

# RENEWABLE WORLD SAFEGUARDING POLICY & PROCEDURES.

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**Version 2.0 Updated and Approved by Board of Trustees December 2019**

## CONTENTS

Acronyms .....	2
1. Introduction .....	3
What is safeguarding?.....	3
Position Statement .....	3
Identified persons at risk .....	4
2. Target Group of the policy .....	4
3. Purpose and commitment .....	5
Principles of Safeguarding.....	5
4. Procedures and Implementation .....	6
5. Reporting and Responding to incidents.....	10
Confidentiality.....	10
Types of Concerns.....	10
Incident Management Procedures .....	10
Consequences of harm, exploitation or abuse .....	12
6. Implementing, maintaining and reviewing the policy .....	12
Annex 1: Enhanced Code of Conduct.....	13
Annex 2: Safeguarding Incident Report Form.....	15
Annex 3: Permission to collect and use content.....	18
Annex 4: Safeguarding Role List.....	19

Version 1.0 of the policy was approved by the Renewable World Board (the Board) on 22nd May 2018.

Version 2.0 of the policy revised with additional procedures added by Helen Russell, Grants and Impact Manager, Renewable World, in December 2019



## ACRONYMS

CEO	Chief Executive Officer
MoU	Memorandum of Understanding
NGO	Non-Government Organisation
PA	Project Agreement
RW	Renewable World
SFP	Safeguarding Focal Person
SM	Safeguarding Manager
SR	Safeguarding Representative

## 1. INTRODUCTION

Renewable World is an international development organisation committed to providing renewable energy solutions to marginalised, energy poor communities to tackle poverty and improve livelihoods. Our programmes focus on energy access, enterprise development, and social inclusion interventions in South Asia and East Africa. Our primary beneficiary group in these two regions are rural communities including women, men, young people and children.

We implement our projects through local NGO partners and technical contractors. Our national and regional staff, volunteers/ interns, along with staff from partners and contractors work directly with our beneficiary groups. On occasion staff from our UK head office, trustees or consultants will visit project sites for monitoring and observation visits. Donors may also visit and will be accompanied by RW staff at all times.

This document details Renewable World's approach to safeguarding across our operations. It provides clear definitions, sets standards across the organisation, and gives clear guidance on how to apply and implement the policy throughout the organisation and in our work with partner organisations.

### What is safeguarding?

Safeguarding means promoting and protecting people's health, wellbeing and human rights, and enabling them to live free from harm, exploitation and abuse. A safeguarding approach means minimising the risk of harm to children and vulnerable adults/adults at risk from staff, representatives and partners; in our operations and programme activities; and includes responding appropriately to any safeguarding concerns about children and adults within the communities where we work.

Safeguarding is the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to any beneficiary within their area of operation, and that they do not expose them to the risk of harm and abuse. Generally, the term does not include sexual harassment of staff by staff, which is covered by Renewable World's Global Code of Conduct and RWSA's Sexual Harassment Policy.

This policy has been drawn up on the basis of relevant UK law and guidance that serves to protect our most vulnerable members of society.

### Position Statement

Renewable World has a zero-tolerance policy on discrimination, bullying, harassment, including sexual harassment, sexual exploitation and abuse. We will deliver programme interventions in a manner that as far as possible, prevents any beneficiary, including children and vulnerable adults/adults at risk, from experiencing harm.

When Renewable World has reasonable grounds for concern that identifiable vulnerable adults/adults at risk or children are being, have been, or are at risk of being seriously harmed, Renewable World will escalate their concerns in accordance with Renewable World safeguarding procedures in Section 4, and where appropriate, statutory guidance.

Safeguarding is everyone's responsibility and as an organisation Renewable World is committed to ensuring compliance with best practice safeguarding standards and guidance. As an organisation RW recognises that everyone - regardless of age, gender, racial heritage, religious belief, sexual orientation, disability or identity, has the right to live their lives free from abuse. We will endeavour to minimising the risk of harm, exploitation or abuse of children and adults from staff, operations and programme activities. It includes reporting any safeguarding concerns about a child or adult within communities where we work to the appropriate authorities. This policy focuses on addressing those risks by developing standards and mitigating measures to target and reduce residual risk.

### **Identified persons at risk**

Safeguarding is a term that commonly refers to the protection of young people, children and vulnerable adults/adults at risk. Within the context of Renewable World's work, anyone who has the potential to be exploited in some form will be protected under this policy. This means all beneficiary groups would be classed as at risk to some degree. In particular, women, marginalised caste or ethnic groups, young people and children (defined as anyone under the age of 18), and people living with disabilities are the most at risk and therefore the focus of this policy.

## **2. TARGET GROUP OF THE POLICY**

This safeguarding policy applies to all Renewable World representatives working for or on behalf of the organisation, in particular:

- All staff from UK and regional offices
- Volunteers and interns working directly for the UK and regional/national offices
- Renewable World Trustees
- Renewable World Ambassadors
- Consultants contracted by Renewable World
- Any other individual contracted to work on behalf of Renewable World
- Donors or potential donors that visit our work.

The Safeguarding Policy is to be applied across all organisational activities and in all Renewable World's programmes. All Renewable World representatives, as detailed above, should be aware of and adhere to the policy.

The policy should be read and applied in conjunction with Renewable World's Global Code of Conduct<sup>1</sup> and Whistleblowing Policy<sup>2</sup>.

It is expected that project implementing partners will have policies and procedures in place covering safeguarding. This will not always be the case at the start of a partnership, particularly with Local NGO partners. This will be assessed as part of the partner due diligence process carried out prior to the formalisation of partnerships. Where partners do not have appropriate policies and procedures, but it is deemed essential that Renewable World work with them, partners will be expected to create their own, or adapt a version of Renewable World's.

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<sup>1</sup> Dropbox Location: RW Glb Human Resources (HR)\HR policies\Staff Code of Conduct

<sup>2</sup> Dropbox Location: RW Glb Human Resources (HR)\HR policies\Whistleblowing

Renewable World is unable to fully enforce the policy with independent, external agencies, such as partner organisations or contractors. However, in order to manage this, we can choose not to work with partners or contractors, put specific conditions into partnership agreements, or end partnerships based on partners' policies and their implementation of these, including safeguarding.

### 3. PURPOSE AND COMMITMENT

The purpose of this policy is to ensure that Renewable World's activities are implemented in a safe and protective environment where harm, exploitation and abuse are effectively prevented as far as reasonably possible and responded to effectively.

The policy has three specific objectives:

1. Keeping children and adults safe.
2. Ensuring the highest standards of behaviour from representatives and minimising the risk of abuse, exploitation and harm being carried out.
3. Safeguarding the reputation of Renewable World, including guarding Renewable World's staff and representatives from being placed in situations where accusations of inappropriate behaviour could arise from operating within an unclear framework.

Renewable World is committed to doing whatever we can to keep everyone within our programme remit safe, with a focus on children, and groups identified to be more vulnerable.

#### Principles of Safeguarding

Renewable World is committed to the six key principles that should underpin all safeguarding functions, actions and decisions, as set out by the UK Care Act 2014. These principles are relevant for both child and adult safeguarding.

- 1) **Empowerment.** People being supported and encouraged to make their own decisions and informed consent.
- 2) **Prevention.** It is better to take action before harm occurs.
- 3) **Proportionality.** The least intrusive response appropriate to the risk presented.
- 4) **Protection.** Support and representation for those in greatest need.
- 5) **Partnership.** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- 6) **Accountability.** Accountability and transparency in delivering safeguarding.

## 4. PROCEDURES AND IMPLEMENTATION

Responsibility and Implementation	Specific areas of activity / indicators
<p><b><u>Awareness and communication:</u></b></p> <p>All Renewable World representatives are aware of the policy and the organisation communicates its approach to key stakeholders</p>	<p>1.1 All Renewable World representatives (as detailed above) are responsible for complying with the policy and Global Code of Conduct, including following all reporting and response procedures outlined.</p> <p>1.2 All Renewable World representatives will be given mandatory training in our Safeguarding policy and will sign a declaration that they have read and understood the policy. Mandatory refresher training will be given every two years, or when the policy has been updated.</p> <p>1.3. Mandatory training on the Safeguarding policy will be given to all staff, Trustees and volunteers when they join the organisation as part of their induction process and before any contact with vulnerable adults\adults at risk and children.</p> <p>1.4 All partner organisations must receive a copy of the policy and code of conduct as part of the development of any Memorandum of Understanding (MoU) or Partnership Agreement process (PA).</p> <p>1.5 Renewable World will communicate the policy through its website and directly to core stakeholders, to demonstrate its commitment and the importance of the policy.</p>
<p><b><u>Working in partnership:</u></b></p> <p>All Renewable World partners will have policies and procedures in place covering safeguarding</p>	<p>2.1 Renewable World will only enter into an MoU or PA with organisations that either have these in place, or are committed to developing them, based on Renewable World’s policy. This will be assessed during the due diligence process.</p> <p>2.2 If Local NGOS (district level) do not have suitable policies in place, Partners will be expected to create their own safeguarding policies or adapt a version of Renewable World’s policy.</p>

	<p>2.3 Partner employees working for Renewable World led projects must sign and sign up to their organisational policies. It is the partner’s responsibility to manage the accountability of their own staff.</p> <p>2.4 Assessment of risks to children and adults are included as a specific part of the project development or inception phase of every project, using the approved toolkit.</p>
<p><b><u>Putting the policy into context:</u></b></p> <p>All Renewable World countries apply and implement the policy</p>	<p>3.1 Renewable World will appoint a designated Safeguarding Manager (SM), who is a member of the Senior Management Team, to be responsible for coordinating global compliance, overseeing the resolution of any safeguarding matters, and updating and reviewing the Safeguarding Policy.</p> <p>3.2 Renewable World will have in place a Safeguarding Representative (SR) who is a Trustee, and along with the Ethics and Sustainability Committee, is responsible for annually reviewing the organisational policy. The CEO will be responsible for overseeing the implementation of the Safeguarding policy and management of incidents.</p> <p>3.3 Each Renewable World office location has a Safeguarding Focal Person (SFP) in place, with clear responsibilities for coordinating the implementation of the policy as well as mapping the local/external context (including legislation) for safeguarding.</p> <p>3.4 Each SFP will work with the SM, SR and Ethics and Sustainability Committee to assess any contextual issues with the policy and develop country specific procedures if relevant. These will include guidance for Renewable World representatives about appropriate official reporting procedures in the case of an incident (See section 5 for steps to report an incident).</p> <p>3.5 A full list of Renewable World’s Safeguarding task force is available in Annex 5 and will be updated annually, or as soon as any role becomes vacant.</p>
<p><b><u>Putting the policy into practice I:</u></b></p> <p>Recruitment, selection and training</p>	<p>4.1 Renewable World will ensure safeguarding is part of any relevant job description. This will include all senior management team positions, as well as specific positions where employees will be expected to come into direct contact with beneficiaries.</p>

	<p>4.2 When recruiting staff, Renewable World will make sure that questions regarding safeguarding are included in any relevant job interviews, and that any roles with safeguarding responsibilities have those responsibilities explicitly outlined within the job description. Where possible, references should be sought from previous employers to get more information of the suitability of candidates.</p> <p>4.3 Enhanced background checks (such as DBS) or police checks will be undertaken for those Renewable World representatives who will come in regular contact with beneficiaries as part of their day to day work</p> <p>4.4 Renewable World will ensure that the designated Safeguarding positions (SM, SR and the SFP) have the capacity and capability to fulfil their roles. We will do this through mandatory training, support and the revision of roles and responsibilities.</p>
<p><b><u>Putting the policy into practice II:</u></b></p> <p>Programme activities</p>	<p>5.1 A safeguarding focused risk assessment will take place as part of either the project design process or in the induction phase, with a specific section on children and identified vulnerable adults/adults at risk.</p> <p>5.2 The risk assessment will include mitigating actions, which will be incorporated into project design/documentation. This may include supporting training of partner staff. Safeguarding and mitigation actions will be addressed in the project inception workshop.</p> <p>5.3 All Renewable World representatives who will come in regular contact with beneficiaries will be required to sign the Enhanced Code of Conduct (Annex 1) which lists acceptable and unacceptable behaviour, primarily designed to safeguard others. It also serves to guard the name and reputation of Renewable World and its representatives from false accusations.</p> <p>5.4 Any violation of the Enhanced Code of Conduct will result in disciplinary procedures in addition to any relevant legal action. To give maximum protection to beneficiaries, the organisation and staff, the Enhanced Code of Conduct is to be applied both within and outside of working hours.</p> <p>5.6 Any Renewable World representatives visiting regional offices and project sites will also be required to sign the Enhanced Code of Conduct prior to their visit.</p>



<p><b><u>Putting the policy into practice III:</u></b></p> <p>Communications activities</p>	<p>6.1 Renewable World representatives will ensure that informed and appropriate consent is obtained before images or stories of adults and children are captured or shared. In any context where an image or story will specifically identify an individual then consent must be taken. Consent can take the form of informed written consent with a signature or fingerprint where appropriate. See Annex 3 for Renewable World’s “Permission for collection and use of content” form.</p> <p>6.2 Renewable World will ensure that adults and children are represented in an appropriate way that does not exploit, victimise or sexualise them.</p> <p>6.3 Renewable World will appropriately store all data relating to beneficiaries in a secure manner. Any breaches to the security of personal data must be reported and acted on immediately.</p> <p>6.5 Renewable World staff will not use Renewable World equipment to view, share or access illegal or inappropriate material, including any that specifically includes children.</p>
<p><b>Reporting and responding to safeguarding incidents</b></p>	<p>7.1 Renewable World will ensure that reporting and incident management procedures to handle incidents of abuse are in place, communicated to staff and effectively used to enable an appropriate and swift investigation of any given case.</p> <p>7.2 All Renewable World representatives must also follow appropriate and relevant national legislative and criminal reporting procedures as advised by the SFP.</p>

## 5. REPORTING AND RESPONDING TO INCIDENTS

Renewable World will ensure that reporting and incident management procedures to handle safeguarding concerns are in place and effectively used to enable an appropriate and swift investigation of any given case. Renewable World representatives should be properly informed of the reporting and incident management procedures. Any Renewable World representative who has a concern or suspicion regarding harm, exploitation or abuse by someone representing another agency must report such concerns to the Renewable World Manager or member of the Senior Management Team. Any historic incidents or concerns reported will be treated in the same way as recent incidents.

### Confidentiality

All reports and the information regarding Safeguarding issues will be handled with strictest confidentiality to protect the identity of the individuals concerned, the informer and the accused.

### Types of Concerns

There are three types of concerns that can be reported:

**Category 1** - This concern relates directly to a staff member or representative. Renewable World has a duty of care and will respond by initiating an investigation.

**Category 2** - This concern relates to a Renewable World Partner staff member. Renewable World has a shared duty of care and will require the Partner to initiate an investigation in line with their Safeguarding policy. Renewable World would expect the Partner to share the final report with Renewable World.

**Category 3** - This concern relates to abuse in a community in which Renewable World or our Partner is working. While Renewable World or the Partner will not have a formal responsibility to investigate, Renewable World or the Partner may have some influence in the community and will pass on information to the relevant local authorities. In each case an assessment should be made of what is in the best interest of the child or vulnerable adult/adult at risk in relation to reporting the allegation to the authorities.

### Incident Management Procedures

1. Any representative of Renewable World who has a safeguarding concern must report it immediately to the designated SFP in the country. If the representative cannot contact the SFP (or there is a conflict of interest), the SM or CEO must be informed.
2. From the point when they are aware of the incident, the SFP, with support from the informant, must submit a full written report, using the Incident Report Form (Annex 2) within 24 hours. If this is not possible, a summary report must be submitted by text, phone or email with a full report to follow. The Incident Report Form must be submitted to the relevant contact email [esasafeguarding@renewable-world.org](mailto:esasafeguarding@renewable-world.org) or [sasafeguarding@renewable-world.org](mailto:sasafeguarding@renewable-world.org) which will include the regional SFP, and SM. The SR must be informed of a summary of the incident before taking any further steps.

3. The SM and SR will assess the severity of the incident and its category and decide what action is to be taken. Following the initial assessment of the incident, SR will inform the Ethics & Sustainability Committee, and the Chair or Vice Chair of Trustees that an incident has taken place and the planned response. A high level of discretion must be taken when discussing the situation in order to protect the identity of the individuals in question.
4. In all incidences a national level Safeguarding Response Group will be formed consisting of, as a minimum, the most senior member of staff in country and the national Safeguarding Focal Person. The SM or CEO will initiate this group. Additional members will be added depending on the context, including members from the Ethics and Sustainability Committee, or other national level Senior Managers.
5. An initial meeting of the Safeguarding Response Group will be held to agree roles of the global and country teams and procedures based on the nature of the incident.
6. Once formed, the group will determine the immediate steps to be taken including:
  - a. Reporting immediately, or as soon as possible after becoming aware, to relevant local law enforcement agencies or any other external body if the matter is of a criminal nature.
  - b. Safeguarding incidents defined as serious by the Charities Commission of England and Wales should be reported to the Charities Commission ([rsi@charitycommission.gsi.gov.uk](mailto:rsi@charitycommission.gsi.gov.uk)), and other affected organisations must also be advised (this includes major donors and other regulatory bodies).
  - c. Monitoring and reporting on the progress of the investigation and providing information and guidance as appropriate.
  - d. Supporting staff in any related legal procedures, such as giving of evidence.
  - e. Liaising with the SM/SR to determine if an internal investigation is required and if the matter is viewed as a breach of this policy, including whether disciplinary procedures should be invoked.
  - f. All meetings, interviews and actions will be recorded in full and submitted to the SM and Ethics and Sustainability Committee.
  - g. Subsequent to the investigation, the SM/SR will compile a written report including all necessary information on the nature of the case, safeguarding concerns, investigation process and any learning to inform policy, practice, programmes or country plans.
  - h. All safeguarding issues raised along with information on action taken will be kept in a detailed register for reference.
7. If there is any allegation against the SM or CEO then this must be taken directly to the Ethics and Sustainability Committee or Chair or Trustees and an “Extraordinary Action Plan” will be developed.

## Consequences of harm, exploitation or abuse

Any behaviour towards children or adults, which results in harm, exploitation or abuse, or the failure to follow the general requirements and specific code of conduct of this policy, is grounds for the following measures:

- **Representatives:** If an employee has been under investigation by Renewable World or by official law enforcement authorities for any area of harm, exploitation or abuse as defined under this policy, they will be subject to employee disciplinary procedures. Under these procedures they may be temporarily suspended from work during the investigation. If an employee is dismissed for proven harm, exploitation or abuse, Renewable World will inform the relevant authorities, disclose this to prospective future employers and/or refuse a reference, depending on details.
- **Partner organisations:** Appropriate action will be taken up to and including immediate termination of a partnership or service agreement. In this case, the short or long-term impact on beneficiaries of the termination of a partnership will be considered.

## 6. IMPLEMENTING, MAINTAINING AND REVIEWING THE POLICY

Renewable World will integrate safeguarding measures into relevant core internal processes and tools such as, partner assessments and agreements, project training modules, programme design, monitoring and evaluation systems and recruitment procedures.

Renewable World will make sure that mandatory training in safeguarding will be made available to all staff and volunteers when they join the organisation with mandatory refresher training delivered every two years or when the policy is updated. The SM and SFPs will receive additional training in order to manage their responsibilities for rolling out, managing and coordinating the safeguarding policy and procedures.

Where relevant, Renewable World will support partner organisations by providing in country direction to relevant training and technical advice to build capacity in the field of safeguarding, with a particular focus on children and vulnerable adults/adults at risk.

The policy will be monitored on a regular basis by the designated SR and the SFPs. An annual summary report, including all concerns received, will be submitted by the SM to the SR, CEO and Ethics and Sustainability Committee. Any findings requiring a change in policy will be discussed at the committee.

Each Renewable World country will develop an annual implementation plan for the policy, including actions to be taken, details of the FSP and country safeguarding reference group and relevant policy amendments adopted.

A full policy review should take place every three years, instigated and led by the SM, to include a review of external changes to safeguarding standards that apply nationally and internationally.

## ANNEX 1: ENHANCED CODE OF CONDUCT

### To be applied within and out of working hours<sup>3</sup>

I, \_\_\_\_\_, acknowledge that I have read and understand Renewable World's Safeguarding Policy.

#### By signing this document, I agree:

- To comply with Renewable World's Safeguarding Policy and this Code.
- To report any concerns or incidents in line with procedures set out in the policy.
- To raise awareness of the policy and Code of Conduct in my work environment.

#### I will:

- Be committed to playing my part in creating a culture of openness and mutual accountability in the workplace. This culture will enable all safeguarding concerns to be both raised and discussed. This will in turn ensure inappropriate and abusive behaviour is challenged.
- Help create and/or uphold an environment that is safe, positive and encouraging, where people are listened to and respected as individuals.
- Ensure the use of the 'Two Adult Rule'. This means, when interacting with at-risk adults and/or children in a work context, I will ensure that another responsible adult is always present or within line of sight at all times.
- Avoid all unnecessary physical contact, and ensure any physical contact is considered appropriate by both parties within personal, cultural and gender boundaries. As part of induction and training staff will be provided with country specific examples of appropriate and inappropriate physical contact.
- Use positive, non-violent methods to manage behaviour.
- Respect an individual's dignity and their need to be safeguarded at all times when taking photographs, filming or writing reports.
- Ensure that when photographing, filming or interviewing children and adults, the guidelines within the policy are followed and that informed consent has been obtained, individuals are properly dressed and are not depicted in a way that is abusive, sexually provocative, demeaning or culturally inappropriate or that characterises them as being reliant on the viewer<sup>4</sup>.
- Protect and handle personal data of others with care, to minimise the risks posed by third parties who receive information about children and adults from Renewable World or its partner organisations.
- Respond to safeguarding concerns according to the reporting protocol<sup>5</sup>.

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<sup>3</sup> For consultants and volunteers, this only applies while undertaking Renewable World business, but this includes out of working hours while on Renewable World business.

<sup>4</sup> Consent form can be found on Annex 3.

<sup>5</sup> Incident report form can be found on Annex 2

- Comply with any investigation led by official bodies (including interviews) and make available any information necessary.

**I will never:**

- Engage in inappropriate physical activity, sexual activity or have a sexual relationship with anyone under the age of 18 years old, regardless of any consent or local custom.
- Engage in sexual activity or have a sexual relationship with any project beneficiary, or potential beneficiary, regardless of consent or local custom.
- Condone or in any way force an adult, or a child, to participate in any form of sexual activity, real or simulated, on the internet or in any other medium.
- Make sexually suggestive comments or actions to any adult or child.
- Touch, hold, or embrace an adult at risk, or a child, in an inappropriate and/ or culturally insensitive way.
- Marry a person below the age of 18, regardless of consent or local custom.
- Help at-risk adults or children with acts of an intimate or private nature, which they can do for themselves. Such actions may only be undertaken for an individual who has acknowledged the need for that assistance directly, or through a parent/guardian.
- Engage in activities involving close body contact with at-risk adults and/or children, beyond professional requirements
- Hit or otherwise physically assault, or physically abuse anyone, nor use any form of corporal punishment as a disciplinary measure.
- Condone, or participate in behaviour with at-risk adults or children that is illegal, unsafe or abusive, including being part of harmful traditional practices, spiritual, ritualistic or substance abuse.
- Act in ways intended to shame, humiliate, belittle or degrade others, or otherwise perpetrate any form of verbal or emotional abuse.
- Exploit adults or children for their labour (e.g. domestic servitude, street begging) or for sexual purposes, or participate in the trafficking of children. 'Child domestic servitude' does not include occasional house help, babysitting, kitchen gardening during school holidays or after school hours, or general domestic tasks out of school time.
- Develop relationships with children or adults that could be deemed exploitative or abusive.
- Spend any time alone with an at-risk adult, or a child, away from others, behind closed doors or in a secluded area (in line with the 'Two Adult Rule')
- Take an at-risk adult, or a child, who has been involved in our programmes, to my home, or visit them in their home where I may be alone with them.
- Sleep in the same bed or the same room as an at-risk adult or a child met through work, or allow them to stay overnight at my home.
- Take an at-risk adult or a child met through work alone in a vehicle unless it is absolutely necessary, and only with parental/guardian and managerial consent.

**Name:**

**Role/ Title:**

**Signature:**

**Location and date:**

## ANNEX 2: SAFEGUARDING INCIDENT REPORT FORM

The following Safeguarding Incident Report Form should be completed when any safeguarding issue, of any category, is reported. This form is for reporting safeguarding concerns, including potential violations of Renewable World’s Safeguarding Policy and/or Code of Conduct. The information in this form is confidential. Please provide as much information as possible. Areas where you have nothing to report should be left blank. This report must be completed by the SFP alerted of an incident, with support from the informant.

Send to the Renewable World Safeguarding Manager using the following dedicated email address: [safeguarding@renewable-world.org](mailto:safeguarding@renewable-world.org). Use the email subject: **‘URGENT: Attention, please treat this email confidentially’**.

### 1. Please indicate the nature of your concern (tick any that apply)

Concerns that specific children or adults may have been harmed or are at risk of harm if no action is taken	Tick if relevant
<b>You have evidence that an adult or child has been, or may be at risk of, being harmed, abused, or exploited</b> (e.g. eyewitness accounts of abuse, visible injuries, victim confided in someone).	
<b>You are concerned about someone’s behaviour towards an adult or child</b> (e.g. signs of aggression, obsession, or unhealthy interests have been observed).	
<b>Concern about someone’s general behaviour</b> (e.g. breaking a condition of the Code of Conduct).	
<b>Concern about the infrastructure, protocols or practices of a Community Based Organisation/ Water User Group, school, clinic or other organisation that could be putting people at risk</b> (e.g. unclean/unsafe facilities, use of corporal punishment, lack of fire exits)	
How did this concern come to your attention? Please give details, including whether you observed it in person, if someone else reported it to you, or if the victim told you directly.	

### 2. Information about you (informant)

<b>Name</b>	
<b>Position at Renewable World (Or relationship to Renewable World)</b>	
<b>Phone no</b>	
<b>Email</b>	

### 3. Information about your concern Nature of concern/suspicion/incident

**Describe your concerns. What you have witnessed or what has been reported to you? Give as many details as possible; take as much space as needed.**

If the concern was reported to you by someone else, or if you have spoken to any individuals who are directly affected, please describe here what he or she told you, and what you said.

**Observations**

Such as injuries, emotional state of the child or adult affected, or the physical state of facilities.

**Location where the incident or concern has arisen.**

i.e. Country, District/County, Municipality, Community/ Village

**If the concern is linked to a Renewable World project, please give project name.**

**Date (or time period) of the incident or concern**



#### 4. Observations and Actions

<p><b>Action taken</b> Have any measures been taken, for example to improve the safety of facilities, and/or to protect any affected individuals? If so, please describe.</p>	
<p><b>Any additional measures not yet undertaken</b> Do you feel that any other measures – in addition to those already undertaken – are necessary, to ensure people’s immediate safety? If so, please give details.</p>	
<p><b>What communication (if any) have you had with the suspected individual/organisation (if relevant) regarding this concern?</b></p>	
<p><b>What communication (if any) have you had with the victim (if relevant) and/or any authorities/bodies regarding this incident?</b></p>	

#### 5. Reporting timeline

<b>Initial report received</b>	
<b>Incident report submission</b>	

**Name:**

**Signature:**

**Role/Title:**

**Date**

## ANNEX 3: PERMISSION TO COLLECT AND USE CONTENT

### Translate and/or explain this statement to any individual(s):

Renewable World uses stories of people within our project or potential project communities to show why our support is needed. To do this, we request your permission to take photos and/or videos, interview you and record your voice. If you give your permission, your content may be used:

- in external communications (including, reports, websites, social media, posters, fundraising material and campaigns);
- by Renewable World, our partners, donors and supporters;
- internationally and in your country;
- to show the challenges you have faced, or how you have benefited from our support.

If you give your permission, we will store your content securely and only use it for the purposes stated.

**You have the right to refuse. This will have no impact on support you may receive from us.**

### Participant Declaration

I (Name of Individual) \_\_\_\_\_ hereby agree to allow Renewable World to use my:

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Name ( <i>if not ticked, a pseudonym will be used</i> ) | <input type="checkbox"/> Image |
| <input type="checkbox"/> Age   | <input type="checkbox"/> Video |
| <input type="checkbox"/> Location  | <input type="checkbox"/> Voice |

in any promotion material, marketing or fundraising material to share with donors, partners and supporters.

**Signature<sup>6</sup> of Participant:**

**Signature of Parent/guardian (if participant is under 16):**

**If signing on behalf of a group/institution, your position:**

**Signature of RW Representative:**

**Date:**

**To help us match permission to photos, please write a description of the participant (e.g. describe clothing or other distinguishing features):**

<sup>6</sup> If the participant is unable to sign the document, a recognized mark such as a thumbprint, or X, may be used.

## ANNEX 4: SAFEGUARDING ROLE LIST

Updated as at: December 2019

Title	Name	Contact Details
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