

ADD International Safeguarding policy

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This safeguarding policy is to help explain our approach to safeguarding, to explain our code of conduct, and to bring together our key information on safeguarding.

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INTRODUCTOIN

What is Safeguarding?

Safeguarding means protecting the right of everyone to live in safety, free from harm.¹

Safeguarding Principles

We are committed to protecting everyone who comes into contact with our work from harm – especially those children and adults who are at particular risk.

This policy explains how we:

1. Prevent harm from happening
2. Encourage reporting if harm happens
3. Respond to any reports of harm we receive

This includes harm that might happen as a result of our own activities as ADD, the actions of our grantee partners, and people with whom those partners work.

For more explanation on what ‘harm’ is, please refer to Annex 2.

Updating this policy

This policy has been written by the Safeguarding Manager and Safeguarding Lead Officer in collaboration with Safeguarding Focal Points and some members of the Board of Trustees. The policy was approved by the Board of Trustees on 5 June 2025. In the event that minor changes are required to the policy, approval must be obtained from the Trustee Safeguarding Focal Point and Safeguarding Lead Officer. The policy will be reviewed in full in 2027.

SCOPE OF THE POLICY

Who does this policy apply to?

The policy applies to all:

- Staff
- Trustees
- Contractors and consultants
- Participatory Grant-Making Participants (such as design teams, selection teams, or panel members)

¹ This definition has been developed by the ADD team.

- Grantee Partner Organisations²
- Volunteers and interns
- Journalists, photographers, film/TV producers
- Participants and Trainees
- Visitors (including funders of ADD International)

In this policy we will refer to 'staff and representatives' to refer to all of the above groups.

Children

Recent research on child protection and disability has found that people with disabilities experience far higher levels of abuse than their peers.

Girls and boys with different impairments are vulnerable to many forms of abuse but most at risk are children with intellectual impairment and communication difficulties. Emotional and sexual abuse are mostly reported by girls with disabilities, but boys with disabilities are also targeted.

People with Disabilities³ and Adults at Risk

Disabled people /people with disabilities and adults at risk often face deeply rooted stigma and discrimination. This makes them more likely to experience abuse, harassment, or exploitation. Other things that increase their risk include trouble with communication, relying on family or carers, being isolated, not having access to sexual health education, or if they have difficulty in protecting themselves.

People can face more discrimination when different parts of their identity overlap. For example, someone who is female or indigenous and also has a disability may deal with several types of discrimination at once.

² ADD recognises that we work with partners of different types. This term covers any organisation or group of individuals with whom we have a funding or partnership relationship.

³ At ADD we use the terms 'Disabled people', 'People with Disabilities' and 'Persons with Disabilities', and associated terms such as Organisations of People with Disabilities (OPDs)/Disabled People's Organisations (DPOs) interchangeably in different contexts. We use the most appropriate term for the context in which we are communicating. In our communications we tend to use 'disabled people', a term widely used by the disability movement in the UK where most of our public fundraising currently happens to emphasise that barriers in society are 'disabling' for people with impairments. However, we acknowledge that in different contexts, other words, such as 'persons with disabilities' or 'people with disabilities', are preferred and that these are the terms which are used in the UNCRPD. There are a wide range of views about these terms in our teams and across the regions where we work. When referencing individuals, we always use their preferred term.

ADD International will ensure that the risks of exploitation, abuse and harassment facing people as a result of coming into contact with our programmes, will be properly assessed, addressed and monitored. Safeguarding measures will be designed with people with disabilities and adults at risk.

Protection from Sexual Exploitation, Abuse and Harassment (PSEAH)

SEAH stands for 'sexual exploitation, abuse and harassment'. All three are unacceptable abuses of power. SEAH is rooted in power imbalances, be it in our programmes, our workplace or online. Victim/survivors of SEAH usually have less power or are more marginalised than perpetrators. Women and girls are most often affected, and women and girls with disabilities are at further increased risk.

Acts of SEAH cause harm and undermine the integrity and impact of ADD International's work. ADD International is committed to tackling all harmful and unwanted sexual behaviour perpetrated by anyone associated with its work. ADD International has endorsed and is committed to the Common Approach to Protection from Sexual Exploitation, Sexual Abuse and Sexual Harassment (CAPSEAH) and will apply its principles to its safeguarding approach.

[\(https://capseah.safeguardingsupporthub.org/\)](https://capseah.safeguardingsupporthub.org/)

SAFEGUARDING COMMITMENT

ADD believes that anyone who comes into contact with its staff and representatives, activities, and grantee partners should be protected from harm regardless of their age, gender identity, disability, belief, sexual orientation, ethnic origin or other status. ADD commits to working with our grantee partners to keep people with disabilities safe from harm and abuse.

Our strategy Mtiririko shows that we want resources to flow straight to disability justice activists and movements.

To do this, we are thinking carefully about who holds power. We want activists to lead the work, as much as possible, and help decide where resources go.

We're aware that discrimination is systemic and often goes unchallenged, including within ADD. Safeguarding incidents are always rooted in unequal power.

We believe in strengthening the power of local organisations and communities. They know their own situations best and can lead their own change.

To balance power fairly, we must value everyone's skills and knowledge, no matter who they are or where they're from.

We must recognise that there is much we do not know or understand. We commit to challenging assumptions that devalue the skills and knowledge of anyone from the Global Majority, and in particular those in and from the contexts where we work who know them best. We must be held to account by the people we work with – looking at our behaviour and structures with a critical eye.

This policy is informed by and committed to the principles laid out in the UN Convention on the Rights of the Child, the UN Convention on the Rights of Persons with Disabilities, the 1993 UN Declaration on the Elimination of Violence against Women and the UN Humanitarian Principles.

PREVENTION

ADD staff and representatives will come into contact with people and communities. ADD must ensure, through awareness and personal and professional conduct, that staff and others minimise any risk of harm and abuse.

Prevention measures in place:

ADD International will:

- Ensure safe recruitment of staff and representatives. (See Recruitment Policy for details)⁴; ADD International will ensure that recruitment and selection procedures include necessary safeguarding.
- All roles will be assessed for safeguarding risk. Roles with access to children and at-risk adults will require additional checks. ADD International is a participating member of the Misconduct Disclosure Scheme.⁵
- Ensure all staff and representatives understand and have regular training on the safeguarding policy.
- Ensure that all staff and representatives sign up to this policy and that it is in accessible language and formats.
- Design and undertake all activities in a way that protects people from harm (including assessing safeguarding risks).

⁴ ADD's Global HR and Recruitment Policies include stringent job assessments, criminal record checks where needed and references for all personnel working with or for ADD International, in line with UK and international standards.

⁵ The Misconduct Disclosure Scheme facilitates sharing of misconduct data between employers. www.misconduct-scheme.org

- Include safeguarding activities and budget for safeguarding in all project and programme budgets.
- Gather and communicate information in a way that protects people from harm.
- Create safe physical and virtual spaces and promote enjoyable and positive experiences.
- Support grantee partners (as needed) to;
 - assess the risks of their activities and mitigate these.
 - have safe reporting mechanisms in place.
 - to respond to cases of harm safely.
- Ensure there is a network of active safeguarding focal points, and active leadership.
- Follow up on reports of safeguarding concerns promptly and according to due process.

Safe Communications

Our communications activity should do no harm.

Informed consent means giving people all the information they need so they can decide how much they want to take part. In most cases this will be written. For more guidance on this, contact the Communications Team at communications@add.org.uk.

Safe Data Storage

All data collected by ADD must be stored safely and securely within our cloud-based environment. We should only collect what is needed.

We will support grantee partners with the safe and secure collection of data where appropriate.

We should inform the grantee that the information and data will only be used for the purposes agreed upon.

ROLES AND RESPONSIBILITIES

Safeguarding is the joint responsibility of ADD International staff and representatives, and grantee partners. In ADD International there are specific roles that have particular responsibility for safeguarding.

ONE ADD

ADD International staff and representatives must help create and keep a safe environment. This means preventing safeguarding problems and making sure this policy is followed.

It is the responsibility of all ADD staff and representatives to uphold ADD International's Safeguarding Policy and its Safeguarding Commitments both in person and online, inside and outside of working hours.

Staff and representatives must report any concerns or suspicions regarding safeguarding violations by ADD staff or representatives to the Safeguarding Focal Point. Failure to do so will result in disciplinary action up to and including the possibility or termination of employment or termination of the contract.

Everyone in ADD is responsible for ensuring that safeguarding standards are met within all activities and funds. Those that work closely with Grantee Partners can work with the Safeguarding Focal Points to assess and manage safeguarding risk across all stages of activity, seeking support and advice where appropriate. ADD teams are responsible for working with grantee partner organisations to meet global safeguarding standards.

ADD has a network of focal points on each of our key teams who are responsible for safeguarding within the different activities that we undertake. This network works together across ADD supported by our Safeguarding Manager. We commit to supporting these focal points.

Managers

As well as upholding ADD International's Safeguarding Policy and its Safeguarding Commitments themselves, managers at all levels are responsible for ensuring the people they line manage and other representatives for whom they are responsible are aware of the policy, receive regular safeguarding training appropriate to their role and are supported to implement and work in accordance with it.

Managers are responsible for developing and supporting an environment in which project participants, staff, partners and other representatives understand meaningful safeguarding in their individual and collective work and how to support this safeguarding policy and code of conduct. Managers should lead on promoting a culture of respect and inclusion by ensuring a safe work environment, where staff trust the reporting systems, know their concerns will be treated seriously and that appropriate action will be taken.

Safeguarding Working Group

The Safeguarding Working Group (made up of the Safeguarding Lead Officer, Safeguarding Manager, Director of Resources, Systems and Culture, HR Manager, and Communications Officer) is accountable for the implementation of the ADD International safeguarding framework. They have a responsibility to role model and promote a robust safeguarding culture, acting where there is any indication of a violation of this policy no matter how minor.

Safeguarding Focal Points

Safeguarding Focal Points (one on each team) help ADD International teams learn about and support disability-inclusive safeguarding. They must quickly report any incidents to the Safeguarding Manager, who will guide the response. They may also help with follow-up, working with the case manager. This role is not about being an expert, but about working together with project teams and getting support from the Safeguarding Manager.

Grantee Partners

ADD International and their grantee partners will have conversations to explore safeguarding during partnership setup stages. Where it is agreed that ADD or our partners do not meet safeguarding standards, actions will be agreed to address these areas within an agreed timeframe (which will be adapted for context and culture). ADD International requests grantee partners to share their safeguarding policy or documents, or to use our own in the case where they may not have one, to ensure we are all meeting our Safeguarding Commitments.

Grantee Partner Organisations are required to report to the ADD International Safeguarding Focal Point all safeguarding concerns, suspicions and incidents related to:

- Activities funded through an ADD International grant
- Activities related to staff who are paid using an ADD International grant (even if they are working on a different project at the time)

Reports should be made within 48 hours of an incident. A full list of contacts who can receive safeguarding concerns can be found [here](#).

Where requested, ADD can support partners on deciding next steps, managing cases and survivor support.

Failure to report a case may result in the termination of contract with ADD International.

Safeguarding Manager

The Safeguarding Manager is responsible for the monitoring, maintenance and implementation of ADD International's safeguarding framework, for ensuring that their safeguarding standards meet sector standards, are disability-inclusive, and are robustly enforced.

The Safeguarding Manager will oversee the investigation and management of all safeguarding incidents ensuring a survivor-centred approach. They are responsible for the ongoing safeguarding capacity building and professional development of Safeguarding Focal points.

Safeguarding Lead Officer

The Safeguarding Lead Officer (supported by the Safeguarding Manager and Safeguarding Working Group) is the senior staff member accountable to the Board of Trustees for ensuring the effective implementation of this policy and ensuring that everyone linked with ADD International's work understands the values, principles, and behaviours that promote a support a safe environment for all.

Board of Trustees Safeguarding Focal Point

The Board of Trustees (BoT) Safeguarding Focal Point will champion safeguarding throughout ADD International, supporting the Board to develop their own individual and collective understanding of safeguarding. The BoT Safeguarding Focal Point will support and challenge the Safeguarding Lead Officer and the Safeguarding Working Group with day-to-day decision making to ensure they are continuously striving to achieve safeguarding excellence in all areas of our work.

Trustees Risk, Safeguarding and Finance Sub-Committee

The Trustees Risk, Safeguarding and Finance Sub-Committee makes sure Trustees meet their safeguarding duties. They do this by getting updates, checking key indicators, and looking at important safeguarding issues raised by the team. The Board of Trustees Safeguarding Focal Point is a member of this group.

Board of Trustees

The Board of Trustees (BoT) is ultimately responsible for the ADD International Safeguarding Policy. They will hold the Safeguarding Lead Officer and Safeguarding Working Group to account to ensure diligent implementation of this Policy. Amongst the board there will be one to two Trustee Safeguarding Focal

Points (see above) who will be actively involved in implementing the safeguarding framework and case management. The board will receive updates on safeguarding at each meeting from the Safeguarding Trustee Focal Points and Safeguarding Lead Officer.

REPORTING AND RESPONSE

ADD International Safeguarding Focal Points will take all suspicions and allegations of harm seriously and respond to reports within 48 hours. Where there is assessed to be an immediate risk of harm, ADD must take immediate action to ensure safety of everyone involved. Any staff or representative who has a concern or suspicion of harm must report their concerns immediately.

Concerns can be reported via the following:

- Report directly to the Safeguarding Focal Point or an ADD International staff member by phone, WhatsApp, email, or face to face. A list of staff with safeguarding responsibilities can be found [here](#).
- Report a concern to the safeguarding mailbox, managed by the Safeguarding Manager and the Safeguarding Lead Officer (safeguarding@add.org.uk)

Confidentiality

All reports will be held in the strictest confidence to protect the identities of everyone involved. In most cases, a case committee will be formed with the Safeguarding Lead Officer, Safeguarding Manager and HR Manager to take and analyse the case information and develop actions.

PROCEDURES TO BE FOLLOWED IN CASE OF AN INCIDENT

ADD follows reporting and incident management procedures, as well as the Core Humanitarian Standards Investigation Guidelines found [here](#). ADD International will follow Survivor-Centred principles of safety, confidentiality, dignity and non-discrimination in its response.

ADD commits to ensuring that adequate resource is available for safeguarding case response and allocates a budget for this each year. Funds can be used for support services, investigations, or other with the agreement of the Safeguarding Lead Officer.

Cases will be reported to the Board of Trustees Focal Point/s when they arise and they will decide whether the Risk, Audit and Safeguarding Committee or the wider board needs to be informed immediately.

MONITORING AND REVIEW

ADD International's Safeguarding Policy will be monitored to ensure it is effective by ADD Senior Leadership Team and the Board of Trustees.

The Board will also maintain oversight of safeguarding risks as detailed within the organisational Risk Register.

This policy will be reviewed by the Safeguarding Lead Officer at ADD International every year or earlier if warranted, including after any safeguarding incident, in line with Charity Commission's guidance.

ADD International also commits to seeking the participation of our grantee partners in future reviews of the policy to better reflect the wishes and needs of our partners.

The ADD International Audit and Risk working group will include the Trustee Safeguarding Focal Point and the quarterly review of our risk register will be used as a tool to identify any safeguarding compliance and reporting issue on a regular basis.

ASSOCIATED POLICIES

This policy links to the following other ADD policies:

Global HR Policy

Global Recruitment Policy

Data Protection Policy

ANNEX 1 – CODE OF CONDUCT

This code applies at all times, including when not working on project activities directly.

I agree that:

1. I do not hit someone or push any person.
2. I do not touch someone's body when they do not want to be touched.
3. I do not have sexual relationships with others involved in the project or people who are participating in my organisation's activities. (Sexual exploitation and abuse by staff and/or representatives are acts of gross misconduct and are grounds for termination of employment).
4. I do not have sex or sexual activity with children (under 18 years).
5. I do not say mean/bad things to someone that make them feel sad or scared.
6. I do not sexually harass anyone. I do not try to make someone have sex or do sexual things in exchange for money, goods, or services
7. I do not exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchanges of assistance.
8. I do not accept gifts or any money/favours from communities. Small tokens may be accepted if considered culturally important, I will report all gifts (even the very small) on the central gifts register.
9. I do not work under the influence of alcohol or use, or be in possession of, illegal substances.
10. I do follow safety and security advice and protocols (if in place) and avoid taking unnecessary risks.
11. I will declare any possible conflicts of interest and not be involved in awarding benefits, contracts, employment, or promotion to the person, organisation or group.
12. I do always ask for permission before taking photos or recording someone's story, and ensure they understand how the photos or stories will be used, offering a choice to participate or not.
13. I do keep any information collected safe and secure and delete or destroy it when it is no longer needed, and do not divulge any confidential information.

14. I do endeavour to embody ADD's values of Anti-Ableism, Care, Equity and Boldness, and feel comfortable challenging harmful practices.
15. I do behave in both my personal and professional life in a manner that does not bring ADD International into disrepute.
16. I do commit to Anti-Racism as a practice based on our existing commitments [here](#) (and in our forthcoming policy)
17. I do ensure that all assets, property, vehicles and resources are used in a responsible manner and are not misused to view, download, create, share or save illegal or abusive resources and materials (note: this includes, but is not limited to, pornography, depictions of child abuse, and extremist or discriminatory content).

By signing this document, I agree:

If I develop a concern or suspicion regarding harm (including sexual exploitation and abuse), whether working for ADD International or not, I must report it via established agency reporting mechanisms.

I, alongside all staff and representatives must create and maintain an environment that prevents harm and abuse, and promotes the code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

I confirm that I understand and will abide by ADD International's Safeguarding policy and Code of Conduct at all times. I will protect anyone I come into contact with through my work with ADD International, and honour their power.

Signature:

Name:

Role:

Date:

ANNEX 2 – DEFINITIONS AND CORE KNOWLEDGE



Trigger warning - the following section contains details of harm and abuse.

Definitions and Core knowledge⁶

Child

The term 'child' has the specific legal meaning of anyone below the age of 18 years (as defined by the United Nations Convention of the Rights of the Child 1989).

Adult

The term 'adult' therefore refers to anyone aged 18 years or over.

Adult at risk

An 'adult at risk' (Care Act 2014) is someone aged 18 or over who has care and support needs due to their age or frailty, mental or physical health problems, gender, learning or physical disabilities or the impact of disasters and conflicts, and who is unable as a result to protect themselves from harm, exploitation or abuse.

Harm

Harm refers to any injury or damage (mental or physical) that is suffered by someone. It includes any misuse of a position of power, authority or trust leading to physical, psychological, emotional, economic or spiritual distress.

Abuse – An act that knowingly or unknowingly causes harm, endangers life or infringes on the rights of a person. Abuse is caused by single or multiple factors such as inflicting harm or failing to act to prevent harm. In the majority of cases, the abuser is someone who the victim knows well, such as a parent, other caregiver, relative or friend.

Types of Harm and Abuse

- a) Physical abuse

⁶ The following definitions are taken from www.keepingchildrensafe.global, Core Humanitarian Standards Alliance PSEAH guidelines, and <https://www.bond.org.uk/what-we-do/safeguarding/>. Other specific references are noted in the text.

Physical abuse is causing deliberate injury to a person, however slight. This may involve hitting, shaking, throwing, poisoning, biting, burning or scalding, drowning, suffocating or otherwise causing or attempting to cause physical harm to a person. Physical harm may also be caused through the misuse of medication, restraint or inappropriate sanctions (for example, corporal punishment) or being given alcohol or a substance that is known to cause harm.

b) Emotional/psychological abuse

Emotional or psychological abuse is the emotional ill treatment of a person that adversely affects their wellbeing or development. Some level of emotional abuse is involved in all types of ill treatment, though it may occur alone. It includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks. Other harmful experiences such as frequently being forced to witness violence in their domestic environment are also classified as emotional abuse.

c) Neglect

Neglect is the continuing failure to prevent harm that damages or impairs health and/or development by not meeting a person's basic physical and/or psychological needs. This includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, withholding medication, inadequate hygiene, nutrition, housing or heating, or preventing someone from interacting with others. Neglect of children and adults with disabilities is more common than neglect of those without disabilities and is often under-reported.

d) Sexual abuse

Sexual abuse is the involvement of a person in sexual activities which they do not want or truly understand, or to which they are unable to give valid or effective consent. This may involve rape, sexual assault, inappropriate sexual contact or exposure to inappropriate material. Any kind of sexual activity involving a child constitutes sexual abuse, whether or not the child is aware of, or consents to, what is happening. This includes rape, incest, fondling genitals, masturbation, voyeurism, exhibitionism, exposing a child to adult sexual material, or making them take part in any sexual activity, real or simulated, whether face-to-face, online, or in any other medium.

e) Financial or material abuse

Financial or material abuse is the theft or misuse of a person's property or assets. This includes money being withdrawn or stolen, goods or services purchased in someone's name without their consent, being deliberately overcharged for goods or services, misappropriation of property, possessions or benefits, or money being borrowed by someone who is providing a service to the vulnerable person.

f) Discriminatory abuse

Discriminatory abuse is repeated, ongoing or widespread discrimination due to a person's age, sex, gender, disability, racial heritage, religious belief, sexual orientation, appearance or cultural background, marriage or civil partnership, pregnancy and maternity. This can include unfair or less favourable treatment, sexual or gender preference, slurs, harassment, name-calling, breaches of civil liberties, and unequal access to health or social care.

g) Organisational abuse

Organisational abuse is the mistreatment, abuse or neglect of children or adults by an organisation or its personnel. It can take place within settings and services that children or adults live in or use, and it violates their dignity, resulting in a lack of respect for their human rights. It can take the form of an organisation failing to respond to or address incidents of poor practice brought to its attention.

h) Exploitation

Those who want to exploit children and adults will seek out those who are in vulnerable circumstances to use them for their own purpose, activity or gratification. This could be financial, commercial, sexual or related to extremism and terrorism.

Exploitation involves a process of grooming; when someone builds an emotional connection with a child or adult to gain their trust for the purpose of exploitation. They may also manipulate their environment, so they become isolated from those who could help or support them. Those affected may not realise they have been groomed, or that what has happened is abuse.

Types of exploitation include:

Sexual exploitation

A type of sexual abuse in which children or adults are sexually exploited for money, power or status. Some children and adults are trafficked into or within a country for this purpose. They may be tricked into believing they are in a loving, consensual relationship. Abusers will use various means to gain compliance such as drugs, alcohol, gifts, threats and bribes.

Modern slavery (human trafficking)

This includes forced labour, domestic servitude or coercing, deceiving and forcing an individual into a life of abuse. People are trafficked for sexual exploitation, domestic servitude, labour, benefit fraud and involvement in criminal activity such as pick-pocketing, theft and illegal work. Some people are coerced, but most are trapped in subversive ways. For example, promised education or 'respectable' work in restaurants or as domestic servants, or parents may be persuaded that their children will have a better life elsewhere.

Radicalisation

The process by which those who are vulnerable come to support terrorism or violent extremism and, in some cases, to directly participate in or support terrorist groups. There is no obvious profile of a person likely to become involved in extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas. The process of radicalisation is different for every individual and can take place over an extended period or within a very short time frame. It may follow experience of racism or discrimination. They believe that joining a movement offers social and psychological rewards such as adventure, camaraderie and a heightened sense of identity.

Harmful traditional practices

Harmful traditional practices are forms of violence which have been committed (primarily against women and girls) in some communities and societies for so long that they are considered, or presented by abusers, as part of accepted practice. Such traditions include Female Genital Mutilation (FGM) and forced early marriage. They may also include different forms of ritual ceremonies involving individuals in harmful religious or spiritual activities. Children and adults with disabilities may be at higher risk of becoming victims of witchcraft beliefs in certain contexts for example individuals with albinism.

The examples given above are not exhaustive, and there are many types of actions and behaviours that could be considered harmful to others. Deciding if something is abuse is complex and staff should be encouraged to report any concerns they have, however minor, rather than waiting until things reach the level of abuse. Harm is not always easy to spot but the above give examples of situations to be aware of. Above all, trust your instincts – if something feels wrong, say something.

Sexual Harassment

Unwanted conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation. This can include sexual suggestions,

requests for sexual favours, or other verbal or physical conduct of a sexual nature that is unwelcome and offensive.⁷

Best interest of the child

An overarching principle in The African Charter on the Rights and Welfare of the Child (ACRWC) and UN Convention on the Rights of the Child: “in all actions concerning children, whether undertaken by public or private institutions, the best interest of the child should be a primary consideration. In all matters affecting the child, the views of the child should be seen as important and given due weight in accordance with the age and maturity of the child.”⁸

Child and adult protection

Child or adult protection is specifically about the steps and measures an organisation or society puts in place to protect individuals identified as either suffering, or likely to suffer from harm, exploitation, and abuse.

Safeguarding

Safeguarding means protecting the right to live in safety, free from harm.

It includes promoting and protecting people’s health, wellbeing and human rights.

Safeguarding is the responsibility to make sure our staff, activities and partners do no harm to children and at-risk adults. Prevention of sexual exploitation, abuse, harassment (PSEAH) and child protection come under this umbrella term.⁹

Safeguarding concern

A safeguarding concern is when someone is worried about the safety or wellbeing of a child or adult because of something seen or heard, or information that has been given to them. A safeguarding concern can involve an ADD representative, or a representative from another organisation, endangering the safety or wellbeing of others, for example, by not following the code of conduct.

Global Majority

This term is the acknowledgement that more than 80% of the world’s population is not white.

⁷ Core Humanitarian Standards Alliance,

⁸ Article 3, UN Convention on the Rights of the Child, www.ohchr.org.

⁹ Inter-agency, Core Humanitarian Standards Alliance -01/05/2025

Annex 3 – Incident management procedure

For access to ADD's incident management procedures, please contact ADD International.

Annex 4 – Incident reporting form

Activity/ Fund		Case No.	
Child/Adult's Name		Other	

Referral details:

Time		Date	
Place		Other	

Referrer's details:

Name	
Address	
Contact telephone number	
Occupation	
Relationship to child	

Survivor/Adult/Child's details:

Name	
Age	
Date of birth	
Gender	
Address	
Living situation (who do they live with and in what kind of building)	

If relevant:

Ethnicity/Kabila	
Language spoken/ communication	
Religion	
Disability / impairment	
Identity no	
Status/whose legal responsibility	

Details of concern: what, who, where, when (including the person's words if possible):

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Alleged Perpetrator’s details (if known):

Name	
Address	
Age	
Date of birth	
Employment details	
Nature of job	
Identify who is the employer	
Relationship, if any, to child/adult	
Current location of alleged perpetrator	

Safety of beneficiary/adult/child

Current safety of beneficiary/adult/child including location	
Was emergency medical attention required?	
Provided by	

Who else knows? Include contact details.

Agencies	
Family members or other individuals	

Actions taken to date, e.g. Referral to police, children’s services, social welfare, other. Give contact details and date and time of action.

--

Referral taken by (where possible, line manager):

Name	
------	--

Position and Location	
Date	
Signature	

Decision made by Safeguarding Lead Officer for immediate action as agreed in procedures.

(Please specify who is to do what and when and give names and contact details of people to be contacted.)

Referral to police (if not, why not?)	
Referral to Local Authority for child protection/welfare.	
Referral for medical treatment/ to meet health needs	
Other action required to ensure child and adults not at further risk from alleged perpetrator	

Name of referrer to child and adults safeguarding focal point and date referral passed on:

Signature of person arranging above action:
