



Version 29 April 2020

# GNP+ Safeguarding Framework

## 1. STATEMENT

GNP+ is committed to safeguarding everyone who works in, or comes into contact with, the organisation. The scope of safeguarding covers the responsibility of GNP+ to help ensure our employees, representatives, operations and programmes do no harm to children, young people and vulnerable adults, or expose them to abuse or exploitation, and includes protecting our employees from inappropriate behaviour such as bullying and all forms of harassment.

## 2. SCOPE

The document identifies all relevant policies and procedures that contribute to implementing our safeguarding framework.

GNP+' duty of care to employees is to ensure *the way they work* (internally) and *their interactions* (externally) with partners, communities and other stakeholders are 'safe' and that the use of power (personally and the resources they bring to the partnership) does not harm or exploit those they are in contact with.

Within the Safeguarding Framework, GNP+ has a number of policies, procedures and guidelines in place to enable all individuals who are involved with or affected by our work to live free from harm, distress, abuse and neglect. Each policy within the framework sets out the expectations and responsibilities of GNP+ employees and other representatives. The Safeguarding Framework and the associated policies applies to all employees (international, national), temporary staff, interns and volunteers, consultants, contractors and Board members.

## 3. PURPOSE

The safeguarding framework and policies within it aim to:

- Make employees, Board members and other representatives of GNP+ aware of the standards and expectations that we have set ourselves;
- Provide a clear system of how to report concerns as soon as they are identified or suspected;
- Provide guidance on how GNP+ will respond rapidly to any concerns and carry out investigations diligently;
- Provide employees and managers with appropriate training and support;
- Comply with external legislation and regulation.

## 3. ROLES AND RESPONSIBILITIES

The safeguarding framework places a number of responsibilities on various groups of people involved in GNP+'s work. These are as follows:

**Organisation** - GNP+ will work to ensure the following principles are upheld:

- strive to build a culture of openness to enable issues and concerns about safeguarding to be raised and discussed;
- build a sense of accountability between employees so that potential poor or abusive behavior can be challenged;
- maintain a reputation of robust standards and high standards of working.

**Individuals** - Safeguarding is everyone's responsibility and GNP+ recognises that often employees will be the first to know when there is cause for concern. All employees, interns, volunteers, consultants and contractors have a responsibility to act with due care and attention to safeguard the wellbeing of every person, specifically those who are vulnerable. All individuals should remain vigilant, be prepared to take action and understand what to do in the event there is a concern to raise. Therefore, all GNP+ representatives should understand and

abide by the standards set out within the policies that uphold this framework, including the agreed pathway for reporting potential misconduct relating to safeguarding concerns.

**The GNP+ Board** - the Board members have a duty of care to ensure that appropriate policies and procedures are in place to prevent abuse from taking place and to appropriately manage any concerns. They also have a responsibility to ensure that all appropriate issues are reported to the appropriate authorities.

The responsibility to report safeguarding issues to the relevant body or organisation apply when:

- children, young people or vulnerable adults or communities have been, or are alleged to have been, abused or mistreated through the work of GNP+, or by a representative of GNP+, for example an employee, intern, volunteer, consultant or contractor;
- employees or volunteers have been harassed within the workplace or by community members with whom they are working;
- there has been a breach of procedures or policies which has put beneficiaries at risk, including failure to carry out checks which would have identified that a person is disqualified in law, under safeguarding legislation, from working with children, young people or vulnerable adults.

Issues should be reported as soon as a concern is raised or a suspicion is identified.

The responsibility to report safeguarding issues immediately **within** GNP+ applies when:

- the incident takes place in programmes or activities receiving funding from donors with specific reporting requirements;
- the incident is likely to threaten GNP+ brand or reputation;
- the incident relates to an employee or a member of another GNP+ partner organisation or Frontline Global.

Regulatory action may be taken against GNP+ (the Netherlands registered charity) and its Board for failure to report issues.

Work related complaints can be made to the [Work Inspectorate](#) at the Dutch Ministry of Social Affairs and Employment. Depending on the incident, there may also be a requirement to notify the police, local authorities and the relevant regulator or statutory agency including institutional and/or private donor.

**Management Responsibilities** - All managers have a particular responsibility to uphold the standards within the Safeguarding Framework and to set an example ensuring that a culture of dignity and respect is maintained. Managers should encourage an open and transparent way of working that facilitates a strong safeguarding culture within and between teams. As well as upholding standards themselves, managers are expected to ensure that all employees understand the provisions clearly and challenge any unacceptable behaviour. In addition, managers must ensure that any reports or complaints are taken seriously and investigated promptly and thoroughly.

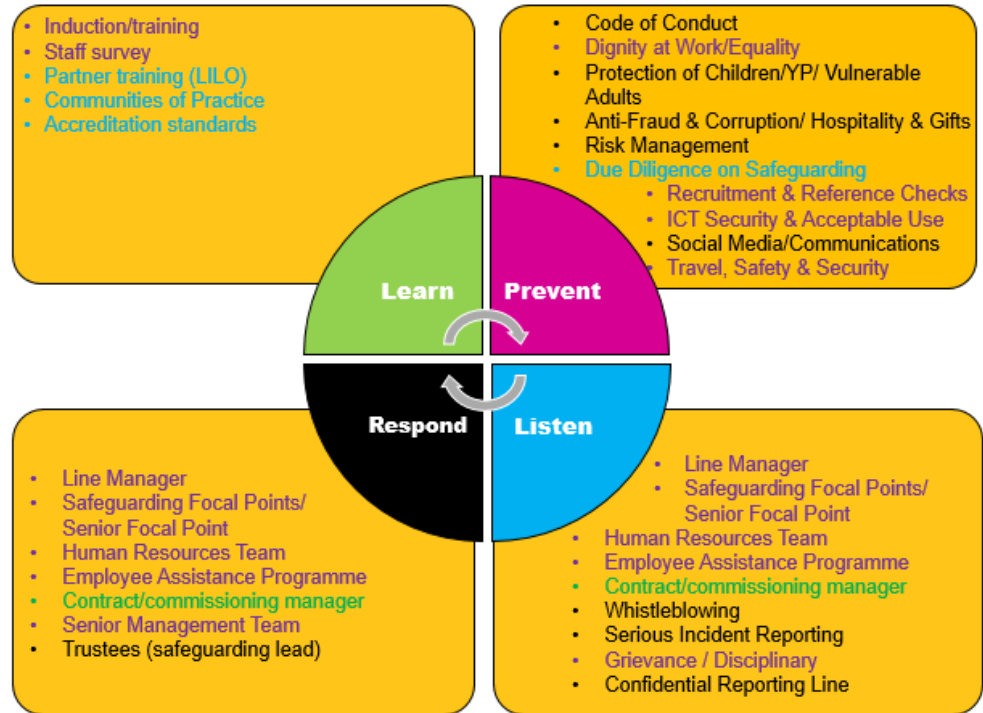
**GNP+ Programmes** - All GNP+ programmes have a responsibility for ensuring that standards contained within each policy are upheld in each location/by each partner and policies are translated into the relevant local language and understood by all (i.e. training to be provided as required).

#### **4. POLICIES AND PROCEDURES**

The following diagram outlines the policies and procedures that are in place to ensure that appropriate standards are maintained. It follows a four-step framework of **Learn, Prevent, Listen and Respond**.

All*
Employees
Partners
Consultants, Temporary staff, Contractors

\* employees, interns, volunteers, trustees, consultants, temporary staff and contractors (third parties, agents and suppliers)



## 5. REPORTING CONCERNS

The process outlined on page 4 should be followed if you have concerns.

## REPORTING MALPRACTICE & MISCONDUCT

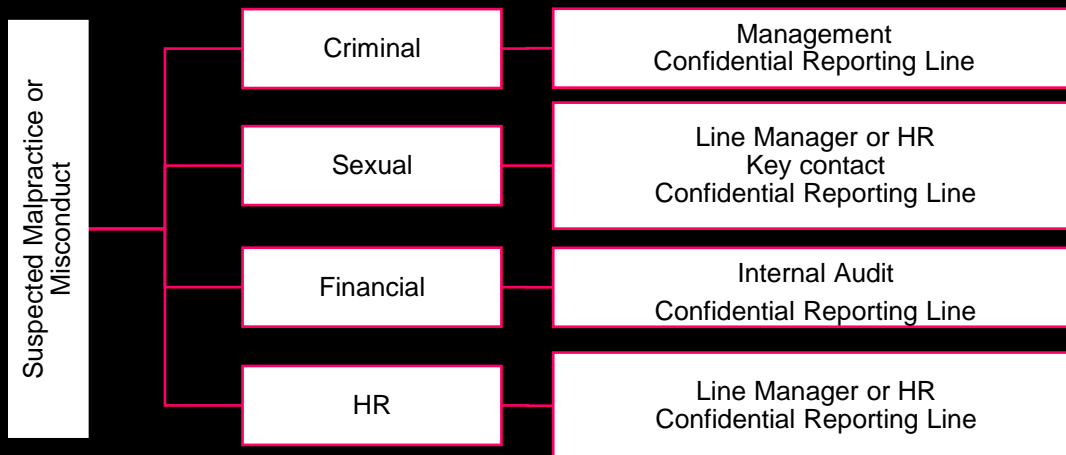
GNP+ has a zero tolerance approach to malpractice and misconduct and we take all reports seriously. We are committed to providing a clear and straightforward reporting system and we handle all information relating to malpractice and misconduct appropriately and responsibly. Malpractice and misconduct could be criminal, financial, sexual or HR-related and it can be brought to our attention by anybody.

All GNP+ representatives have a specific responsibility to raise any concerns they have, or those that are reported to them, in a confidential and timely manner. It is not the responsibility of individuals to decide whether or not malpractice or misconduct has occurred.

GNP+ has a defined reporting journey, which reflects our accountability to the people we work with and to donors and legal bodies. We prioritise the safety of the complainant, the integrity and confidentiality of the investigation, and compliance with relevant legislation and donor contractual requirements.

Anyone with any concerns regarding malpractice or misconduct should contact [ed@gnpplus.net](mailto:ed@gnpplus.net).

Cases will be referred to the appropriate team to investigate:



When reporting suspected malpractice or misconduct, please include as much detail as possible, including:

- What occurred?
- When and where did it occur?
- Who was involved (including name, position and organisation)?

*You can, if you wish, use the incident reporting form in the Safeguarding Children, Young People and Vulnerable Adults Policy (Appendix 2).*

Any information received will be treated in confidence, in line with our [Whistle-blowing policy](#), and the situation will be investigated thoroughly and fairly. We will inform the complainant of the outcome of the investigation and any actions proposed.

If you ask us not to disclose your identity, insofar as possible, we will not do so. If for any reason, such as a requirement by law, your identity would be disclosed, we will discuss this with you at an appropriate time.