

SAFEGUARDING POLICY

Version: 0007.00

Date: March 2026

Scope: All Employees, Trustees, Consultants, Volunteers and others acting on behalf of Practical Action or its subsidiaries

Next Review: October 2026

Approval required from	Board of Trustees
Policy Owner:	Head of People and Culture
Responsible Director:	Chief Operating Officer
Approval date	July 2025
Queries	Contact the Policy Owner
Exceptions	Contact the Responsible Director

1. Roles and Responsibilities

- Clarifications on the policy content should be sought from the **policy owner**. Any changes required to the policy will be submitted through this the **policy owner** to the **responsible director**, for consideration.
- The **policy owner** is responsible for review of the policy annually, with the next review scheduled for October 2026. Any questions or comments about this policy should be directed to the Head of People and Culture.
- Derogations from this policy require the **advance written approval** of the **responsible director**.
- The **responsible director** will seek formal approval of significant changes to this policy from the **Practical Action Board of Trustees** or their delegated representatives.
- This policy must be read alongside the linked policies in Section 11.

2. Policy Statement

- Practical Action will create and maintain a strong and effective enabling environment and a safeguarding culture that promotes the rights and protection of project participants, community members, staff, volunteers or anyone else impacted by our work. This includes a specific commitment to prevent and respond to sexual exploitation and abuse (SEA) in line with international safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) standards.
- Practical Action is committed to raising awareness of safeguarding risks and to taking measures to minimise those risks.
- Practical Action firmly believes that no person, regardless of age, gender identity, disability, sexual orientation or ethnic origin or any other personal characteristic, should experience harm, including sexual exploitation or abuse, and Practical Action takes seriously its responsibility to safeguard those who come into contact with our work.
- Practical Action will investigate and, where appropriate, respond to any suspected breach of this policy, including through disciplinary action.
- Safeguarding is an organisational and an individual responsibility. This policy applies to all Practical Action employees, trustees, consultants, volunteers, and others acting on behalf of Practical Action or its subsidiaries including partners. Practical Action welcomes requests for the policy in alternative formats. All employees, including new hires, are made aware of this policy and their safeguarding responsibilities through induction and mandatory training. This policy is available to all employees and external stakeholders via our website [Policies and commitments - Practical Action](#).
- Practical Action has zero tolerance for all forms of abuse, exploitation and harm, and is committed to acting promptly, fairly and appropriately when concerns are raised, and to prioritise the rights, needs and wishes of survivors. Practical Action formally adopts and will uphold the standards of conduct set out in Section 3 of the UN Secretary-General's Bulletin ST/SGB/2003/13 on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

3. Glossary

- **Survivor**
The person who has been harmed, 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.
- **Child/Children**
Children are defined by the *UN Convention of the Rights of a Child* as being someone under the age of 18 years of age, regardless of the local age of majority/consent.
- **At risk adult / Vulnerable adult**
Those aged 18 years or over who are less able to protect themselves from harm, exploitation or abuse. Adults may be at risk due to issues related to gender, age, frailty, mental health, physical capabilities, religion/socially excluded, minority groups, poverty, disasters or conflict. Individuals do not need to identify themselves as at risk to be covered by the protections outlined in this policy.
- **Sexual Exploitation & Abuse**
“Sexual exploitation” is any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including, but not limited to profiting monetarily, socially or politically from the sexual exploitation of another. “Sexual abuse” is the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This includes sexual assault (attempted rape, kissing/touching, forcing someone to perform oral sex/touching) as well as rape. This may also include non-contact and online sexual exploitation and abuse.
- **Harm**
Psychological, physical and any other infringement of an individual’s rights.
- **Psychological harm**
Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as offensive name calling, constant criticism, verbal abuse, belittling, shaming, solitary confinement and isolation.
- **Project participant(s)**
A project participant is an individual who takes part in the project, activity, event, or program. They actively engage in the process, contribute their ideas, skills, and efforts towards achieving the goals of the project or activity. Participants play a crucial role in the success of any endeavour by bringing their unique perspectives and experiences to the table.

Acronyms used:

CoC	Code of Conduct
CSGFP	Country Safeguarding Focal Point
IMT	Investigation Management Team
MIR	Management Implications Report
SG	Safeguarding
SGFP	Safeguarding Focal Point
SSC	Safeguarding Standing Committee
ToR	Terms of Reference

4. Scope

This policy covers the harm, sexual exploitation or abuse of children or at risk adults arising from the conduct of staff or any others acting on behalf of Practical Action as well as through the design and implementation of Practical Action's programme activities.

Other policies related to this one include the *Global Code of Conduct*, *Global Complaints Framework*, *Global Complaints (Whistleblowing) Policy* and *Global Recruitment Policy*.

This policy does not cover:

- Sexual harassment of employees in the workplace – this is dealt with under *Practical Action's Equity Diversity Inclusion and Belonging Policy* (previously Diversity and Dignity at Work Policy)
- Safeguarding concerns in the wider community not perpetrated by Practical Action or associated personnel – this is covered under the *Framework for Safeguarding in Communities*.
- Complaints of harm against adults not considered 'at risk' (see *glossary*) – these are normally dealt with under the *Global Complaints (Whistleblowing) policy*.

5. Core Principles

Practical Action upholds the following core principles:

- We have zero tolerance for harm, sexual exploitation and abuse; these acts constitute gross misconduct and represent grounds for disciplinary action up to and including termination of employment.
- Sexual exploitation includes any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes and includes profiting monetarily, socially or politically from the sexual exploitation of another.
- Sexual abuse includes sexual assault (attempted rape, kissing/touching, forcing someone to perform oral sex/touching) as well as rape.
- Harm includes the psychological, physical or other infringement of an individual's rights (emotional abuse, humiliating or degrading treatment, verbal abuse, offensive name calling, constant criticism, coercive control, belittling, shaming, solitary confinement or isolation)
- Sexual activity with children (*persons under the age of 18*) is prohibited regardless of the local age of consent or local/national laws of the relevant country; ignorance or mistaken belief in the age of the child is not a defence. All sexual activity with someone under the age of 18 constitutes sexual abuse.
- Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes the exchange of assistance that is due to project participants.
- Sexual relationships between project participants and anyone acting on behalf of Practical Action that involve improper use of influence, power, rank or position are prohibited. Such relationships violate people's rights and wellbeing, undermine the credibility and integrity of Practical Action's work and are incompatible with the values we're committed to uphold as an organisation.
- Anyone acting on behalf of Practical Action will not engage in any commercially exploitative activities with children including child labour or trafficking.
- When a Practical Action employee, trustee, volunteer, consultant or partner develops concerns or suspicions regarding harm, sexual exploitation or abuse by a Practical Action employee or anyone acting on our behalf they **must report their concerns** via the established reporting procedures.

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Individuals do not need to have, nor should they seek to obtain, evidence to support their concerns – the individual's duty is to report their concerns so that Practical Action can investigate appropriately.

- Practical Action employees take action to create and maintain an environment that prevents harm, sexual exploitation and abuse and promotes the implementation of this policy. Practical Action Managers at all levels have particular responsibilities to support and develop systems that maintain this environment.
- All employees, trustees, volunteers, consultants, partners and others acting on behalf of Practical Action are expected to behave in ways that safeguard others from harm, sexual exploitation and abuse.
- Practical Action is committed to pursuing a survivor-centred approach and seeks to empower survivors and promote their recovery by prioritising their rights, needs and wishes.
- Confidentiality will be maintained at all times 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 will be kept secure at all times. Practical Action adopts and complies with the standards of conduct in the UN Secretary-General's Bulletin ST/SGB/2003/13 on Special Measures for Protection from Sexual Exploitation and Sexual Abuse. All personnel are required to adhere to these standards, including the prohibition of sexual activity with children, exchange of money, goods or services for sex, and any exploitative relationships with programme participants.

5.1 Child Protection

- Practical Action is committed to ensuring the highest standards of child protection in all aspects of our work. We recognise that children (anyone under the age of 18) are entitled to special care and protection, and we adopt a zero-tolerance approach to all forms of child abuse, exploitation and neglect.
- All sexual activity with children (persons under 18) is strictly prohibited, regardless of local age of consent or national law. Ignorance or mistaken belief of age is never a defence.
- Any form of physical, sexual, emotional, or psychological abuse of children, including online or non-contact abuse, constitutes a breach of this policy.
- Practical Action personnel must never engage in exploitative or commercially harmful practices involving children, including child labour, trafficking, or the exchange of money, goods, or services for sex.
- All staff, trustees, volunteers, consultants, and partners have a duty to prevent harm, report concerns, and act in the best interests of children at all times.
- Practical Action will take immediate and appropriate action, including disciplinary measures and referral to relevant authorities, in response to any suspected or confirmed breach of this commitment.

6. Safeguarding Commitments and Obligations

Across our entities, Practical Action's managers will ensure that we:

- 6.1 Standards: Incorporate this policy in induction for employees, trustees, volunteers, consultants, partners and others acting on behalf of Practical Action. Employees will be required to sign a declaration stating that they have received and understood it via NETconsent or Appendix 1. Anyone acting on our behalf is required to sign up to this policy and our Code of Conduct which sets out minimum standards of professional behaviour.

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6.2 Awareness and training: Create and maintain mechanisms to systematically make Practical Action employees, trustees, volunteers, consultants, partners, others acting on our behalf and the communities we serve, aware of measures to prevent and respond to harm, sexual exploitation and abuse. Regular training will be provided to employees to develop their understanding of appropriate behaviours and their responsibilities in relation to safeguarding.

Safeguarding training will be delivered alongside training on social responsibility, human rights and ethical conduct, and will be extended as appropriate, across Practical Action's delivery chain, including partners, contractors and sub-grantees, particularly within high-risk and fragile and conflict-affected contexts.

6.3 Focal Point Appoint, train and support a Safeguarding *Focal Point* in each country location to promote awareness of this policy, receive and appropriately refer reports, support safe reporting, and coordinate local implementation of safeguarding requirements. Safeguarding Focal Points are not responsible for conducting investigations unless specifically trained and designated to do so.

6.4 Reporting mechanisms: Establish and ensure that mechanisms for reporting harm, sexual exploitation and abuse are accessible, particularly to all programme participants of Practical Action, and that the Safeguarding Focal Point, responsible for receiving complaints, understands how to undertake their duties. Reporting mechanisms must be safe, confidential, survivor-centred, accessible to children and adults as appropriate, and available in relevant local languages and formats to reduce barriers to reporting.

6.5 Recruitment: Aim to prevent people who are deemed unsuitable to work in our sector from gaining access to employment. In compliance with applicable laws and to the best of our abilities, we will prevent perpetrators of harm, sexual exploitation, abuse from being employed at or engaged by Practical Action.

We will do this by referencing our commitment to Safeguarding in job adverts and, wherever possible, by undertaking appropriate background and criminal reference checks. Where formal background checks are not practical, Appendix 2 must be completed by the individual and retained on file.

Candidates will be required to complete a self-declaration confirming that they have not been subject to disciplinary, administrative or criminal sanctions arising from an investigation relating to sexual exploitation or abuse and have not left employment pending such an investigation or refused to cooperate in one.

Two employment references covering three years of employment history must be requested from the person responsible for HR including the current/most recent employer. All reference templates must ask for information about safeguarding misconduct. When relevant to the job, interview questions will include specific questions about the candidate's awareness of safeguarding.

In addition to all pre-employment screenings, Practical Action also participates in the Interagency *Misconduct Disclosure Scheme* to stop perpetrators of sexual misconduct moving between organisations undetected through a request to all employers for Statement of Conduct for the employee being hired. The Scheme facilitates sharing of misconduct data between employers. It is currently implemented by over 250 organisations.

6.6 Safeguarding self-assessment: Each Country office will complete the Safeguarding self-assessment on an at least annual basis, and the resulting score will be submitted as part of quarterly key performance indicator monitoring.

6.7 Community awareness: Ensure measures are taken so that our programme participants are aware of their right to, and how to report their complaints and concerns in accordance with our *Framework for Safeguarding in Communities*.

6.8 Programme work: Design and undertake all programmes and activities in a way that protects people from risk of harm. This includes the way in which information about individuals in our programmes is gathered and communicated.

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6.9 Partnerships: Ensure that when engaging in partnership, sub-grant, sub-contract or sub-recipient agreements, these agreements;

- 6.9.1 incorporate this Policy as an attachment;
- 6.9.2 incorporate any Donor specific reporting mechanisms.
- 6.9.3 include the appropriate language requiring such contracting entities and individuals, and their employees and volunteers to comply with this policy;
- 6.9.4 expressly state that the failure of those entities or individuals, as appropriate, to take preventive measures against harm, sexual exploitation and abuse, to investigate allegations thereof, or to take corrective actions when sexual exploitation or abuse has occurred, shall constitute grounds for Practical Action to terminate such agreements.
- 6.9.5 include proportionate provisions relating to social responsibility, human rights and ethical labour standards across the delivery chain, aligned to donor requirements where applicable.
- 6.9.6 include provisions requiring partners to prevent and respond to sexual exploitation and abuse. Partners are required to maintain safeguarding policies and procedures aligned with this policy and applicable international standards, and to ensure all personnel are aware of and comply with these obligations.

6.10 Representation: Ensure that all representation of project participants conforms to the guidelines on use of photographs and working with the media and communications materials (*see 9. Below Communications and Representation*).

6.11 Policy Review: Undertake a review of this Policy at least every two years.

6.12 There will be one Trustee identified as the safeguarding focal point for the Board.

6.13 Safeguarding, Social Responsibility and Human Rights: Practical Action recognises that safeguarding is intrinsically linked to social responsibility, respect of human rights and ethical employment practices. We are committed to preventing harm, exploitation, abuse, discrimination and other unethical or illegal practices throughout our programmes and across our delivery chain.

In line with donor expectations, including those of the UK Foreign, Commonwealth and Development Office (FCDO), Practical Action:

- Aligns its safeguarding, ethical conduct and labour practices with the UN Global Compact, including Principles 1 and 2 on human rights;
- Encourages practices consistent with relevant international Labour Organisation (ILO) standards and the Ethical Trading Initiative (ETI) Base Code, including the prevention of modern slavery, forced labour, child labour and exploitative working conditions.
- Promotes social inclusion, equality and non-discrimination on the basis of race, gender, age, religion, sexuality, culture or disability;
- Applies safeguarding, human rights and social responsibility expectations across its partnerships, sub-grants, sub-contracts and supplier relationships, with proportionate risk-based oversight, particularly in fragile and conflict-affected settings;
- Gives overarching consideration to building local capacity and promoting the involvement of people whose lives are affected by our programmes and business decisions.

These commitments are embedded through our policies, training, partnership agreements, recruitment practices and monitoring processes, and are reinforced through governance oversight and continuous learning.

7. Reporting

Practical Action will ensure that reporting mechanisms are safe, accessible, and clearly communicated to programme participants and communities, including in local languages and appropriate formats. Particular attention will be given to reducing barriers to reporting and ensuring individuals understand their rights and how to raise concerns.

7.1 Obligation to report: Should any individual receive any information about, or observe, actual or suspected harm, sexual exploitation or abuse they must report this immediately via one of the two methods below:

- To the *Safeguarding Focal Point* or, if the safeguarding focal point is involved, another senior manager
- To our dedicated reporting service: details for this service can be found in the '*Global Complaints (Whistleblowing) Policy available on NETconsent or PA website*

Practical Action will accept complaints from employees and any other individual including external sources such as members of the public, partners and official bodies.

7.2 Reporting procedures: Procedures on how to report harm, sexual exploitation and abuse, appropriate to the local context, and our "*Statement of Commitment to Safeguarding*" must be clearly displayed to ensure that all individuals and communities are aware of these reporting procedures. Reporting information must be understandable, culturally appropriate and available in relevant local languages and accessible formats that reduce barriers to reporting. The Statement of Commitment to Safeguarding is included in Appendix 3.

7.3 Protection of reporters: Individuals covered by this policy and communities are encouraged to report concerns over harm, sexual exploitation and abuse. To the best of our abilities, we will protect persons from retaliation when allegations are made in good faith. This protection may include anonymity.

7.4 Malicious reporting: Malicious and intentionally misleading reporting will not be tolerated and may result in disciplinary action.

8. Response

8.1 Responsibility to respond: Under no circumstance will concerns of abuse and inappropriate behaviour be ignored.

8.2 Welfare: The immediate physical and psychological safety of the survivor and the person reporting the concern will be of paramount importance and reasonable steps will be taken to maintain their safety. Practical Action will, wherever possible and appropriate, support survivors through informed, consent-based referral to available services in line with a survivor-centred approach based on the survivors needs and wishes.

8.3 Investigation: Any reports of actual or suspected exploitation or abuse will be appropriately investigated. This might include the use of appropriate interviewing practices with complainants and witnesses. We may engage professional investigators or secure investigative expertise as appropriate. Investigations will be conducted by appropriately trained personnel or external specialists, depending on the nature and complexity of the case.

Any investigation would be conducted in an impartial manner with the aim of establishing the facts and will not begin with preconceived ideas.

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Safeguarding Focal Points are responsible for receiving and referring concerns but are not responsible for leading investigations unless formally trained and designated to do so.

- 8.4 Notification: The Chief Executive and the Chair will be kept updated on any allegations that could, constitute a serious incident as defined by the *UK Charity Commission*.
- 8.5 In some circumstances, depending on the nature of the incident and the appropriateness of the reporting, we will notify the police, local authority or other relevant regulator or statutory agency such as the *Charity Commission* in the UK.
- 8.6 In order to prevent perpetrators of safeguarding or other serious misconduct from continuing to work in our sector, we have a duty to pass on concerns to future employers. We also have a duty of care to provide references that are true, accurate and fair. In light of these obligations, Practical Action may notify future employers of misconduct it is aware of. Please refer to the *Global Recruitment Policy*.
- 8.7 Action: Breaches of this policy by employees are likely to constitute gross misconduct and result in suspension and termination of employment, in accordance with relevant disciplinary procedures. In the case of a breach by other representatives, including contractors, this may constitute breach of contract and appropriate action may be taken. As appropriate, those operating on behalf of Practical Action will be referred to the relevant authorities for appropriate action, including criminal prosecution, in the abuser's country of origin as well as the host country.
- 8.8 Monitoring: Provide high level oversight of reports made and ensure appropriate action has been taken; record all complaints received and how they were dealt with. Regular reports of complaints received are provided to the Governance and People Committee of the Board. We will continually improve efforts to prevent and respond to harm, sexual exploitation and abuse.

Safeguarding Committee - Safeguarding performance, including reports of sexual exploitation and abuse, will be monitored and reviewed regularly through governance structures to ensure appropriate action is taken and continuous improvement is achieved.

- 8.9 Risk: We include safeguarding in our risk register and take steps to identify and manage risks.
- 8.10 Response: We will maintain standard operation procedures (SOPs) to guide the management of safeguarding cases, including reporting, investigation, decision-making and referral processes, ensuring consistency, confidentiality, and a survivor-centred approach.

9. Communications and Representation

This section sets out safeguarding expectations for communications, photography, videography and story gathering. It supports safe and ethical representation and does not replace the Framework for Safeguarding in Communities (section 10).

- 9.1 Photographers, videographers and story gatherers will explain to the programme participant or child and the parent/guardian of the child and story gatherers will, whenever possible, explain to the programme participant or child;
- who will be taking a photograph or capturing video, audio or stories in any format.
 - the kind of purposes this content might be used for, including the channels it may appear on e.g. fundraising initiatives, digital or print media, etc.,
 - that the given consent can be withdrawn at any time, and
 - clear instructions regarding how they are able to withdraw consent should they choose to do so in future.

No content will ever be used where permission has been refused or withdrawn.

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9.2 Personal and physical information about programme participants that could be used to identify their location within a country should only be used when it is safe to do so and after obtaining explicit permission from the individual(s) concerned. In cases where it is not safe to do so, first names only or invented personal names can be used. The immediate location where the subject(s) live(s) can be used where explicit and informed consent has been given.

9.3 Individuals or organisations requesting the use of third-party resources such as videos or photographs should be required to agree in writing with the agency as to the proper use of such materials.

9.4 Wherever possible, feedback should be provided to the subject(s) or their parent/guardian(s) by sending copies of the photos and case studies (if possible, translated into an accessible language).

9.5 Information about a programme participant's life, including photographs of them, will be stored safely and in accordance with the current data protection policy.

9.6 Consent should be obtained through a recorded conversation in a language fully understood by the participant and stored alongside the information, video and images of that person. If local laws require written signed consent, this should be captured in addition to the recorded consent.

For further details and information, please consult our content and consent policy which has been developed following the framework laid out in the BOND ethical storytelling guidelines:

https://www.bond.org.uk/wp-content/uploads/2024/11/Digital_Ethical-Guidelines_FINAL.pdf

10. Framework for Safeguarding in Communities

Practical Action has adopted a shared understanding of safeguarding allegation indicators and the relevant interventions to aid in identifying and determining necessary responses to a safeguarding concern.

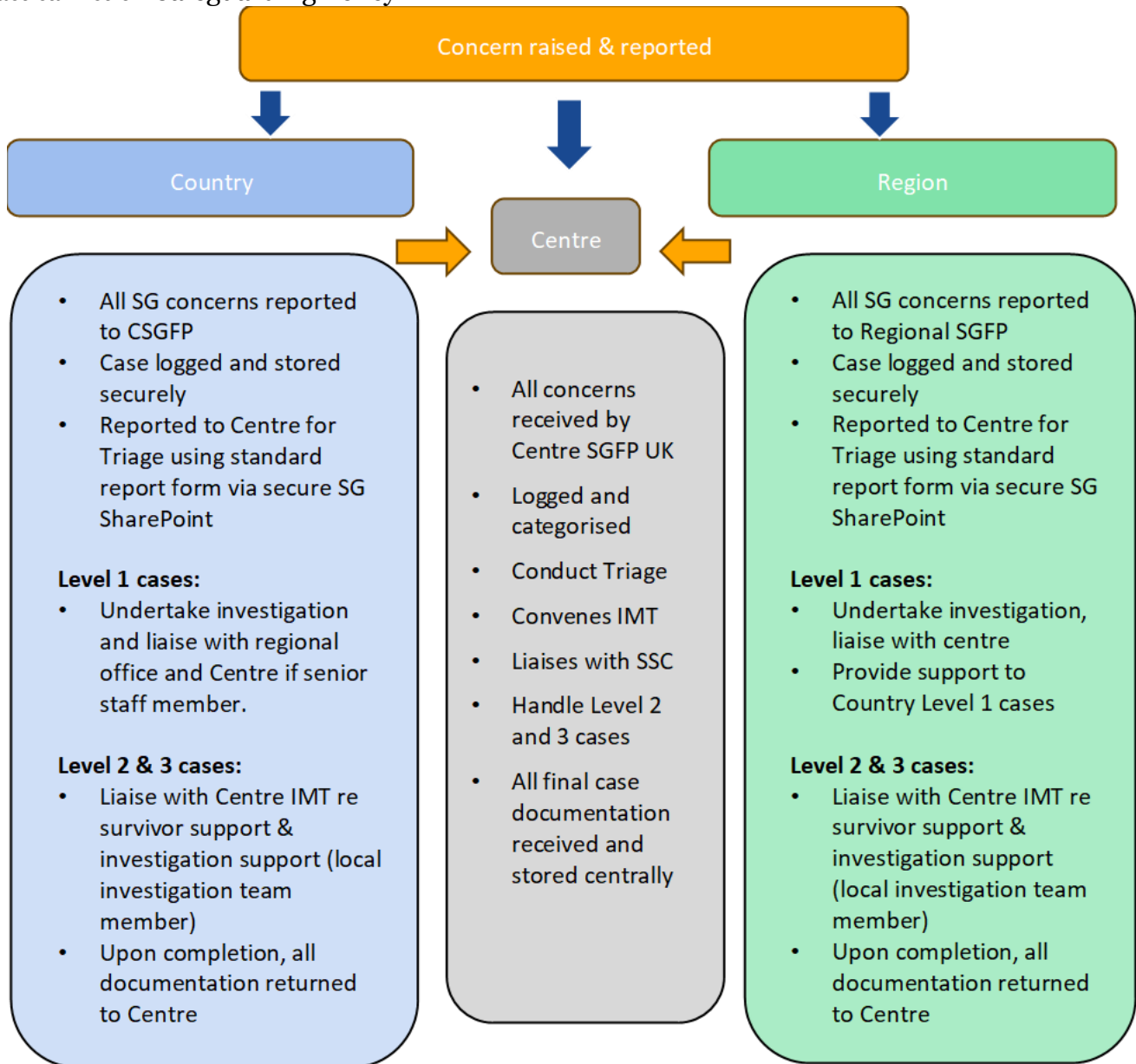
The various levels of safeguarding concerns and its responses have been represented in the following tables;

Level /Severity Allegation	Criteria of Allegation	Case Handled By	Reported To	Communicated To
Level 1 A	<ul style="list-style-type: none"> Reported concern is not prima facie crime. Reported concern does not involve a child, programme participant or a vulnerable adult. Reported concern does not involve alleged harm to staff. Reported concern does not involve allegation against senior staff. Reported concern does involve potentially a breach of SG Policy/CoC 	Country Office	Centre	Region
Level 1 B	<ul style="list-style-type: none"> Reported concern is not a prima facie crime. Reported concern does not involve a child, programme participant or a vulnerable adult. 	Country Office	Centre	Region

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	<ul style="list-style-type: none"> • Reported concern does not involve alleged harm to staff. • Reported concern does involve allegation against senior staff. • Reported concern does involve potentially a breach of SG Policy/CoC 			
Level 2	<ul style="list-style-type: none"> • Reported concern is not a prima facie crime. • Reported concern does involve a child, programme participant, a vulnerable adult or staff. • Reported concern does involve allegation against senior staff. • Reported concern does involve potentially a breach of SG Policy/CoC. 	Centre	Centre	Region
Level 3	<ul style="list-style-type: none"> • Reported concern is a prima facie crime against a child, programme participant, a vulnerable adult or staff. • Reported concern does involve senior staff. • Reported concern does involve potentially a breach of SG Policy/CoC. 	Centre	Centre	Region

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Safeguarding Standing Committee (SSC): Practical Action will set up a *Standing Safeguarding Committee* comprised of high level and multi-disciplinary members that will consist of the following positions:

- Chief Operating Officer (COO)
- Head of Internal Audit
- Representative from International Operations
- Group/Global Head of Learning & Development
- Group/Global Head of People and Culture
- At least one Regional Representative or Country Director

This Committee will meet quarterly intervals to provide guidance and oversight on:

- Policy development and implementation of safeguarding standards
- Risk management/risk registers and incident response

January 26 – V007.00

Big change starts small

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- Organizational training and accountability mechanisms
- Compliance with donor, legal and regulatory safeguarding obligations
- CSFP roles/turnover, nature and levels of reported concerns,
- Implementation of lessons learned (Management Implications Report - MIR).

The committee also delegates authority to **Investigation Management Team (IMT)** for investigations and liaise with IMT with regards to final decisions of investigations and in particular on decisions on referral (and non-referral) to police/law enforcement. This committee will also receive investigation case reports and management implications reports (MIR) and will report to the GAP committee on a regular basis on safeguarding.

Investigation Management Team (IMT): The investigation management team will consist of the following team members in each of the Region / Country Office. The IMT will develop a ToR for the case at hand and will be responsible for forming the Investigation Team (IT) and appointing an Investigation Manager (IM) for a particular case.

- Relevant Regional Director
- Relevant Regional Head of P&C
- Group/Global Head of P&C (at level 2 and level 3 cases)
- Group/Global Head of Learning & Development (at level 2 and level 3 cases)
- International Operations Manager
- Communications Crisis Management Team will form a member of the IMT on a need to basis.

The investigation team will mostly always consist of the Safeguarding Focal Person and the People and Culture Lead in addition to the nominated Investigation Manager and any other relevant persons appointed by the IMT. They will need to understand the local context and Practical Action's structure. The team will be highly confidential and consist of members that can provide expert input and be knowledgeable and sensitive towards EDIB principles. The team will need to record all details and manage safe storage of data. The team will submit their findings on a case and will document implications of investigation into a management implications report. The lessons learned investigation team will ensure that all lessons learned are documented and submitted to the IMT and that it is integrated into organizational learning to support any future cases.

Safeguarding Focal Points: The listed positions below are safeguarding focal points of the centre and Regions;

- Regional Head of P&C - Asia
- Regional Head of P&C – Africa
- Regional Head of P&C – Latin America
- Group/Global Head of P&C – UK and Centre
- Group/Global Head of Learning & Engagement – UK and Centre
- Chief Operating Officer

All Country Offices have 2 safeguarding focal points (P&C and Programs) whose details are listed on the P&C homepage on SharePoint and should be displayed on posters throughout the offices with the details on reporting and raising a safeguarding concern.

11. Linked Practical Action Policies

[Policies and commitments - Practical Action](#)

- Global Recruitment Policy
- Global Code of Conduct Policy
- Equality, Diversity, Inclusion and Belonging Policy
- Discipline Policy
- Global Complaints (Whistle Blowing) Policy
- Global Complaints Framework Policy
- Data Protection Policy

12. Further reading and resources

- Misconduct Disclosure Scheme [The Misconduct Disclosure Scheme](#)
- Unite Union [Practical Action & Unite](#)
- PA Employee Assistance Programme
practicalaction.sharepoint.com/sites/uk/Finance_Area/HR/SiteAssets/Forms/AllItems.aspx?id=/sites/uk/Finance_Area/HR/SiteAssets/SitePages/People-and-Culture/Employee_Assistance_Programme.pdf&parent=/sites/uk/Finance_Area/HR/SiteAssets/SitePages/People-and-Culture
- UK Charity Commission [The Charity Commission - GOV.UK](#)
- [United Nations Convention on the Rights of the Child \(UNCRC\): how legislation underpins implementation in England - GOV.UK](#)
- BOND ethical storytelling guidelines: https://www.bond.org.uk/wp-content/uploads/2024/11/Digital_Ethical-Guidelines_FINAL.pdf

13. Equality, Accessibility and Language

Practical Action is committed to equity, diversity, inclusion and belonging. Safeguarding policies will be implemented in ways that are accessible and appropriate for different communities and contexts. Practical Action welcomes requests for this policy in alternative formats and will take reasonable steps to remove barriers to reporting and accessing support.

Appendix

- Appendix 1: Policy Declaration Form
- Appendix 2: Self-Declaration Form
- Appendix 3: Statement of Commitment to Safeguarding

Appendix 1: Policy Declaration Form

Please complete this form and send it to ukpeopleandculture@practicalaction.org.uk

Employees who do not sign to accept this policy through NETconsent, and all other individuals acting on our behalf, are required to complete and return this form to your relevant contact at the time of appointment;

- ✓ I have read and understand the Safeguarding policy
- ✓ I agree to apply the Safeguarding policy in its entirety and to uphold my responsibilities to prevent and report safeguarding concerns, including sexual exploitation and abuse.
- ✓

Full name (print):

Signed:

Date:

Appendix 2: Self-Declaration Form

Please complete this form and send it to ukpeopleandculture@practicalaction.org.uk

In order to comply with the Practical Action Safeguarding Policy this form must be completed and signed by all candidates as part of the recruitment process prior to appointment.

Full name (print):

Address (print):

Date of birth:

Place of birth:

14. Do you have any prosecutions pending or have you ever been charged, investigated or convicted of a criminal offence relating to the harm, exploitation or abuse of a child or adult, including sexual exploitation or abuse?

YES / NO

If YES, please state the date(s) and nature of the offence:

Date of offence:

Nature of offence:

15. Have you ever been the subject of disciplinary procedures, or have left, or been asked to leave employment or voluntary activity due to inappropriate behaviour, including safeguarding concerns or sexual exploitation or abuse, towards any individual?

YES / NO

If YES, please give details including date(s) below:

Name of employer:

Date of incident:

Nature of incident/inappropriate behaviour:

Declaration:

I can confirm that I have not been subject to any disciplinary, administrative or criminal sanctions arising from an investigation into sexual exploitation or abuse.

I understand that, if it is found that I have withheld information or included false or misleading

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information above, I may be removed from my post whether paid or voluntary, without notice. I here in declare that information provided here is accurate.

I have not left any employment or voluntary role while under investigation relating to safeguarding, sexual exploitation or abuse.

I have not refused to cooperate in any investigation relating to safeguarding, sexual exploitation or abuse.

I understand Practical Action may verify this information through references and safeguarding Disclosure processes.

I understand that, if it is found that I have withheld information or included false or misleading information above, Practical Action may withdraw an offer of employment or remove me from my post, whether paid or voluntary without notice. I hereby declare that information provided above is accurate.

Signed:

Date:

Appendix 3: Statement of Commitment to Safeguarding

Practical Action is committed to safeguarding and promoting the welfare, rights and dignity of all children, young people and adults at risk with whom we work.

We have zero tolerance for all forms of abuse, exploitation, harassment and neglect, including sexual exploitation, harassment and abuse (SEA). Safeguarding is recognised as a shared responsibility, and we are committed to creating safe, inclusive and respectful environments for project participants, communities, staff and partners.

We are committed to preventing and responding to sexual exploitation and abuse in line with international standards, including the UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

We commit to:

- Preventing harm through robust policies, safer recruitment practices and training;
- Providing accessible, trusted and confidential reporting mechanisms;
- Responding promptly, fairly and proportionately to **safeguarding** concerns;
- Taking a survivor-centred approach that prioritises safety, wellbeing and dignity;
- Holding individuals and organisations to account for safeguarding breaches;
- Embedding safeguarding, human rights and ethical employment standards across our delivery chains;
- Learning from incidents to strengthen prevention and organisational culture.

This commitment applies to all employees, trustees, volunteers, consultants, partners and others acting on behalf of Practical Action.