

Safeguarding policy

1. Introduction

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of projects, from any harm that may be caused due to their coming into contact with Shareenergy. This includes harm arising from:

- The conduct of staff, volunteers or personnel associated with Shareenergy
- The design and implementation of Shareenergy's projects and activities

The policy lays out the commitments made by Shareenergy, and informs staff, volunteers and associated personnel of their responsibilities in relation to safeguarding.

Shareenergy is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of anybody at risk of harm or abuse. This policy explains our position on safeguarding, and applies to all organisations, volunteers, helpers, participants, members, mentors and staff involved in Shareenergy and its associated organisations.

2. What is safeguarding?

Safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. We understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff, volunteers, associates or projects.

3. Scope

- All staff contracted by Shareenergy
- All volunteers working with Shareenergy or on projects led by Shareenergy
- Associated personnel whilst engaged with work or visits related to Shareenergy, including but not limited to the following: consultants; volunteers; contractors; project visitors (i.e. journalists or politicians)

4. Policy Statement

Shareenergy believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Shareenergy will not tolerate abuse and exploitation by staff or associated personnel.

Shareenergy commits to addressing safeguarding throughout its work, firstly through prevention, then by enabling reporting and lastly by providing an appropriate response.

4.1. Prevention

4.1.1. Shareenergy responsibilities

Shareenergy will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its projects and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Shareenergy. This includes the way in which information about individuals involved in our projects is gathered and communicated.
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process

4.1.2. Staff responsibilities

Child safeguarding

Shareenergy staff and associated personnel must not:

- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

Adult safeguarding

Shareenergy staff and associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an at risk adult to physical, emotional or psychological abuse, or neglect

Protection from sexual exploitation and abuse

Shareenergy staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity.

Additionally, Shareenergy staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by an Shareenergy staff member or associated personnel to the appropriate staff member

4.2. Enabling reports

Shareenergy will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their line manager. If the staff member does not feel comfortable reporting to their line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member or director.

4.3. Response

Shareenergy will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

Shareenergy will apply appropriate disciplinary measures to staff found in breach of policy.

Shareenergy will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation).

5. Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management will be shared on a need to know basis only, and should be kept secure at all times.