



## Safeguarding Policy

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**World Animal Protection is a global organisation which comprises affiliated entities working together in support of an agreed global strategy and bound through collaboration agreements to adhere to a set of corporate policies which reflect our principles and values.**

### I. Scope

1. All World Animal Protection staff and all others working on behalf of or with World Animal Protection, including volunteers, consultants and partners
2. All World Animal Protection entities.

### II. Policy background

Our global safeguarding policy lays out World Animal Protection's approach to the risk of abuse, harassment or exploitation of people outside the organisation by any member of its staff, volunteer or other person acting in any capacity on its behalf (from hereon, all are referred to as staff, for convenience). In particular, it is intended to prevent and, in the worst case, deal with, abuse, harassment or exploitation of children or vulnerable adults. While neither group is directly part of our core activity, there are regular occasions when staff may have contact with them, such as during communications or disaster relief activities. The purpose of the policy is also to protect our staff and the organisation itself. Similarly unacceptable behaviour towards any member of staff or volunteer by other staff is addressed in our global Human Resources Policy. This policy should be read in conjunction with all our other global policies.

The policy cannot cover all possible situations but establishes clear principles which should be applicable to a variety of situations. These principles must be underpinned by procedures which detail how the policy should be enacted in our operations.

### The Policy

World Animal Protection will not tolerate abuse, harassment or exploitative actions of any nature by its employees, volunteers or any person acting on its behalf. We recognise that any people with whom we have contact through actions managed by World Animal Protection, whether as beneficiaries, partners or in any other capacity, have a right to be treated with respect and dignity by our staff and others who represent us.

### Accountability

1. Directors and managers have a particular duty to ensure that this policy is complied with and to take action if they suspect that is not happening. However, all staff must be accountable both to those we seek to assist and those from whom we accept resources, as well as to their colleagues. This accountability relates both to what we do as individuals and an organisation and also to what we may fail or neglect to do. Everyone who works for World Animal Protection must maintain the highest standards of conduct, integrity and ethics, and comply with local legislation. Doing so will ensure that we will cause no harm or distress to the individuals and communities we work with and for, or damage to the reputation of our organisation. This will strengthen our ability to deliver the mission we have set ourselves.

### Safeguarding coordinator

2. All offices must nominate a suitable member of staff to act as a safeguarding focal point.

### Equality and impartiality

3. We undertake all our work regardless of the race, nationality, religion or gender of animal owners, animal organisations or other beneficiaries, and without adverse distinction of any kind. We will not use our resources to further any particular political, religious or other agenda.

### Abuse of power and trust

4. We recognise that in many situations our staff may be perceived as having a position of power, authority and trust. They may not take improper personal advantage of their position under any circumstances, for example in a disaster operation or other situation where there may be an imbalance of power or they are in a position of trust.

### Laws and customs

5. Staff must always follow national laws and generally local customs. Where these are not mutually complementary, observance of the law will take precedence. Failing to do so may lead to problems with law enforcement agencies, as well as the loss of respect for individuals and for the charity. Ignorance of laws and customs is not an acceptable excuse.

### Recruitment of staff and volunteers

6. In recruiting new staff, volunteers, consultants and others, and especially those whose intended role is likely to involve contact with children or vulnerable adults, World Animal Protection will make every effort to ensure that it does not employ or engage anyone with any history which suggests that they might pose a risk to either of those groups. Specifically, we will only engage people who have undergone the formal background checks we are legally entitled to carry out. All staff and those recruited must be made aware of their responsibilities under this policy, through contractual arrangements where appropriate.

### Sexual activity

7. Obtaining sexual contact through influence, whether monetary or otherwise, is universally and totally unacceptable. Sexual activity of any nature while being seen to represent World Animal Protection should be avoided under any circumstances.

### Working with vulnerable people

8. World Animal Protection fully recognises its responsibilities when working with people who, in the context of our activities, may be particularly vulnerable or susceptible to abuse or exploitation. Staff will treat all people with whom they come into contact with respect and dignity.

### Working with children

9. Staff who work, or who are likely to work, with children must familiarise themselves with a series of basic measures to minimise the risk of a negative incident occurring, such as avoiding unobservable one-to-one contact with a child, or gaining consent to photograph or film children and use the material obtained. These measures must be followed at all times.

### Raising concerns

10. If an employee, volunteer, consultant or contractor/partner has any concerns about safeguarding issues in the workplace, as with any other form of malpractice such as fraud, they are encouraged to raise these concerns with their line manager or other suitable colleague.

### Reporting concerns

11. If a concern relates to an incident that could negatively affect the physical, emotional or mental well-being of an individual with whom any World Animal Protection staff have some form of working relationship, that must be formally reported. Failure to report when there are reasonable grounds for reporting may in itself be grounds for disciplinary action. Staff wishing to make a report may follow the global whistle-blowing procedure, any alternative procedure developed by an office, or any other means they feel comfortable with. Concerns should be reported when they first arise, so as to help protect suspected victims. All reports must be logged by the office to which they have been made.

### Investigation

12. All reported allegations of abuse or exploitation will be promptly, formally and fully investigated at a senior level, either through the global whistle-blowing procedure or any local equivalent. If an allegation is found to be true, disciplinary proceedings will be initiated and the offence treated as gross misconduct, resulting in dismissal. In appropriate cases, criminal proceedings may take place.

#### Other follow-up action

13. We will provide appropriate assistance and support to any person who has been the victim of abuse or exploitation perpetrated by a World Animal Protection employee or other person associated with us.

#### Cooperation with other bodies

14. We will proactively report any suspected incident of abuse or trust in relation to safeguarding to regulatory authorities and governmental bodies, and will cooperate fully with them in any investigation. We will also actively cooperate with other organisations to ensure as far as possible that any member of our staff found to have contravened this policy will be unable to conceal this from any future employer.