

Malaria Consortium Safeguarding Policy



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1 Purpose and context

Malaria Consortium works with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services. Our work often puts those that work for us in position of power in relation to children & vulnerable adults in the communities that we work with and we have an obligation not to abuse this power. Our capacity to ensure the protection of children & vulnerable adults depends on the ability of staff and partners to uphold and promote the highest standards of ethical and professional conduct.

Malaria Consortium has a strong commitment to the welfare of all beneficiaries and their protection from harassment abuse and exploitation to provide safeguards in all of our work with communities. Children and vulnerable adults in those communities can be at particular risk and, it is a collective responsibility to prevent abuse and exploitation.

In recognizing our responsibility to protect children and vulnerable adults from any harm that may be caused due to their coming into contact with the organisation, Malaria Consortium has developed a Safeguarding Policy, which outlines this commitment and its implications. This policy aims to deter, minimize and remove opportunities for abuse to occur and includes details of how any alleged breaches of the policy can be reported.

The Safeguarding Policy is accompanied by appendices containing reference information, guidelines, essential forms (e.g. Safeguarding Incident Reporting Form), and must be read in conjunction with its appendices and the [Code of Conduct](#), [Equal Opportunities Policy](#) and [Dignity at Work Policy](#).

This policy is aligned with general international standards including the United Nations Convention on the Rights of the Child. The organisation will comply with laws relating to human trafficking as set out in our [Modern Slavery Statement](#). While Malaria Consortium staff and partners will comply with local legislation, if the standards outlined in this policy are stronger than local legislation, then this policy is to be followed.

The Safeguarding Policy applies to all staff members; any failure to uphold the standards outlined within the policy may result in disciplinary action or dismissal, in accordance with Malaria Consortium's disciplinary procedures. All staff members and partners; trustees, consultants, contractors, volunteers, interns, partner agencies, sub-grantees, community workers and visitors to projects are expected to abide by this policy.

2 Principles

The Safeguarding Policy is committed and guided by the following set of principles:

2.1 Mandatory Compliance

- Malaria Consortium staff members and partners must ensure they understand the Safeguarding Policy, their responsibilities and how to report any wrongdoing or concerns. This policy, and its accompanying appendices are mandatory for all Malaria Consortium staff and partners and no exceptions will be made.

Malaria Consortium complies with reporting requirements from donors and relevant bodies on Safeguarding and Human Trafficking concerns.

2.2 Upholding of Protection Rights

- All children and vulnerable adults have equal rights to protection from harm. They should be empowered to understand their rights in this area, and made aware of what is acceptable and what they can do if there is a problem or concern.
- Everybody has a responsibility to support the protection of children and vulnerable adults.
- Organisations have a duty of care to children and vulnerable adults with whom they work, are in contact with, or who are affected by their work and operations.
- If working with partners, organisations have a responsibility to help any partner meet the minimum requirements on protection.
- The Human Rights of children and vulnerable adults will be respected and everyone the organisation comes into contact with will be treated with respect and dignity regardless of age, disability, gender, civil status, race, religion or belief; gender and sexual orientation.
- No form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation is acceptable.
- The best interests of the child or vulnerable adult will guide safeguarding decisions.

2.3 Zero Tolerance of Abuse and Exploitation

- Malaria Consortium operates a zero tolerance approach to abuse and exploitation. [Under no circumstances will any abuse by Malaria Consortium staff and partners be tolerated, and any instances will be dealt with according to Malaria Consortium disciplinary procedures and referred to local authorities].
- The organisation is open and transparent. Safeguarding concerns will be raised and discussed, poor practice and inappropriate behaviour will be challenged and addressed, and safeguarding measures will be continuously reviewed and strengthened to ensure the organisation remains accountable to children and vulnerable adults.
- Managers have a particular responsibility to uphold the highest standards, to set a good example, and to create a working environment that supports and empowers staff. They have a responsibility to understand and promote the policy. They must do all they can to prevent, report and respond appropriately to any concern or potential breaches of the policy.
- Zero tolerance of inappropriate behaviour applies whether a proven incident happen in or out of working hours.
- Malaria Consortium safeguarding approach prevails in all the stages of our operations, projects and activities, thus ensuring the organisation does not harm children and vulnerable adults.

3 Scope

The policy applies to all staff and partners: Trustees, consultants, contractors, volunteers, interns, partner agencies, sub-grantees, community workers and visitors to projects.

In this policy “Staff Members” is taken to refer to all these categories.

4 Definitions and terms

The following definitions will be used throughout the policy. Further definitions can be found in **Appendix I**.

Child: This policy regards a child as anyone under the age of 18 years, irrespective of alternative local definitions.

Protection: Protection includes ensuring that individual basic human rights, welfare and physical security are recognised, safeguarded and protected in accordance with international standards.

Safeguarding: safeguarding is the combination of policies and actions undertaken to protect children and vulnerable adults by mitigating risks, responding to and referring cases, to ensure no harm as a result of association with the organisation.

Sexual exploitation: Is the abuse of vulnerability, differential power, or trust for sexual purposes; this includes profiting monetarily, socially or politically from the sexual exploitation of another. Prostitution, human trafficking for sexual abuse, modern slavery and exploitation are only some examples of this.

Vulnerable adult: is defined as someone over the age of 18 unable to take care of themselves / protect themselves from harm or exploitation; or who, due to their gender, mental or physical health, disability, or as a result of disasters and conflicts, are deemed to be at risk of being abused.

5 Implementation

Malaria Consortium will work to reduce the risk of abuse and exploitation of children and vulnerable adults by staff and partners by following the procedures outlined below.

For each country where Malaria Consortium operates, the Country Director will act as the Safeguarding Focal point. For the UK office, the focal point will be the HR Director. The Safeguarding focal point will serve as the first point of contact for any safeguarding concerns and support staff in understanding Malaria Consortium’s safeguarding responsibilities. There is a designated Trustee that acts as the organisation’s Safeguarding Focal Point who oversees the implementation of this policy.

5.1 Prevention

5.1.1 Risk Assessment and Programme Design

Malaria Consortium will design programmes in a way which takes into account potential risks to children and vulnerable adults, and acts to minimise any identified risks. Risks can be intended or unintended, and can be from Malaria Consortium staff, volunteers, vendors, or others associated with

the organisation. Risks can also be incidental, such as an activity in which mothers are expected to leave their children at home unattended. Malaria Consortium incorporates safeguarding into any standard risk assessment it conducts when designing a new project (see **Appendix III, Safeguarding Risk Assessment Checklist**). All projects approved will be assessed for their potential risks to children and vulnerable adults, and mitigation strategies developed. Project managers will be responsible for conducting a safeguarding risk assessment for each of their projects, and ensuring the policy is implemented at all times.

On completion of the **Safeguarding Risk Assessment Checklist (Appendix III)**, the project/programme manager must liaise with the Country or Regional Director (as Safeguarding Focal person) to discuss risks and scores and a risk level must be agreed for job descriptions, please see **Malaria Consortium Safeguarding Risk Levels (Appendix II)**. The Country or Regional Directors are responsible for ensuring that all job descriptions reflect the level of risk for each role and the actions that should be taken to mitigate the risk are written and approved and signed by the Regional Programmes Director and the Human Resource Director. The allocation of the right risk level of a particular job description will be assessed as part of the job evaluation process.

5.1.2 Recruitment and Selection

The organisation has in place guidelines covering the recruitment process of all staff, which can be found in the [Recruitment Policy and Procedure](#). The recruitment guidelines will be reviewed and updated regularly to ensure that they accurately reflect 'safe recruiting' and screening standards.

5.1.3 Checks

Malaria Consortium's recruitment policy requires that at least two independent references are received, one of which must be the most recent employer. All staff hired by the organisation will be required to complete a self-declaration regarding criminal convictions. Where possible, the organisation undertakes Disclosure Barring Service (DBS) checks, or local security checks where they exist and the organisation is legally allowed to request this information

5.1.4 Induction and Training

The organisation includes Safeguarding as part of the Induction and provides training for all staff (and those associated with the organisation's work) in order to ensure they are fully aware of their responsibilities to: protect children and vulnerable adults; behave appropriately; and report concerns or allegations about exploitation and abuse.

Malaria Consortium will conduct refresher training for all staff in the [Safeguarding Policy](#) at least every two years. The Project or Programme Manager will be responsible for introducing the policy to beneficiary communities, both in writing and orally.

5.1.5 Informing Communities and receiving complaints

Each Malaria Consortium office location or project should inform communities on the conduct to expect of staff and partners of the Malaria Consortium. Considerations should be made as to how community members, including children, can raise concerns over inappropriate behaviour by staff. This could include comment boxes, regular announcements to communities in verbal, or written form,

ensuring the **Safeguarding Behavioural Guide (Appendix IV)** is translated into all relevant languages and available in illustrative, low-literacy and/or a child-friendly format where possible.

5.1.6 Regulation of Communications – Use of Images and Children and Vulnerable Adults Information

Malaria Consortium recognises that children and vulnerable adults can be unintentionally put at risk through images, video, or other documentation and images. In order to minimise any risk to children, Malaria Consortium will ensure that the organisation's [Photography and Film Guidelines](#) are strictly followed. All project managers are responsible for reviewing photography and film captured during the course of their project, before they are used in the public domain, for any potential breach of the [Safeguarding Policy](#). If in doubt about a certain image, all staff should clear any materials involving children with the Head of External Relations.

Social media

Malaria Consortium recognises that there are certain risks particular to children and vulnerable adults, which can be posed by staff using work photos on their personal social media sites. For this reason, no staff member, volunteer, trustee, agency, company or consultant employed by Malaria Consortium will not post photos relating to the organisation's activities, on personal social media sites such as Facebook, Twitter, Instagram, without the express permission of the person whose photo has been taken. This permission must be captured in line with Malaria Consortium guidelines on filming of children and vulnerable adults in the [Photography and Film Guidelines](#). Any photo or film taken for promotional purposes or project reporting must have informed consent from the contributor/s, obtained and recorded using the organisation's [Media Consent Form](#).

5.2 Responsibilities

5.2.1 Staff and Partners

Part of safeguarding children and vulnerable adults is ensuring that all Malaria Consortium staff and partners understand clearly the behaviour that is expected of them when they come into contact with children and vulnerable adults. All staff and partners working in or visiting Malaria Consortium Programmes are expected to read and adhere to the **Safeguarding Behavioural Guide** in **Appendix IV**.

As well as adhering to the organisations [Code of Conduct](#), all staff and those associated with the work of Malaria Consortium are expected to work within the standards outlined below. These Standards are intended to serve as an illustrative guide for staff to make ethical decisions in their professional lives, and at times in their private lives. While acknowledging that local laws and customs may differ from one country to another, these measures are based on international standards:

- Treat all children & vulnerable adults (and all beneficiaries) fairly and with respect & integrity and to be aware of the power that they can have over beneficiaries by virtue of their engagement with Malaria Consortium.
- Act in a way that seeks to care for and protect the rights of children & vulnerable adults and ensure that their best interests are paramount.

- Safeguard and make responsible use of information and resources. This includes the exercise of due care in all matters of official business, and not divulging confidential information about beneficiaries.
- Uphold the integrity of the organisation, by ensuring that personal and professional conduct is, and is seen to be, of the highest standard.
- Report any abuse by a staff member, consultant, volunteer, intern or partner to the Director or Human Resources and other appropriate authorities.
- Ensure that another appropriate adult is present when working in the proximity of children or vulnerable adults.
- Never engage in any exploitative relationships – sexual, emotional, financial or employment-related – with a beneficiary. This is regardless of the local age of consent, i.e., the local or national laws of the country. Failure to report such a relationship may also lead to disciplinary action.
- Refrain from any involvement in criminal or unethical activities that contravene human rights.
- Follow the guidelines when photographing or filming a child or vulnerable adults.
- Never shortcut safe recruitment procedures

5.2.2 Management responsibilities

This Safeguarding Policy and accompanying Appendices are approved by the Board of Trustees of Malaria Consortium. The Global Management Group (GMG) oversees implementation of the policy at a global level. Regional Directors and Country Directors are responsible for ensuring that regional and country programmes are fully implementing the Safeguarding Policy.

5.3 Reporting

5.3.1 Incident Reporting

It is mandatory for any allegation, belief about or suspicion of, abuse, neglect or exploitation of a child or vulnerable adult by a Malaria Consortium staff member or partner to be reported immediately to the HR Director (or, in their absence, to the Chief Executive). The reporting may come via the Country Director if it is more practicable to do so and the line manager of any member of staff accused should be kept informed.

If a beneficiary (including a child or vulnerable adult) or their carer reports an incident, they must be taken seriously and listened to carefully. Once an allegation is made there should be an immediate response that protects them from further potential abuse or victimisation. Where appropriate, the family/carers of the victim should be informed of the allegation and action proposed and they should be consulted where possible as to the process to be followed. This process will be led by the Country or Regional Director, in close liaison with the HR Director.

The procedure for reporting concerns can be found in section 6 of this document. Incidents should be detailed in the **Safeguarding Children and Vulnerable Adults Incident Reporting Form (Appendix V)**. Beneficiaries should report their concern to a representative of the organisation and this employee will follow the internal procedure as stated in section 6.

5.3.2 Confidentiality of reporting

Reported breaches to the Safeguarding Policy will be kept confidential, and information shared only with relevant individuals. For internal cases, the following parties are likely to be informed: the HR Director, Internal Audit Manager, Chief Executive, and the Board of Trustees. Donors will be informed where there is a mandate to do so and, Trustees will report serious incidents to the Charity Commission. The name of the reporting staff member will be protected under Malaria Consortium's [Whistleblowing Policy](#), the name of the child or vulnerable adult, their family, and community involved will be kept strictly confidential, and divulged only when absolutely necessary, and then only to relevant individuals.

5.3.3 External incidents

There may be cases when Malaria Consortium staff, volunteers and others come across incidents of abuse or exploitation which may be committed by someone not connected with Malaria Consortium, at times within beneficiary communities and at other times in the broader community. Such incidents do not constitute a breach of the Safeguarding Policy, as they have not been perpetrated by a Malaria Consortium staff member or other person or entity associated with Malaria Consortium. However, as children and vulnerable adults are beneficiaries in the communities in which Malaria Consortium works, and the health and wellbeing is of paramount concern, staff members have a moral obligation not to ignore external cases, but report to the Country Director. The Country Director will be responsible for referral to an external agency or service provider as appropriate and will also notify the HR Director and Chief Executive. There are also formal processes under USAID funding for incidents to be reported.

5.4 Breaches

Any reported breaches of the Safeguarding policy will be ultimately reported to the Chief Executive who will then inform the Board of Trustees.

5.4.1 Investigation

Any alleged breach of the Safeguarding policy will be investigated and dealt with under the Malaria Consortium [Disciplinary Policy and Procedure](#).

Investigations will differ depending on the type and severity of the concern, but at a minimum will:

- Have one person who will receive and follow up on concerns (the Country Director or HR Director), and support the investigation.
- Ensure that the Country or Regional Director / HR Director receives the report within 24 hours of the incident occurring or being raised.
- Maintain at all times confidentiality of the alleged offender, the whistle blower, the child or vulnerable adult, their family and community (refer to Malaria Consortium [Whistleblowing Policy](#)).

- Cooperate with local and international authorities, including but not limited to, police in any criminal investigation, keeping in mind the best interests of the child or vulnerable adult and their family.

5.4.2 Disciplinary measures

Where an investigation involving a member of staff finds there is a case to answer, the employee will be invited to a disciplinary hearing in line with the [Disciplinary Policy and Procedure](#). If upheld, the disciplinary sanction will vary with the severity of the breach, and will always be applied using the best interests of the child or vulnerable adult. If the disciplinary hearing finds gross misconduct has taken place, the staff member will be immediately terminated. For less severe breaches, Malaria Consortium will employ various responses ranging from verbal warning, written warning, refresher training and referral to counselling, or a review of current job responsibilities.

5.4.3 Procedures for criminal breaches

If it is suspected that the breach is criminal in nature, local authorities will be contacted by the Country Director, taking into account what is in the best interests of the child or vulnerable adult and the safety of their family and community. The member of staff or partner will be suspended or removed from contact with children or vulnerable adults.

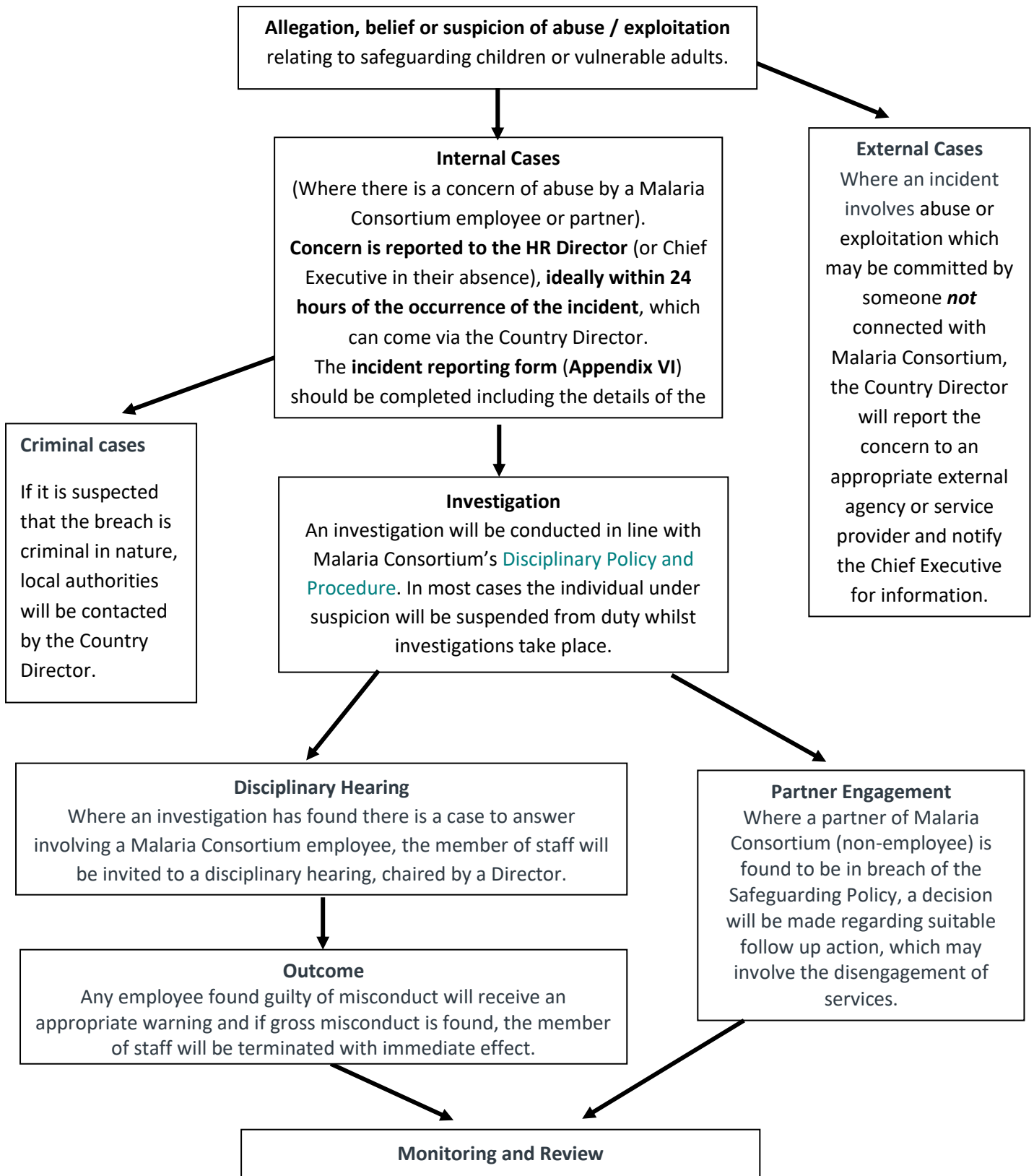
Where it is required by a donor, they should be informed of criminal breaches within the time-frame specified.

5.5 Monitoring and Review

Implementation of this policy and procedure will be reviewed at the local level on an annual basis. If political, security, or programme changes warrant a more frequent review, this is the responsibility of the Country Director, with support from HQ.

Implementation will be monitored through regular field project visits. Monitoring of risks to children and vulnerable adults, risk mitigation, and the effectiveness of safeguarding measures will be incorporated in the existing Malaria Consortium Quarterly Country Risk Register. This Safeguarding Policy will be reviewed every two years, unless changes in programme, political or security situation warrant earlier action.

6 Procedure for reporting Safeguarding concerns



Appendices

Appendix I: Safeguarding Definitions

The following definitions explain terms used throughout the policy.

Child labour: The term “child labour” is often defined as work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that:

1. Is mentally, physically, socially or morally dangerous and harmful to children; and
2. Interferes with their schooling by:
 - Depriving them of the opportunity to attend school;
 - Obliging them to leave school prematurely; or
 - Requiring them to attempt to combine school attendance with excessively long and heavy work.

Child Pornography: In accordance with the UNCRC Optional Protocol to the Convention on the Rights of the Child, ‘child pornography’ means ‘any representation, by whatever means of material, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.’

Child Protection: In its widest sense, child protection is a term used to describe the actions that individuals, organisations, countries and communities take to protect children from acts of “harm” maltreatment (abuse) and exploitation e.g., domestic violence, exploitative child labour, commercial and sexual exploitation and abuse, deliberate exposure to HIV or other infections and physical violence. It can also be used as a broad term to describe the work that organisations undertake in particular communities, environments or programmes that protect children from the risk of harm due to the situation in which they are living.

Discrimination: Discrimination includes the exclusion of, mistreatment of, or action against an individual based on social group, race, ethnicity, colour, religion, gender, sexual orientation, age, marital status, national origin, political affiliation or disability.

Duty of Care: Duty of Care is a common law concept that refers to the responsibility of the organisation and individual to provide children with an adequate level of protection against harm. It is the duty of the organisation and its individuals to protect children from all reasonably foreseeable risk of or real injury.

Emotional abuse: Emotional abuse occurs when a child or vulnerable person is repeatedly rejected or frightened by threats. This may involve bad name calling, persistent shaming, constant criticism, solitary confinement and isolation, humiliation, or continual coldness from parent or caregiver, to the extent that it affects the child’s physical and emotional growth.

Gender Based Violence: The term “gender-based violence” refers to violence that targets individuals or groups on the basis of their gender. The United Nations’ Office of the High Commissioner for Human Rights’ Committee on the Elimination of Discrimination against Women (CEDAW) defines it as

“violence that is directed against a woman because she is a woman or that affects women disproportionately”, in its General Recommendation 19. This does not mean that all acts of violence against a woman or a girl child are gender-based violence, or that all victims of gender-based violence are female.

Grooming: Refers to behaviour that makes it easier for an offender to procure a child for sexual activity. For example, an offender might build a relationship of trust with the child, their family or their community, and then seek to sexualise that relationship (for example by encouraging romantic feelings or exposing the child to sexual concepts through pornography). Grooming often involves normalizing their behaviour to everyone, not only the child, and can also involve bestowing gifts, favours or money on the child, their family, and/or the community.

Internal concerns: are those where persons covered by the policy are the alleged perpetrators. External concerns are abuses which would usually be considered criminal under local legislation, and perpetrated by persons not described in the scope of this policy. In situations where local legislation may be weaker than this policy and the **Safeguarding Behavioural Guide (Appendix IV)**, staff are obliged to abide by this policy, keeping in mind at all times the best interests of the child or vulnerable adult.

Location: For the purposes of this policy, “location” refers to any office or place where three or more Malaria Consortium staff are permanently based.

Neglect: Neglect is the persistent failure or the deliberate denial to provide a child with clean water, food, shelter, emotional support or love, sanitation, supervision or care to the extent that the child’s health and development are placed at risk.

Online grooming: The act of sending an electronic message with indecent content to a recipient, who the sender believes to be a child, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender.

Partners: For the purposes of this policy, ‘partners’ refers to Malaria Consortium Trustees, volunteers, community workers, interns, consultants, contractors, partner agencies, sub-grantees and visitors to projects.

Physical abuse: Physical abuse occurs when a person purposefully injures or threatens to injure a child or vulnerable person. This may take any form of physical treatment including but not limited to slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take any form including but not limited to bruises, cuts, burns or fractures.

Safe Environment: A child/vulnerable adult-safe environment is one where active steps are taken to reduce risks of harm against, and there are clear, established guidelines and procedures for conduct, reporting abuse and follow-up.

Safeguarding Focal Person: The Safeguarding Focal Person for Malaria Consortium will be the Country or Regional Director who will serve as the first point of contact for any safeguarding concerns and support staff in understanding Malaria Consortium’s safeguarding responsibilities.

Sexual abuse: Sexual abuse is actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions. Examples of this include the use of a child for sexual gratification by an adult or significantly older child or adolescent. Sexually abusive behaviours can include physically touching genitals/body, masturbation, or penetration, voyeurism, exhibitionism, and exposing the child to, or involving the child in, pornography.

Sex tourism: Tourism, usually by individuals or groups from developed countries to poor or developing countries, for the specific purpose of accessing children or adults in those countries for commercial sexual exploitation purposes.

Sex trafficking: The movement of children or adults from one place to another, usually with the exchange of money, for the purpose of involving those children or adults in commercial sex work or for other sexual exploitation, such as forced marriage.

Survivor: The person who has been abused or exploited. The term “survivor” is often used in preference to “victim” as it implies strength, resilience and the capacity to survive, however it is the individual’s choice how they wish to identify themselves.

Appendix II: Malaria Consortium Safeguarding Risk Levels

Risk Levels for Job descriptions

Once the risk has been assessed the risk level must be added to job descriptions and the line manager must discuss how the risk will be managed with the Country or Regional Director.

Risk Level	Descriptor
Level 1	Role has contact and access to children/vulnerable adults on a one to one basis that involves physical contact in an isolated setting
Level 2	Role has occasional contact and access to children/vulnerable adults on a one to one basis that involves physical/online contact in an isolated setting
Level 3	Role has occasional contact and access to children that involves physical/online contact in the presence of other(s)
Level 4	Role has contact with children with relevant supervision/with others and has no direct one to one contact

Appendix III: Malaria Consortium Safeguarding Risk Assessment Checklist

This form has been created to assess and identify situations which require safeguarding risk management.

The line manager together with the Programme Manager must complete this assessment form for each role. Once the assessment has been finalised, details of how the risk will be managed must be completed and signed.

Once completed the assessment must be signed by the Country Director and sent to the Regional Programme Director and Human Resources Director for agreement and signature.

Name of Assessor and Job Title	
Date of Assessment	
Name of Country Programme	
Country and Site	
Job Title being assessed	

1. Contact with children and vulnerable adults Risk Assessment (No = nil contact)		Yes	No	Occasional
Inherent risk	Staff member will be deployed in-country			
	Staff member will be working in a remote and/or rural location			
Degree of Isolation	Involves being alone with children/vulnerable adults			
	Involves activities that are away from organisation location			
	Involves meeting one-on-one with children/vulnerable adults			
	Involves unpredictable or remote settings			
Online contact or access to personal details	Involves direct one-on-one or group access to children/vulnerable adults online			
	Involves supervising child-to-child online contact			
	Involves online access to a child's or children's/vulnerable adult's personal and/or confidential information			
	Inadequate/missing safe options for children/vulnerable adults to report unwanted attention or inappropriate behaviour by others			
	Involves educating children and supporting adults on cyber safety			
2. Working with Children/Vulnerable Adults Risk Assessment		Yes	No	Occasional
	Engages with children/vulnerable adults whose true or cognitive age impacts on their ability to protect themselves			

Vulnerability of child/children	Engages with children/vulnerable adults who have challenges that contribute to their vulnerability (e.g. psychological, situational)			
	Engages with children/vulnerable adults who do not have many support systems			
Degree of physical contact	Involves demonstrating a skill to children/vulnerable adults			
	Position involves need for physical contact or touching children/vulnerable adults			
	Involves providing a personal service (e.g. washing, dressing, toileting)			
Degree of supervision	Involves personnel having unsupervised contact with children/vulnerable adults			
	Activities/engagement with children/vulnerable adults is not observed or monitored			
	insufficient number of trained staff to supervise activities/engagement with children/vulnerable adults			
Degree of trust	Involves developing close, personal, long term relationships with children/vulnerable adults			
	Involves transporting youth			
	Involves one or more of the following: One-on-one supervision, overnight supervision, out of town activities, advising or offering guidance to youth or spending extended periods of time with youth e.g. camps			
	Contributes to important decisions regarding the future of children			
Access to Property	Has access to personal/confidential information			
	Adult has a perceived or actual level of authority (from child perspective)			
Skills and knowledge required	Requires specific skills, knowledge, qualifications or service eligibility requirements to undertake a child related position			
Child labour	Possibility that activity will lead to the employment of children			
	Possibility that activity will lead to the removal of children from school			
	Possibility that activity will lead to children being employed in hazardous work			
Vulnerability of parent/carer	Engages with parents whose true or cognitive age impacts on their ability to protect their children			
	Engages with parents who have challenges that contribute to their ability to provide care (e.g. psychological, situational)			
	Engages with parents who do not have many support systems			

Vulnerability can include:	Physical and mental disabilities, homelessness, child sex workers or parents who are sex workers, children and families impacted by disasters, displaced, migrants, refugees and asylum seekers, children in contact with the law, children or vulnerable adults that have been subjected to trafficking, orphans, unaccompanied minors and the very young.			
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Assessed Risk Level	
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(I.e. Level 1, 2, 3 or 4)

How will the risk be managed?

Signature and Name - Line manager:

Date: _____

Signature and Name Country Director:

Date: _____

Final Approval:

Signature and Name – Regional Programme Manager:

Date: _____

Signature and Name – Human Resources Director:

Date: _____

Appendix IV: Malaria Consortium Safeguarding Behavioural Guide

Malaria Consortium believes that all children and vulnerable adults have equal rights to protection from violence, abuse, and exploitation, and takes seriously its duty of care towards the children and vulnerable adults it works with and its staff come into contact with. Part of safeguarding is ensuring that all Malaria Consortium staff and partners understand clearly the behaviour that is expected of them when they come into contact with children and vulnerable adults.

I will:

- ✓ Treat all children and vulnerable adults with respect, regardless of race, colour, sex, sexual identity, social group affiliation, language, religion, political or other opinion, national, ethnic or property, disability, birth or other status
- ✓ Conduct myself in a manner that is consistent with the values of Malaria Consortium
- ✓ Provide a welcoming, inclusive and safe environment for all children and vulnerable adults
- ✓ Respect cultural differences which do not harm children and vulnerable adults
- ✓ Encourage open communication between all children, young people, parents, staff and volunteers and enhance and promote the participation of children and vulnerable adults in the decisions that affect them
- ✓ Be transparent in my actions and whereabouts
- ✓ Take responsibility for ensuring I am accountable and transparent, and that I do not place myself in positions where there is a risk of allegations being made. Wherever possible, I will ensure that another adult is present when I am working in the proximity of children.
- ✓ Keep confidential all information that I am party to regarding safeguarding cases, disclosing and discussing information only with the relevant parties
- ✓ Report any concerns or suspicions regarding abuse or policy non-compliance by a fellow staff member or Malaria Consortium partner in line with Malaria Consortium's reporting procedures
- ✓ Comply with all relevant national legislation, including labour laws in relation to child labour
- ✓ Immediately disclose all abuse charges, convictions and other exploitation and abuse and policy non-compliance in accordance with appropriate procedures

I will not:

- ✓ Engage in behaviour that is intended to shame, humiliate, belittle or degrade children or vulnerable adults
- ✓ Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with a child or vulnerable adult

- ✓ Do things of a personal nature that a child or vulnerable adult can do for him/herself, such as assistance with toileting or changing clothes. If this is necessary, for example for someone with a disability, I will inform my line manager first and be as open as possible in my behaviour, which includes explaining what I can do to assist them
- ✓ Invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- ✓ Sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my line manager's permission, and ensure that another adult is present.
- ✓ Hit or physically assault children
- ✓ Engage in any form of sexual activity or acts, including paying for sexual services or acts, with a child or vulnerable adult. This includes not physically touching a baby's genitals, of either gender, even if it is not intended for sexually exploitative purposes.
- ✓ Encourage or condone behaviour on the part of others which constitutes abuse or exploitation of a child or vulnerable adult. This includes not encouraging children to engage in sexual acts with other children.
- ✓ Behave provocatively or inappropriately with a child or vulnerable adult. Hold, kiss, cuddle or touch in an inappropriate, unnecessary or culturally insensitive way.
- ✓ Seek to make contact, in person, by phone, or electronically, and/or spend time with any child/vulnerable adult that I come into contact with in my role as a representative of Malaria Consortium, outside of designated work and activity times of my role
- ✓ Discriminate against any children/vulnerable adult for any reason or show special favour towards any individual or group
- ✓ Release or discuss any personal confidential information about suspected or proven abuse or protection cases other than with the relevant persons
- ✓ Use any computer, mobile phone, or video and digital camera to exploit or harass children/vulnerable adults. I will not access child pornography through any medium (see also 'Use of Children's Images' below)
- ✓ Hire children to perform domestic labour or any other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury or any other harm.

When photographing or filming a child or children for work purposes, I must:

- ✓ Assess and endeavour to comply with local traditions or restrictions for reproducing personal images (taking photos or videos)
- ✓ Obtain consent (documented through the Malaria Consortium Photography Release Consent Form) from the child and a parent/guardian of the child. As part of this I must explain how and

where the photograph or film will be used. I must follow Malaria Consortium guidance on obtaining consent for taking photos of groups of children

- ✓ Ensure photographs or films present children in a dignified and respectful manner, not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ✓ Ensure images are honest representations of the context and the facts
- ✓ Ensure children are portrayed as part of their community
- ✓ Ensure file images do not reveal identifying information about a child when sending images electronically
- ✓ Ensure there is no identifying information of the child used in the publication of images with their location I will ensure all recorded identifying details are stored confidentially.
- ✓ Ensure all photographers I am supervising are screened for their suitability, including police checks where appropriate
- ✓ Not post images or details of children associated with Malaria Consortium's work on personal social media sites
- ✓ Only use the photograph for the circumstances agreed upon. Photos older than three years will be labelled "not for use" and archived, but will not be destroyed as they may be useful as historical reports

As a person engaged or associated with Malaria Consortium staff and partners are required to use common sense and avoid actions or behaviours that could be construed as abuse when engaging in activities or visiting projects of Malaria Consortium or partner agencies.

Malaria Consortium expects staff and partners to uphold at all times the standards of behaviour described in the Safeguarding Behavioural Guide above and that disciplinary measures and/or legal steps will be taken if staff are found to be in breach of the Safeguarding Behavioural Guide.

Appendix V: Malaria Consortium Safeguarding Incident Reporting Form Guide

Malaria Consortium takes all concerns and reports of abuse seriously and immediate action will be taken. Staff members or others reporting safeguarding concerns will be supported by the organisation throughout the process of assessing the claim.

Completed forms should be sent to the HR Director, which can be sent via the Country or Regional Director.

This form should be used to report if you see or suspect abuse, if an allegation of abuse is made, or if a child or vulnerable adult discloses abuse. The information you provide here will be kept confidential (as far as practicable in law) and all steps will be taken to ensure you are supported by management and that your protection is considered in any actions taken.

What to do and say if a child or vulnerable adult tells you about actual or potential abuse

- Accept what they say
- Take the allegation seriously
- Reassure them they have done the right thing by telling someone and that they are not to blame for the behaviour of others
- Let them know that the allegation must be reported and that total confidentiality cannot be promised
- Allow them to speak freely but do not press them for information
- Let them know what will happen next
- Record the process carefully and in detail immediately after the allegation in order to ensure greatest accuracy

DO NOT:

- React emotionally
- Seek any more information than is absolutely necessary
- Leave the child or vulnerable adult alone immediately after a disclosure
- Make promises that you cannot keep (particularly about not telling others)

Appendix VI: Malaria Consortium Safeguarding Incident Reporting Form

Part One: About You

Name: _____

Your role in Malaria Consortium or partner: _____

Details of any other organisation involved: _____

Your relationship to the child or vulnerable adult concerned: _____

Part Two: About the Child or Vulnerable Adult

Name(s):

Male/female:

Age:

Address:

Whom does the child or vulnerable adult live with? _____

Part Three: About Your Concern

How did you come to have a concern: was abuse or policy non-compliance observed or suspected?
Was an allegation made? Did a child disclose abuse?

Date, time and place of any incident(s) reported to you:

Nature of concern/allegation

Observations made by you (e.g. child/vulnerable adult's emotional state, any physical evidence)

Write down exactly what the child or person making a report said and what you said (or another informant said): continue on a separate sheet of paper if necessary.

Is there any other relevant information? (E.g. disability or language?)

Were other children involved or aware?

Have you already spoken to parents or carers or any other child protection Personnel or Agencies?
Yes ___ or No ___ If Yes, who or whom?

Time and date of reporting:

Person(s) to whom report was made: (name of manager/staff):

Advice given by that person or agency:

Action taken

I understand that in making this report the agency may have to inform other authorities, in a confidential manner and only if necessary for the safety of the child, the staff member, or the agency, or to meet obligations to donors or under national law

Signed: _____

Date: _____

Note: Please remember that all information contained in this report must be kept confidential and must not be revealed to anyone except the person you reported to. You will be informed of next actions that will be taken

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malaria consortium
disease control, better health