



Monaliiku' s Safeguarding Policies and Procedures

Purpose

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

- The conduct of staff or personnel associated with Monaliiku.
- The design and implementation of Monaliiku's programmes and activities

This policy outlines the commitments made by Monaliiku and informs staff and associated personnel of their responsibilities in relation to safeguarding.

What is Safeguarding?

In Finland, safeguarding means protecting people's health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect. In our sector, we understand it to mean protecting people, including children and at-risk adults, from harm that arises from coming into contact with our staff or programmes.

Scope

- All staff contracted by Monaliiku.
- Associated personnel while engaged with work or visits related to Monaliiku, including but not limited to consultants, volunteers, contractors, and programme visitors.

Policy Statement

Monaliiku 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. Monaliiku will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them.



Monaliiku commits to addressing safeguarding throughout its work through the three pillars of prevention, reporting, and response.

Prevention

Monaliiku's Responsibilities

Monaliiku will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy.
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Monaliiku. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing, and deploying staff and associated personnel.
- 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.

Staff Responsibilities

Child Safeguarding

Monaliiku staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18.
- 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

Monaliiku 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

Monaliiku staff and associated personnel must not:



- Exchange money, employment, goods, or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance.
- Engage in any sexual relationships with beneficiaries of assistance since they are based on inherently unequal power dynamics.

Additionally, Monaliiku 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 a Monaliiku staff member or associated personnel to the appropriate staff member.

Enabling Reports

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

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by Monaliiku's Policies.

Monaliiku will also accept complaints from external sources such as members of the public, partners, and official bodies.

How to Report a Safeguarding Concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their direct supervisor. If the staff member does not feel comfortable reporting to their supervisor (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. For example, this could be a senior manager or a member of the HR Team.

Response

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

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

Monaliiku 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). Decisions regarding support will be led by the survivor.



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 should be shared on a need-to-know basis only and should be kept secure at all times.

Internal communication

To make sure about acknowledgement of safeguarding policies the internal communication will include a compulsory acknowledgement requiring employees to acknowledge they've understood the policies. Clear safeguarding policy documents without jargon will be created and the policy documents are accessible in multiple formats (print, digital, audio). Detailed safeguarding presentation will be included in new employee orientations.

For upkeeping of the safeguarding policies principles a supportive culture will be maintained, fostering an environment encouraging open communication and reporting. Posters and infographics will be displayed in common areas.

This document has been discussed and approved by Monaliiku's board.

Updated on 20.05.2024

Glossary of Terms

Beneficiary of Assistance



Someone who directly receives goods or services from Monaliiku's programme. Note that misuse of power can also apply to the wider community that the NGO serves and can also include exploitation by giving the perception of being in a position of power.

Child

A person below the age of 18.

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 inappropriate 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).

Safeguarding

In Finland, safeguarding means protecting people's health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect. In our sector, we understand it to mean protecting people, including children and at-risk adults, from harm that arises from coming into contact with our staff or programmes. One donor definition is as follows:

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse, and harassment from occurring; to protect people, especially vulnerable adults, and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual, or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners, and staff. It requires proactively identifying, preventing, and guarding against all risks of harm, exploitation, and abuse and having mature, accountable, and transparent systems for response, reporting, and learning when risks materialize. Those systems must be survivor-centred and protect those accused until proven guilty.



Safeguarding puts beneficiaries and affects persons at the center of all we do.

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.

Survivor

The person who has been 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.

At-Risk Adult

Sometimes also referred to as a vulnerable adult. A person who is or may need care by reason of mental or other disability, age, or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

Safeguarding Principles

These principles aim to support charities, their governing bodies, and those who work and volunteer in and with them in recognizing and resolving ethical issues and conflicts and making charities a safer place.