in national registries of child offenders; a detailed application and interview process; references who support the applicant's suitability to work with children and/or young people.

**5. Awareness:** The Organisation should ensure that all personnel, sub-contractors or consultants or affiliates involved with children and young people's programmes are aware of safeguarding risks, policies and procedures; and their safeguarding responsibilities. In addition

children and/or young people engaged and their parents, guardians or carers should be informed of the same so that they know what behaviours to expect and how to report any concerns.

**6. Capacity Building:** The Organisation should develop the capacity of all who work with and for children and/or young people to appropriately prevent, detect, report and respond to safeguarding concerns and particularly as they pertain to differing gender and other identities. Efforts should be made to ensure organisational policies and practices are understood and can be effectively implemented through mandatory inductions and on-going training courses for all employees and volunteers and other associates.

**7. Participation of children and/or young people:** Children and/or young people with disabilities and their caregivers should be actively, meaningfully and ethically involved in the development of safeguarding measures in accordance with their evolving capacities. Children and/or young people with disabilities must not be treated simply as objects of concern but rather listened to and taken seriously and treated as individual people with their own views.

**8. Reporting Mechanisms for children and/or young people and Staff:** Mechanisms should be established that enable the safe reporting of safeguarding concerns. Such mechanisms should ensure appropriate escalation of concerns within the organisation, referral to the appropriate authorities and confidentiality. In addition child and youth reporting mechanisms should be accessible, friendly and sensitive to their differing needs.

**9. Response and Follow Up:** Organisational policies and procedures should include appropriate measures to support and protect children and/or young people with disabilities when concerns arise. All measures taken to respond to a safeguarding concern should take into account the best interest of the child or young person with a disability and be sensitive to their differing gender, specific type of disability and other identities ensuring they are kept safe and protected. Response measures should be appropriately risk assessed and endeavour to ensure no further harm comes to the child and/or young person with a disability as a result of any actions taken by the Organisation. Concerns should be written up and information kept in accordance with the privacy and confidentiality policies of the Organisation and/or local legislation. In addition, organisational processes should ensure response evaluation and follow up for organisational learning. The Organisation should also advise the Enablement Foundation of any complaints of abuse to children and/or young people in line with the working agreement.

**10. Implementation, Monitoring and Review:** The implementation and monitoring of the Safeguarding Children and/Young People Policy for each Organisation should be reviewed at regular intervals related to the strategic plans of the EF preferably at least every three (3) years, where possible.

**11. Sanction and Discipline of Organisation personnel:** The Organisation policies and procedures should provide for appropriate sanctions and disciplinary measures which ensures



children and young people with disabilities are protected from further potential harm. This may include the immediate suspension of personnel until such time as the allegations are followed up and either substantiated or refuted and/or where personnel is convicted of abusing a child or young person, the said personnel is immediately terminated with cause from his or her position.

**12. Informed Consent:** The Organisation should provide children and/or young people with disabilities (and their caregivers where applicable), with all necessary details (including on any associated risk,) to make an informed decision regarding their participation in programmes and activities, including any voice recordings, video or photographs of children and/or young people with disabilities (including how and where these will be used). Participation and/or usage of information and/or images should only take place after consent is obtained.

**13. Protection of Personal Information:** Personal information regarding any Child or children and/or young people with disabilities, whether or not such information is obtained as part of the programmes involving children and/or young people, should be treated confidentially. There should be clear procedures showing the responsibilities within the organisation for accessing and using such data with appropriate authorisations. In addition such data should not be disclosed to any third party, except in accordance with the policies of the Organisation or as required by applicable local laws. Personal information includes, but is not limited to, any information that can be linked to or used to identify a Child and/or Young Person.

**14. Working with partners:** The EF should ensure adequate safeguarding assessments are made as part of its due diligence processes when it comes to partnership working. Third party entities that are contracted or supported to work with children must be subject to the same safeguarding principles and approach outlined in the Organisations policy and procedures. Vendors, suppliers and other contractors that may be in direct or indirect contact with children must also be subject to appropriate safeguarding measures.