

# SAFEGUARDING POLICY

(Last updated February, 2018)

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## 1. PURPOSE

Health Action International (HAI) acknowledges our duty of care to safeguard the welfare of children, youths, adults and vulnerable communities, and is committed to ensuring our Safeguarding Policy reflects best practices and legal requirements.

This Policy recognises that the welfare and rights of all those we work for, with, and on behalf of, are paramount. It aims to ensure that regardless of age, ability or disability, gender, race, nationality, religion or belief, sexual orientation, socio-economic background, all people with whom we come into contact:

- have a constructive and enjoyable experience of working with HAI in a safe and positive environment; and
- are protected from any form of abuse while working with HAI, both inside and outside of work activities.

## 2. ACTIONS

HAI will:

- promote and prioritise the safety and wellbeing of all people with whom we come into contact within the course of our work, both during activities and out-of-hours;
- ensure everyone understands their roles and responsibilities in respect of safeguarding, and provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to HAI's work;
- ensure appropriate action is taken in the event of incidents/concerns of abuse, and support is provided to the individual/s who raise or disclose the concern (see also: HAI Complaints Policy);
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- prevent the employment/deployment of unsuitable individuals; and
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved with Health Action International. Failure to comply with the policy and procedures will be

addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### **3. Monitoring**

This Policy will be reviewed a year after development and, then, every three years, or in the following circumstances:

- changes in legislation and/or government guidance; and/or
- as a result of any other significant change or event.