



WELDO'S SAFEGUARDING POLICY

SAFEGUARDING POLICY

Protecting people and safeguarding responsibilities is a governance priority for Women Empowerment Literacy and Development Organization. It is a fundamental part of our operations.

As part of fulfilling its duty of caring for those who come in contact with WELDO, we take reasonable steps to protect them.

These personnel include:

- people who benefit from WELDO's work
- staff
- volunteers
- other people who come into contact with WELDO through its work

WELDO promotes an enabling and safe environment where the personnel who come in contact with WELDO feel encouraged to raise concerns if an issue arises or feel safe.

WELDO has appropriate policies and procedures in place. The staff, volunteers and internees are properly trained to follow these procedures. WELDO also conducts reviews to assess that staff are suitable in the roles assigned to them. WELDO maintains a risk register that is constantly being updated. The staff are properly trained to identify risks, report them and undertake steps to mitigate them.

WELDO makes sure that the work environment at WELDO is conducive to self-growth and does not put pressure on its staff that can result in mental anguish and physical harm. WELDO provides outdoor work out facilities for its staff out of the working hours to ensure that no one is performing under mental pressure.

WELDO has set procedures in place to ensure that harm caused in any way is not ignored.

In case of a concern WELDO has a clear system of referring or reporting to relevant agencies as soon as suspected concerns are investigated to be correct. WELDO is quick to carryout appropriate investigations. These investigations are started as soon as they are report.

Protecting staff, internees, volunteers, project beneficiaries and those who work with WELDO is central to work ethics and culture at WELDO.

TYPES OF RISKS AND HARM

Harm and risks WELDO must be alerted to, whether online or in person, include but are not limited to:

- sexual harassment, abuse and exploitation
- criminal exploitation
- an organization's culture, which may allow poor behaviour and poor accountability
- people abusing a position of trust they hold within an organization

- bullying or harassment
- health and safety
- commercial exploitation
- cyber abuse
- discrimination on any of the grounds
- people targeting WELDO
- data breaches, including those under General Data Protection Regulations (GDPR)
- negligent treatment
- domestic abuse
- self-neglect
- physical or emotional abuse
- extremism and radicalisation

WELDO's policies make it clear how it can:

- protect people from harm
- make sure people can raise safeguarding concerns
- handle allegations or incidents
- respond, including reporting to the relevant authorities

CODE OF CONDUCT

WELDO has a clear code of conduct which sets out:

- WELDO's culture and values
- how people in WELDO should behave

OTHER POLICIES WELDO HAS

- suitable health and safety arrangements in place
- first aid, fire safety and digital safety policies that everyone understands
- welfare, discipline and whistleblowing policies for staff
- a complaints process for users and others with concerns

CHECKING WELDO'S POLICIES, PROCEDURES AND PRACTICE

All those concerned must be assured that all policies, procedures and practices are checked and updated to ensure they're fit for purpose. i.e.,

- work within all relevant statutory guidance
- maintain accurate records
- are unhinged to politics
- comply with national legislation requirements

WELDO utilizes the following to assist in ensuring checking and assurance, including:

- recording the risks faced by WELDO personnel and how these are managed
- speaking to people within the organization and beneficiaries to make sure they understand how to raise concerns and get feedback on past experiences
- working with statutory agencies and partners
- setting training plans for members, staff and volunteers on safeguarding and protecting people from harm
- recording any potential conflicts of interest at any level
- having a standing agenda item on safeguarding and protecting people from harm at meetings
- reviewing a sample of past concerns to identify any lessons to be learnt and make sure they were handled appropriately
- organising external reviews or inspections

PROTECT STAFF

WELDO have clear policies and procedures on:

- bullying and harassment
- whistleblowing

SAFEGUARDING ADULTS AT RISK

Safeguarding adults at risk means protecting their right to live in safety and free from abuse and neglect. WELDO may have staff, volunteers, beneficiaries or other connections who are classed as adults at risk.

Safeguarding duties for adults at risk apply to any organization working with anyone aged 18 or over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or is at risk of, abuse or neglect and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect

An adult at risk of abuse may:

- have an illness affecting their mental or physical health
- have a learning disability
- suffer from drug or alcohol problems
- be frail

OPERATING ONLINE

Operating online carries specific safeguarding risks connected to protecting people from abuse and protecting sensitive information. Due to certain factors like epidemics, natural disasters and pandemics WELDO could switch its services online. In this case WELDO has clearcut safeguarding measures for ensuring that

- **Content:** WELDO has adequate control over its website and social media accounts. WELDO will regularly check and maintain control over who can post information on WELDO public pages and whether this content is suitable to WELDO's policies.
- **Contact:** WELDO keeps the data of and information about those it comes in touch with safe through its compliance with GDPR compliance. WELDO undergoes GDPR compliance audit every year as well.

Also, WELDO has clear cut procedures in place to ensure that

- Volunteers, staff and beneficiaries understand how to keep themselves safe online and follow WELDO's code of conduct
- People's data is protected
- WELDO adheres to GDPR compliance
- WELDO has the necessary consent from beneficiaries, staff, volunteers etc to display their data online
- WELDO clearly explains how those receiving WELDO online services can raise concerns

HANDLE AND REPORT INCIDENTS/CONCERNS AND MITIGATION MEASURES

WELDO has certain procedures in place that ensure that all concerns are handled and recorded in a secure and responsible way and WELDO

- i) Acts quickly to ensure that the harm is stopped or minimized, and further damage is not caused
- ii) Reports incidences investigated to be true to relevant authorities
- iii) Is transparent and open about its investigations (after receiving consent of individuals involved) after they have finished and maintaining WELDO core principle of safeguarding
- iv) Reviews why a particular incident took place in the first place and then set procedures in place to diminish its chances of happening again
- v) Identifies possible risks, including risks to beneficiaries or to anyone else connected to WELDO and any emerging risks on the horizon
- vi) Ensures that everyone involved with the organization knows how to recognise, respond to, report and record a safeguarding concern.
- vii) Has a risk assessment process in place for posts which do not qualify for a DBS check, but which still have contact with adults at risk.
- viii) Regularly evaluate any safeguarding training provided, ensuring it is current and relevant.
- ix) Consider how to improve the safeguarding culture within the organization.
- x) Follow vetting procedures for staff, partners/vendors etc.



List is not complete more would be added as this policy is being constantly updated.

WOMEN EMPOWERMENT LITERACY & DEVELOPMENT ORGANIZATION

www.weldo.org