



Policy Name:	Safeguarding	Policy No.:	1.11
Effective Date:	25 November 2022	Revision No.	3

SAFEGUARDING POLICY

1. PURPOSE OF THE POLICY

Business for Development (B4D) does not tolerate the abuse of adults or children in any of its forms and is committed to operating in a way that safeguards vulnerable individuals from harm. B4D expects its staff, board members, partners and visitors to share this commitment.

The purpose of this policy is to specify how B4D meets this commitment and the behaviour that is expected of staff, board members and visitors.

2. SCOPE OF THE POLICY

This policy applies to all persons working for B4D or on our behalf in any capacity including staff members, board members, third-party representatives, project partners, suppliers, visitors and B4D participants – these include participants on B4D led missions and community visits. This policy is extended to all partners and downstream personnel, such as sub-contractors, through MOUs or similar agreements.

This policy applies to the above stakeholders when undertaking B4D activities. However if it is suspected that an individual is being abused and/or neglected or is at risk of being abused and/or neglected by a non-B4D staff member or outside of B4D activities, a report to authorities may be made.

This policy does not apply to B4D clients that commission the organisation to undertake consultancy and project management services. Such entities are however encouraged to maintain and promote environments that safeguard vulnerable individuals from harm.

This policy must be read in conjunction with B4D's Child Protection Policy and other related policies specified in [Appendix 1](#).

3. WHAT IS SAFEGUARDING?

For the purposes of this policy, safeguarding means protecting vulnerable individuals from any harm that may arise from coming into contact with B4D's staff, board members, visitors or programs. It requires B4D to take all reasonable steps to prevent such harm to and to respond appropriately if harm occurs.

This policy focuses on preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

4. WHAT IS A VULNERABLE INDIVIDUAL?

For the purposes of this policy, the term vulnerable individual refers to all children as well as to an adult who needs care by reason of mental or other disability, age or illness; and those who



may be unable to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation.

A beneficiary, a staff member, a partner, a visitor, a member of the public, may be a vulnerable individual.

5. DEFINITIONS

Other relevant terms including 'staff member' and 'visitor' are defined in [Appendix 2](#).

6. PREVENTION

Awareness

B4D will ensure that all staff, board members and visitors are made aware of this policy and understand their obligation to comply with it. In particular, B4D will ensure that all staff, board members and visitors understand the importance of making themselves aware of:

- who is a vulnerable individual
- how this policy applies to them
- the behaviour that is expected of them
- how to report concerns about abuse
- what is meant by safeguarding.

Recruitment

B4D will undertake background checks for all potential staff members as part of any recruitment process. Background checks will include police checks, reference checks and a comprehensive behavioural-based interview process.

B4D does not engage volunteers.

Partnership commitment

As part of our due diligence policy, B4D will ensure any potential partner has a commitment to safeguarding.

Program design

B4D will design and undertake its programs and activities in a way that is designed to protect vulnerable individuals from harm. This includes the way in which information about the beneficiaries of its programs is gathered and communicated.

Staff members located overseas

B4D commits, when engaging staff members overseas, to benchmark salaries against comparable roles in the relevant country and to pay at or above the benchmark.

B4D commits to make itself aware of the occupational health and safety requirements that apply in any country within which it operates and to act in accordance with those requirements.

B4D commits to ensuring that all assets acquired for use overseas, such as motor vehicles or computers, meet relevant safety standards and are fit for purpose.

B4D ensures that all staff members, wherever located, are covered by B4D for Workcover, Travel Insurance, and by B4D's International SOS membership.



Expected behaviours

The requirements in this section apply in addition to all requirements specified in B4D's Child Protection Policy.

B4D staff, board members and visitors must not:

- provide alcohol or illegal drugs
- use inappropriate, offensive or discriminatory language
- engage in sexual activity with anyone under the age of 18
- sexually abuse or exploit vulnerable individuals
- subject a vulnerable individual to physical, emotional or psychological abuse, or neglect
- expose a vulnerable individual to sex or pornography
- exploit vulnerable individuals in any way, including via child labour, trafficking or pornography
- engage in any behaviours which make it easier for a third party to procure a vulnerable individual for sexual activity (grooming)
- exchange money, employment, goods or services for sexual activity
- engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- use B4D's computers, mobile phones, video and digital cameras inappropriately, nor use them for the purpose of exploiting or harassing. In addition, I will not use similar personal devices owned by me for such purposes whilst working with/for B4D.

B4D staff members, board members and visitors must:

- respect cultural differences
- at all times act in a manner that promotes and supports B4D's commitment to safeguarding
- report any concerns or suspicions regarding safeguarding violations.

Monitoring & Evaluation

B4D designates the Operations Manager as the Safeguarding Lead to provide ongoing leadership for implementation of this policy, monitor B4D's compliancy with ongoing or new resource requirements, ensure B4D is reflective of external good practice standards for safeguarding of vulnerable individual's protection and to act as the incident reporting focal person.

7. REPORTING A SAFEGUARDING CONCERN

B4D ensures that all staff, board members, visitors, beneficiaries and members of the public know how they can report a safeguarding concern in a simple, safe and accessible manner as noted below.

Staff members with a safeguarding concern: Staff members should report their concern immediately to their manager or the Operations Manager. If the staff member does not feel comfortable reporting to their manager or the Operations Manager (for example if they feel that the report will not be taken seriously, or if those persons are implicated in the concern) they may report their concern to the CEO or the Board.



Board members with a safeguarding concern: Board members should report safeguarding concerns to the CEO or the Chairman.

Beneficiaries, visitors and members of the public with a safeguarding concern: B4D ensures that its beneficiaries, visitors, members of the public, partners and others know they can report a safeguarding concern to any staff member and that their report will be treated in a safe and confidential manner.

As the concern may be about the behaviour of a B4D staff member or board member it is important that beneficiaries also have an alternative means of raising a concern. B4D ensures that its beneficiaries know they can also report their concern to the client who has engaged B4D. Clients typically always have a direct connection with beneficiaries and the local community.

Any staff member who receives a concern from a beneficiary, member of the public or from a client must report that concern immediately in accordance with the process that applies to any concern they might have themselves.

In all instances: A complaint can be made directly to the Chief Executive Officer:

Phone: +61 3 9008 9030

Email: feedback@businessfordevelopment.org

B4D's Whistleblowing Policy applies and should be read in conjunction with this policy.

8. DEALING WITH A SAFEGUARDING CONCERN

B4D will deal with all safeguarding concerns in a confidential manner and as soon as possible. Staff members who breach this policy will be subject to disciplinary action.

B4D will offer support to any individual harmed by B4D. Decisions about the nature of that support will be led by that individual.

If the concern is considered a criminal offense, the action will be reported to local authorities only if permission is granted by the reporting individual. All reports will be taken seriously, noting B4D understands some individuals may prefer not to involve external authorities.

9. CONFIDENTIALITY

It is essential that confidentiality is maintained at all times. Information relating to an incident, in particular, information about the nature of the incident and the person affected, must be dealt with on a completely confidential basis. Information should be stored securely and shared on a strictly need to know basis.

Should the reporting individual choose to report the action to local authorities the B4D stored information will be provided as evidence on request from the reporting individual or authorities with appropriate approvals.

10. EDUCATING THE ORGANISATION ON THE SAFEGUARDING POLICY

B4D is committed to educating staff members on the Safeguarding Policy. B4D staff members, consultants, interns and board members receive the Safeguarding Policy as part of the Induction Process.



B4D promotes awareness-raising activities among staff members and all staff members are provided with safeguarding training, which consists of vulnerable individual's protection mechanisms.

11. ADMINISTRATION OF THE SAFEGUARDING POLICY

This policy shall be subject to periodic review and revision. Any review shall have appropriate regard to the interests of B4D's stakeholders. The Operations Manager will manage the review of the policy and staff members will be consulted in this process.

This policy will be publicly available on the B4D website ensuring accessibility for all relevant parties.

Relevant monitoring, oversight and review processes are undertaken to review the effectiveness of B4D's safeguarding commitments as specified in related policies, processes, frameworks and/or action plans and in accordance the relevant local legislation in place for Australia and each program country in which B4D operates.





APPENDIX 1. ASSOCIATED POLICIES

Child Protection Policy

Code of Conduct

Complaints Handling Policy

Due Diligence Policy

Whistleblowing Policy

Workplace Discrimination Policy





APPENDIX 2. DEFINITIONS

Beneficiaries: Those who directly receive a benefit from a B4D program.

Harm: Psychological, physical and any other infringement of an individual's rights. It includes sexual exploitation, abuse and harassment; to protect people, especially vulnerable adults and children.

Psychological harm: Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.

Protection from Sexual Exploitation and Abuse (PSEA): The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13).

Sexual abuse: The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation: The term 'sexual exploitation' means 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. This definition includes human trafficking and modern slavery.

Staff members: Staff members means B4D's employees, contractors and consultants. It includes full time and part time ongoing employees, employees engaged for a fixed term under an employment contract, independent contractors and consultants. B4D does not engage volunteers.

Visitor: A visitor is a person who accompanies B4D staff on a trip to visit one of B4D's programs and who comes into contact with beneficiaries during the course of that visit.