

Safeguarding Risk Assessment Guide

Including a catalogue of
common risks and mitigations

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Introduction

This section will focus on what risk assessments are, why they are important and how to complete them.

RISK MATRIX

- Below is the risk matrix used at TLM. Assess the severity of the impact if the risk occurred multiplied by the likelihood of the risk occurring for the total risk rating.

DEFINITIONS

Severity - How bad will the harm be if it does happen - also known as the impact of harm.

Likelihood - The chances of harm happening

$$\text{Risk rating} = \text{Likelihood} \times \text{Impact (severity)}$$


Severity	Catastrophic	5	5	10	15	20	25
Major	4	4	8	12	16	20	25
Moderate	3	3	6	9	12	15	20
Minor	2	2	4	6	8	10	15
Insignificant	1	1	2	3	4	5	10
		1	2	3	4	5	
		rare	Unlikely	Moderate	Likely	Almost certain	
		Likelihood					

Extreme

High

Moderate

Low



EXAMPLE

- The likelihood of a risk happening was assessed as a level 4 (likely) and the impact and severity of the risk would be a 3 (moderate) your total risk rating is a 12. On the next page is an example risk assessment.

RISK ASSESSMENTS

- Providing support and carrying out project activities for vulnerable groups of people are highly likely to carry a level of risk of violence, harm and exploitation. The risk assessment process allows TLM to be responsible and accountable for the risks associated with its work and how it can reduce and manage these risks. Below are the steps taken to complete a risk assessment

STEPS

- 1 Identify the risks, who or what will be impacted if the risk occurs
- 2 Assess how likely the risk is to happen
- 3 Assess how much impact this risk will have
- 4 Use the risk matrix (below) to get the overall risk rating
- 5 Identify mitigations to put in place to reduce the likelihood and/or impact of the risk
- 6 Repeat steps 2,3 and 4 **after** the mitigations are in place for the final risk rating
- 7 Regularly monitor the risk assessment

Example Risk Assessment

Below is an example of a risk assessment, in reality there would be more risks under each category as a project needs to be assessed thoroughly to ensure that it is undertaken safely.

Risk Category	Risk Description		RISK ASSESSMENT			RISK RESPONSE PLAN		NEW RISK ASSESSMENT		
	Risk	Risk Owner	Likelihood	Impact	Overall Risk Rating	Current Mitigations	New Mitigations	Likelihood	Impact	Overall Risk Rating
			01-May	01-May	this column contains a formula and will complete itself			01-May	01-May	this column contains a formula and will complete itself
Policies and procedures										
1	Safeguarding policies and procedures not yet fully embedded and owned by staff and board members: risk of breach of policy, unsafe practice and abusive behavior towards patients and/or colleagues	DSL and Deputy DSL	4	5	20	All staff attend yearly training on Safeguarding and signposted to the organisation's Safeguarding Rules and Responsibilities. Code of conduct is read and signed	Policies and procedures to be reviewed to be culturally contextualized. Posters to promote safeguarding to be displayed around offices	3	3	9
People: staff, volunteers, researchers, contractors, visitors etc										
1	Staff harming children or vulnerable adults during unsupervised contact.	PSC	2	3	6	Staff received safeguarding training and signed code of conduct.	Monitors staff monthly visit plan, monitor concerned behaviours	1	3	3
Place / physical environment										
1	Travel in remote area could cause risk of harm (e.g. car accident, assault from member of public).	PSC	2	3	6	Staff submit visit plan before travel, keep an eye on the current situation, Safety & Security Policy is put in place.	Local Security Lead's number and Safety guidelines are shared with all staff. Asses the place before traveling and update to their supervisors	2	3	6
Information										
2	Photos and stories of beneficiaries are uploaded to personal social media sites	PSC	2	3	6	Data protection policy, Data protection guidelines are included in code of conduct	Data protection policy, Data protection guidelines are included in code of conduct, staff are briefed on do & don'ts on data protection	1	3	3
Activities and programmes										
1	Staff members and volunteers undertaking lone home visits being at risk of harm or causing risk of harm	PSC	3	3	9	3rd adult presence, signed code of conduct	3rd adult presence, signed code of conduct, visit in day time, avoid personal contact	1	3	3
Organisational culture										
1	Staff and volunteers have a fear of reporting safeguarding concerns	PSC	3	3	9	Staff are aware of reporting system, maintain high level confidentiality	Safeguarding is an agenda of staff meeting, Complaint mechanism-contacts, box at the project offices, Job security	2	3	6

This section will show the process of risk assessing for the whole journey of project activities.

When undertaking a risk assessment at the start of the project it can be easy to risk assess the overall activity, but it is important to remember that in each activity is a journey to the activity which includes lots of little activities and tasks all of which could also pose a threat to someone's safety. Below shows an example journey of undertaking skin camps and some safeguarding risks that could occur along the journey.

SKIN CAMPS - STEPS

- 1 Identify areas where leprosy cases are high through mapping data
- 2 Undertake awareness raising for the community
- 3 Organise skin camp volunteers/partner staff and conduct training
- 4 Set up skin camp location and mobilise the community to attend
- 5 Carry out skin examinations - can include sending pictures to dermatologists if not in attendance
- 6 Provide or arrange medication
- 7 Register new cases
- 8 Provide volunteers with incentive

SKIN CAMPS - RISK JOURNEY

1 To complete step one would mean accessing personal data which creates a risk of potentially breaching confidential information

2 Working with community members raises the risk of harm to both community members and staff members.

3 organising volunteers or partner staff can create a risk when safe recruitment processes are not taken.

4 Setting up the skin camp could create risk to staff due to location base risks. Mobilising the community means potential lone contact with community members leading to potential risk of harm to the community members.

5 This involves physically touching and viewing skin underclothes leading to risk of direct abuse. If pictures are used there could be risk of a confidentiality breach if not sent securely

6 Providing medication is delivering a service which could have a risk of exploitation and abuse of power for the medication

7 Registering new cases requires entering personal data, this could risk peoples personal information being shared to the wrong people if not handled correctly.

8 If volunteers are being provided with an incentive we need to handle this carefully and ensure that misdiagnosing doesn't happen purely for the incentive

Risk Catalogue – Contents



This section includes a comprehensive catalogue of common safeguarding risks with suggested mitigations that you can pick from when completing your own risk assessments.

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HOW TO USE THIS TABLE

- With stakeholder group (including project staff, volunteers, representatives and project clients etc.)
- Read the table below when undertaking your safeguarding risk assessments and identify those that apply to the project you are assessing and copy them into your project risk assessment spreadsheet (adapt the wording and mitigations as needed). Note not all of these will apply to every project, choose the ones that are applicable to your project and tailor them to your context as needed.
- As a team, identify additional context-specific risks: add these as separate risks in each section of your risk assessment spreadsheet. Which groups in your project might be particularly vulnerable to each risk? Eg children, people with low literacy levels, people living in remote areas, people with certain disabilities, women, people of a certain caste or ethnic group etc. What additional mitigations can you put in place for these groups?

Risk Catalogue

<p style="text-align: center;"><u>COMMON RISKS</u></p> <p>What is the cause of harm Who is at risk of harm? What kind of harm?</p>	<p style="text-align: center;"><u>POSSIBLE MITIGATIONS</u></p> <p>What can be put in place to reduce the risks of harm?</p>
<p><u>Policies and Procedures</u></p>	
<p>Lack of awareness of safeguarding rights and/or TLM's safeguarding reporting procedures leads to: risk that harm or abuse to staff and/or project clients goes unreported and so continues / escalates</p>	<p>Training and refreshers Accessible reporting methods Awareness raising Visuals- e.g., posters Accessible and trusted contact points</p>
<p>Local safeguarding practices and legislation are non-existent, weak or unenforced, leads to: risk that harm or abuse to staff and/or project clients goes unreported or is not responded to adequately and so continues / escalates</p>	<p>Up-to date context mapping to ensure awareness Clear referral pathways Contextualise safeguarding to the communities Include advocacy with the government Include awareness raising in project activities Budget for safeguarding activities</p>
<p>Volunteers involved in the project are not aware of the organisation's Code of Conduct leads to: risk of unsafe practice by volunteers that causes harm to project clients</p>	<p>Training and refreshers Accessible reporting methods Awareness raising Visuals- e.g., posters Accessible and trusted contact points Volunteers sign the Code of Conduct</p>
<p>Partner has no/weak safeguarding policy, procedures and Code of Conduct leads to: risk of unsafe practice that causes harm to project clients and is not reported and/or adequately responded to</p>	<p>Partner Assessments and audits with action plans Partner agreements Supporting partners to develop policies and procedures (where needed) Training and Refreshers</p>
<p>TLM/partner does not adequately train and refresh all staff and representatives in safeguarding policy, procedures and Code of Conduct leads to: risk of poor practice causing harm to project clients or staff.</p>	<p>Prioritise training at TLM/Partner Maintain a tracking system to ensure everyone has up-to date training Upskill DSL/Safeguarding staff to deliver training to TLM/partner staff Use videos provided via GlassCubes here</p>

<p>Non-compliance with organisational policies leads to the reputational risk of the organisation</p>	<p>Clear governance process in place Due diligence with Board (local or GF) Have clear processes in place to respond to breaches of Code of Conduct and policies Submit quarterly reports to Board (local or GF) and Global Designated Safeguarding Officer Attend quarterly calls with Safeguarding Advisors</p>
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PEOPLE

Staff, volunteers, Board members, visitors of TLM / partners

<p>Staff recruitment practices such as background checks and references do not meet safeguarding standards or are not followed consistently leads to: risk of recruiting unsafe individuals who go on to harm or abuse staff or project clients</p>	<p>Have clear HR recruitment and on boarding process laid out in the policies and procedures document and are transparently and consistently followed Complete spot checks on non-confidential documentation of processes Documentation is fully recorded and kept in a confidential recruitment folder complying with data protection laws Recruitment staff received safeguarding training and refreshers Follow up concerns from background checks</p>
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<p>Staff and volunteers not trained to recognise signs of abuse and neglect leads to: risk that harm and abuse are not identified and so continue / escalate</p>	<p>All staff/representatives to receive training annually Visuals where staff are based e.g., posters</p>
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<p>Risk of spiritual abuse of persons affected by leprosy or disability eg accusation of witchcraft by church leaders / partners</p>	<p>Due diligence of church partners and support for capacity building Clear guidelines around ethical sharing of religious beliefs within TLM based project activities Recognising power inequalities within teams of staff/partners and between staff/representatives and project clients</p>
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<p>Visitors, media representatives and contractors having unaccompanied access to project clients leads to risk of harm or abuse</p>	<p>There should be no circumstances where they are unaccompanied, activities must be organised in advance to ensure this does not happen <u>Visitor's Guidelines</u></p>
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<p>Risk that project staff or volunteers cause harm to project clients, either deliberately or not deliberately</p>	<p>All staff/representatives receive safeguarding training and refreshers All staff/representative have read, signed and understood policies, procedures and Code of Conduct Accessible reporting methods in place Project clients are aware of their rights to protection from harm with cultural contextualisation Organisational culture is created with a speak up culture Recognise and address power imbalances Have a clear response process that protects all involved in reported concerns Have a clear and consistent disciplinary process Have a survivor-centred and trauma informed approach for all involved Uphold the highest level of confidentiality</p>
<p>Risk of financial abuse or exploitation of project clients or supporters by TLM/partner staff or volunteers E.g. someone offers to help them selling their produce, takes their money or goods and disappears</p>	<p>All staff/representatives receive training with additional specialised training for specific roles e.g., fundraisers, project staff directly distributing resources, self-help group leaders, drivers etc Awareness raising for project clients around their right to protection from abuse and exploitation Sign up and adhere to country based ethical fundraising standards/regulations Ensure website has commitment to safeguarding and reporting details for supporters Systems in place that safeguard supporters- e.g., appeals system which tailors communications they receive based on their vulnerability Transparent finance processes which also includes a refund process for vulnerable supporters/customers without capacity to donate</p>
<p>Risk of staff member or representative being harmed by another staff member, representative or member of the community or a project client during project activities</p>	<p>Training and refreshers Accessible reporting methods Awareness raising with community members and project clients Visuals- e.g., posters Accessible and trusted contact points Recognise and address power imbalances</p> <p>Where the project is based in a hospital:</p> <ul style="list-style-type: none"> • CCTV in place • Security guards where possible • Try to avoid lone working where possible • Hospital staff included during risk assessment process

<p>Risk of project staff / volunteers harming project clients during unsupervised contact</p>	<p>Wherever possible avoid unsupervised contact Where unsupervised contact is unavoidable:</p> <ul style="list-style-type: none"> • Keep calendars up to date with locations • Visits are approved with clear rationale • Where possible, put in place a buddy/check-in system • Keep notes on visits to have a clear record • Where possible stay in a public/CCTV recorded area <p>All staff/representatives who conduct this type of work to be provided specialist training around unsupervised contact</p> <p>Include these staff in risk assessment processes for unsupervised activities</p> <p>Have clear reporting processes in place for staff and project clients</p> <p>Avoid lone travelling with project clients to reach project activities, including any overnight stays required to undertake activities</p>
<p>Delivery of the project activities will be carried out totally or partially by volunteers and/or associates/ contractors/ visitors leads to: risk of harm or abuse of project clients not being reported or not adequately responded to.</p>	<p>Training and refreshers Accessible reporting methods Awareness raising Visuals- e.g., posters Accessible and trusted contact points Written agreements with volunteers to follow Code of Conduct, policies and procedures Read and sign Code of Conduct and policies and procedures Regular meetings and check-ins with the volunteers Regular meetings and check-ins with the lead co-ordinator of the volunteers Quarterly reporting process from lead co-ordinators of the volunteers Safeguarding recruitment process with volunteers where possible Maintain a log/time sheet for volunteers as a tracking system of volunteers activities</p>
<p>Risk that partner staff/volunteers cause violence, harm or exploitation to project clients.</p>	<p>Partner due diligence checks to assess a minimum standard of safeguarding. Where there are vital safeguarding elements missing capacity development plans are agreed to as part of a partners agreement. Within the agreement will also include adherence to TLM safeguarding policies and procedures</p> <p>Provide partner staff/volunteers with safeguarding induction and refresher trainings.</p> <p>Accessible reporting mechanisms</p> <p>Regular meetings and check - ins with partner lead</p>

People with disabilities

<p>Language or literacy or disability barrier – project client unable to understand information given by the project staff leads to: risk of harm or abuse not being recognised / reported and so continues / escalates</p>	<p>Ensure Code of Conduct and all policies and procedures have been translated to local languages where possible Project staff to complete safeguarding sensitisation with project clients to ensure they have full understanding Produce pictorial posters using simple language and sharing reporting methods</p>
<p>Physical barrier – project clients are unable to access sites for services due to buildings being physically inaccessible</p>	<p>Review project sites to assess how to improve accessibility When project planning, budget for disability accessibility improvements Make reasonable adjustments so services can be provided outside of inaccessible buildings/facilities</p>
<p>Risk that persons with disabilities receive low levels of sexual education and as a result are poorly equipped to recognise, report and resist sexual exploitation, abuse and harm (SEAH)</p>	<p>Ensure staff and representatives are provided training to support their understanding of SEAH risk to people with disabilities Project staff to complete safeguarding sensitisation with project clients, which include SEAH, to ensure they have full understanding Produce pictorial posters using simple language and sharing reporting methods Referral map to identify further services that could help with SEAH</p>
<p>Persons with disabilities may depend on others for mobility and for intimate care (dressing or toileting). This increases physical interaction and time alone with carers and can lead to increased opportunity for SEAH</p>	<p>All staff/representatives receive safeguarding training and refreshers to support their understanding of SEAH risks to people with disabilities All staff/representative have read, signed and understood policies, procedures and Code of Conduct Accessible reporting methods in place Project clients are aware of their rights to protection from harm with cultural contextualisation Organisational culture is created with a speak up culture Recognise and address power imbalances Avoid unsupervised contact when undertaking intimate care with project clients where possible Where a family member is providing intimate care ensure they are included in awareness sessions</p>

<p>Safeguarding awareness materials are not disability friendly, such as posters, therefore people with disabilities may not be fully informed on their rights to be safe from harm and how to raise a safeguarding concern</p>	<p>Code of Conduct and all policies and procedures have been developed into simple language with pictures and/or braille to make them more disability accessible Project staff to complete safeguarding sensitisation with project clients who have disabilities to ensure they have full understanding of their rights to protection from harm Produce pictorial posters using simple language and sharing reporting methods</p>
<p>Harmful disability stereotypes can undermine the credibility of people with disabilities, leading to risk that they are not taken seriously when reporting harm or abuse and so the harm continues / escalates</p>	<p>Ensure staff training also includes disability awareness Include people with disabilities in participatory discussions when planning/reviewing projects Ensure survivor-centred approach considers people with disabilities Provide awareness raising sessions around disability based stereotypes for the community and project clients</p>
<p>Lack of trained and experienced staff leads to further traumatisation of persons with disabilities during investigation process and/or poor outcomes</p>	<p>Ensure staff involved in investigations have been adequately trained and receive refreshers Plan investigations with a trauma informed focus Referral mapping to provide support around mental health and trauma Where needed, ensure that those involved in investigations have a support person external to the investigation Ensure investigation plan considers disability accessibility e.g., sign language interpreters, braille etc. Ensure risk assessments consider the trauma, mental health and disability needs of all involved</p>
<p><u>Children</u></p>	
<p>Staff lack skills to communicate with children about safeguarding leads to: risk that children do not know their rights or how to report concerns, and so harm continues / escalates</p>	<p>Code of Conduct and all policies and procedures have been developed into simple language with pictures to make them more child friendly Project staff who will complete safeguarding sensitisation with child project clients should be trained in a child friendly approach Ensure child friendly safeguarding workshops are produced for sensitisation Produce pictorial posters using simple language and sharing reporting methods Ensure reporting methods are child friendly and accessible for children</p>

<p>Risk that persons with disability are unable to report harm / abuse due to inaccessible reporting methods</p>	<p>Discuss reporting methods with project clients who have disabilities to gain a better understanding of needs Review current reporting mechanisms and how they may be inaccessible Ensure locations of reporting methods are accessible Ensure budget for disability friendly communication methods e.g., sign language interpreter</p>
<p>Risk that children are not believed when reporting harm or abuse and so the harm continues / escalates</p>	<p>Ensure staff training also includes focus on children and young people Ensure survivor-centred approach considers children and young people Sensitise the local community on awareness of children's safeguarding rights</p>
<p>Hospitals: unaccompanied child patients and children of hospital patients are not fully supervised leads to risk of harm and abuse</p>	<p>Child patients to be kept in a child friendly ward which is safe and has entertainment for them such as toys Children to be supervised by an adult at all times if they are moving around the hospital Suitable number of staff on the ward if multiple children are in-patients Child in-patients should not be in the same sleeping area as adult in-patients</p>
<p>Lack of trained and experienced staff leads to further traumatising of children during investigation process and/or poor outcomes</p>	<p>Ensure staff involved in investigations have been adequately trained to interview children and receive refreshers -or use an external investigator Plan investigations with a trauma informed focus Referral mapping to provide support around mental health and trauma Ensure that the children have a support person external to the investigation, where suitable this should be a parent/carer Ensure investigation plan considers a child friendly process e.g., regular breaks, toys in the room, comfortable location etc. Ensure that the children have the process explained to them in child friendly language Materials produced for children are clearly explained to them Ensure risk assessments consider the risks of conducting investigations with children</p>

<p>Project activities based within schools/other organisations with children such as skin camps or awareness raising activities could put children at risk of harm from project staff/partners.</p>	<p>Staff/representatives receive training and refreshers All staff/representative have read, signed and understood policies, procedures and Code of Conduct Accessible reporting methods in place Ensure all staff/representatives are aware of and adhere to the school's/organisation's safeguarding procedures. All staff/representatives are not have not left unaccompanied</p>
<p>Safeguarding awareness materials are not child friendly, such as posters, therefore children not being fully informed on how to raise a safeguarding concern</p>	<p>Code of Conduct and all policies and procedures have been developed into simple language with pictures to make them more child friendly Project staff who will complete safeguarding sensitisation with child project clients should be trained in a child friendly approach Ensure child friendly safeguarding workshops are produced for sensitisation Produce pictorial posters using simple language and sharing reporting methods Ensure reporting methods are child friendly and accessible</p>
<p>Placing children or young people in positions as champions in communities could pose risk to them if they are not adequately trained or supported in their roles.</p>	<p>Staff who facilitate this project to receive specialised training on supporting children or young people in these projects. Champions to receive training in safeguarding and to sign the Code of Conduct so they understand expected behaviours Champions to receive wellbeing training to learn about managing their own wellbeing in the role Champions to receive regular supervisions which assess the work they do and their own wellbeing Champions involved in risk assessment process so that they can understand the importance of safeguarding in their roles.</p>
<p><u>PLACE / PHYSICAL ENVIRONMENT</u></p>	
<p>Project activities being held at a time and place where returning home poses a risk to the safety of different groups of project clients, particularly women and girls</p>	<p>When planning activities, discuss these with project clients to identify when would be times of risk for certain people Consider alternative times for activities Provide safe travel for project clients</p>
<p>Inadequate or inappropriate toilet facilities at project locations e.g. shared or exposed toilets leads to risk of harm or abuse</p>	<p>Ensure toilets have secure locks CCTV in place outside the toilet blocks Avoid shared toilet blocks where possible Walls between cubicle to be floor to ceiling</p>

<p>Inadequate or inappropriate facilities for people with disabilities at project locations leads to risk of harm or abuse, or risk that these people cannot attend project activities</p>	<p>Review project sites to assess how to improve accessibility When project planning, budget for disability accessibility improvements Make reasonable adjustments so services can be provided outside of inaccessible buildings/facilities</p>
<p>Unsafe project locations eg for skin camps and self-care groups leads to risk of harm or abuse for staff and project clients</p>	<p>Discuss with project clients the safety in locations Consider times of day for activities Staff to have received security training on how to deal with such situations Security procedures to be clearly laid out for staff/representatives Check-in procedure where possible so that an office-based staff can monitor the traveling staff/representative's safety. Staff/representatives to travel with first aid kit</p>
<p><u>Emergency situations (conflict, natural disaster, pandemic etc)</u></p>	
<p>Staff and volunteers recruited at short notice are not properly screened and trained leading to risk of unsafe practice that causes harm to project clients and is not reported and/or adequately responded to</p>	<p>Ensure at the minimum they have read and signed the Code of Conduct and receive a briefing on safeguarding Ensure that they have no unaccompanied contact with project clients until proper screening is completed</p>
<p>Increased risk of sexual violence against women, girls and LGBTQ+ individuals during emergency situations</p>	<p>Staff/representatives receive training and refreshers Project staff to complete safeguarding sensitisation with the community and project clients Ensure accessible reporting methods are in place Consider safe areas for those at higher risk</p>
<p>Children separated from their families during an emergency are particularly vulnerable to harm and abuse</p>	<p>Code of Conduct and all policies and procedures have been developed into simple language with pictures to make them more child friendly Project staff who complete safeguarding sensitisation with children should be trained in a child friendly approach Ensure child friendly safeguarding workshops are produced for sensitisation Produce pictorial posters using simple language and sharing reporting methods Child patients to be kept in a child friendly area which as is safe as possible in the circumstances Where possible, suitable number of staff with the children Children not in adult sleeping areas if not family members Cooperate with agencies who are locating and reuniting family</p>

<p>Project areas located in an emergency situation and/or remote areas, where usual procedures break down, might affect local safeguarding procedures leading to risk of abuse and harm going unrecognised, unreported or not responded to appropriately.</p>	<p>Implement temporary reporting methods e.g., suggestion box, an appointed focal person Where possible complete project client's sensitisation sessions on safeguarding in emergency situations Produce pictorial posters using simple language and sharing reporting methods, place these in multiple areas</p>
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Information

<p>Photos and or stories being used outside of the 5 year consent period</p>	<p>Photos and stories to be taken out of circulation after consent has expired If you want to use photos or stories after the consent period has expired you will need to seek further informed consent. If this is not possible then you will no longer be able to use those photos or stories Managers of communications to enforce this through reviewing communications sent out</p>
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<p>Risk that online safeguarding reporting channels are not accessible and easy to use for everyone, leading to risk that harm and abuse are not reported and so continue or escalate.</p>	<p>Discuss safeguarding reporting methods with project clients to identify what would and would not work for that community Have alternative methods which do not require online reporting Provide the project clients with training on how to use these online reporting methods Provide an easy to read/pictorial guide on how to use these methods</p>
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<p>Media representatives/contractor photographers/videographers not being fully briefed on the informed consent process</p>	<p>Training and refreshers – including "what if's" around informed consent Clear point of responsibility for ensuring safeguarding processes are followed Contracts outline safeguarding expectations Code of Conduct, policies and procedures are read and signed by representatives/contractors Ensure in-country briefing is completed before activities</p>
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<p>Where project activities include radio hotline sessions, this could pose a risk to those sharing stories if their identity and location is not protected. There is also a risk that what is shared is not adequately dealt with by the facilitators of the hotline</p>	<p>Have a script available for those receiving the calls to manage difficult conversations Provide safeguarding training Undertake referral mapping for signposting Have a sign up process so that staff are prepared on the conversation before the show Put in place identity protectors e.g., different name or broad location Avoid live conversations where possible e.g., pre-record</p>
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<p>Children and/or vulnerable adults' stories, videos or photographs are obtained without informed consent or privacy processes and uploaded to the internet, used on social media or used to raise funds, leading to: risk of harm to the individuals portrayed and loss of trust in TLM</p>	<p>TLM/ Partners to read, understand and sign safeguarding Code of Conduct, policies and procedures, which have clear sections on safely using stories and images All staff/volunteers/media representatives are trained in safeguarding with a clear section on using the informed consent form No stories, photos or videos are obtained without completing the informed consent form first Project clients receive safeguarding sensitization which includes their right to safety online and offline and their rights around project media Ensure that project clients fully understand how their information will be used Only share details that are needed for the communications, e.g., if specific location is not needed do not share it Protect the dignity, safety and privacy of project clients in all communications Staff/representatives only to post communication on personal social media after internal processes and checks have been completed</p>
<p>Data and phone numbers are not safely stored, leading to risk they could be used for abuse or wrong purposes</p>	<p>Have a clear data protection policy in place to ensure confidentiality TLM/ Partners to read, understand and sign safeguarding Code of Conduct, policies and procedures, which have clear sections on protecting data All staff/volunteers/media representatives are trained in safeguarding with a clear section on data protection Clear storage system for project client's data, whether this be a locked drawer with limited access or computer data system No staff/volunteers/representatives to store paper forms with personal details or images on at home/ one devices/ in vehicles for extended periods of time</p>
<p>Safeguarding concerns reported are not kept confidentially or safeguarding concerns are discussed openly breaking confidentiality, leading to: risk that the response process is compromised, that harm and abuse keeps happening or escalates, and that people are less likely to feel confident to raise concerns in the future</p>	<p>TLM/ Partners to read, understand and sign safeguarding Code of Conduct, policies and procedures, which have clear sections on maintaining confidentiality All staff/volunteers/media representatives are trained in safeguarding with a clear section on maintaining confidentiality Safeguarding based staff understanding their roles in responding to concerns and maintaining confidentiality throughout Safeguarding incident register to be password protected for only staff that need access to this information Safeguarding reporting email is separate to staff member's regular email</p>

<p>Staff communicate digitally with other staff or with participants or community members on a 1:1 basis. For example, using WhatsApp. If there is already a power imbalance in the relationship, meeting in a private digital space can increase the risks of SEAH and other harm</p>	<p>TLM/ Partners to read, understand and sign safeguarding Code of Conduct, policies and procedures, which have clear sections on maintaining appropriate relationships with other staff/volunteers/representatives and project clients on and offline All staff/volunteers/media representatives are trained in safeguarding with a clear section on maintaining appropriate relationships with other staff/volunteers/representatives and project clients on and offline Project clients receive safeguarding sensitization which includes their right to safety online and offline and their rights around project media Reporting methods are available both online and offline to report this form of harm</p>
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ACTIVITIES

Medical

<p>Limited privacy and confidentiality, when carrying out medical care and/or providing diagnosis and medical advice leads to risk of breach of privacy and possible embarrassment or harm to patients</p>	<p>Staff/ volunteers awareness of the impact the lack of privacy and confidentiality can have on patients Where possible try to have sensitive conversations in a private area Medical examinations which require the removal of clothing to be undertaken in private, where possible</p>
<p>Risk that staff carrying out physical examinations during case finding or in hospital/clinics harm or abuse patients</p>	<p>Training and refreshers Accessible reporting methods Awareness raising Visuals- e.g., posters Accessible and trusted contact points Female staff/volunteers to be available and offered to undertake this activity with female project clients, and male staff/volunteers to be available and offered to male project clients Where possible have at least 2 members of staff/volunteers undertaking physical examinations</p>
<p>Risk of stigma and discrimination in the communities of individuals who have undertaken skin camp activities or contact tracing</p>	<p>Awareness raising in the community Maintain confidentiality of people who have attended where possible Consider the location of the skin camp e.g., not in community centre where no privacy can be provided</p>

<p>Health workers not given guidance on what to do when a child or young person discloses abuse or how to address this safely, leads to risk of further traumatising the person and risk that the abuse can continue or escalate.</p>	<p>TLM/ Partners to read, understand and sign safeguarding Code of Conduct, policies and procedures, which have clear sections on responding to disclosures All staff/volunteers/media representatives are trained in safeguarding with a clear section on responding to disclosures Referral mapping to provide extra support Clear reporting process of staff/volunteers to ensure disclosures are passed on to safeguarding staff safely and securely</p>
<p>Health staffs inability to identify indicators of harm or abuse leads to risk that harm and abuse go unreported and so continue or escalate</p>	<p>All staff/representatives receive safeguarding training and refreshers All staff/representative have read, signed and understood policies, procedures and Code of Conduct Accessible reporting methods in place Organisational culture is created with a speak up culture</p>

Livelihoods/vocational training

<p>Risk of creating tensions or backlash within communities by appearing to 'favour' certain groups eg women, or people affected by leprosy</p>	<p>Raise awareness within the community prior to the activities to ensure understanding of targeting certain group e.g., women's lack of educational opportunities</p>
<p>Risk that vocational training targets livelihood activities which could lead to exploitation e.g. women marketing goods at markets which are mainly frequented by men</p>	<p>Assessing the livelihood activities prior to setting up, including discussion with the community members affected by this activity Accessible reporting methods in place Undertake sessions in the community which raise awareness to peoples rights to protect from exploitation and harm when undertaking livelihood activities</p>
<p>Project clients increased wealth could place them at risk of robbery, especially vulnerable people.</p>	<p>Undertake discussion with the project clients and those around the clients who will be impacted by the potential increased wealth, power, and agency Support project clients in assessing their own risk of robbery around their homes and identifying how to protect themselves</p>
<p>Project clients' increased wealth, power, and agency places them at risk of violence within their family or community</p>	<p>Assessing the livelihood activities and how they may impact project clients and those impacted by potential increased wealth, power, and agency prior to setting up, Undertake discussion with the project clients and those around the clients who will be impacted by the potential increased wealth, power, and agency</p>

Community Based Projects

<p>Risk that project clients are targeted for harassment and abuse by other community members</p>	<p>Awareness raising of people's rights from harassment and abuse within the community Honest and transparent discussions around the provision of activities and justification of project clients selection process Referral mapping to identify external services to support</p>
<p>Lack of thorough situation analysis leads to lack of knowledge of existing community mechanisms and lack of awareness of safety issues for different groups of. This leads to risk that safeguarding risks are not adequately identified and mitigated and so fail to prevent harm and abuse to project clients</p>	<p>Situational analysis undertaken by trained member of staff is included in project budget and activities Complete participation-based discussions with the community when planning new projects and during the review process Discuss projects with existing community systems such as disabled persons' organizations or community judges' systems</p>
<p>Community-based safeguarding mechanisms dominated by powerful groups e.g. ethnicity, gender, age etc leads to risk that the safety of vulnerable people e.g. women, girls and those with different identities are not prioritised or fully addressed</p>	<p>Awareness raising of safeguarding in the community Support the community to include women and girls in safeguarding mechanisms Ensure projects in the communities develop reporting mechanisms which protect women and girls e.g., female focal points Facilitate separate discussions with women and girls to ensure their voices are heard</p>
<p>Risk that harmful practices in the community are hidden during the project, in order to fulfil safeguarding requirements, but return once the project ends</p>	<p>Community based discussions about what is already in place within the community and what additions could be appropriately made prior to project actives and during the review stages Project clients are aware of their rights to protection from harm with cultural contextualisation Identifying barriers to a speak up culture and supporting to reduce these barriers Building trust and respect within the community to reduce power imbalances and enable honest conversations Community based discussions about what safeguarding reporting methods are already in place and what additions could be appropriately made prior to project activities and during reviewing stages</p>

<u>Research</u>	
Research staff lack of skill or experience in researching sensitive issues leads to risk of re-traumatisation of research subject.	<p>Safeguarding training for research staff to include managing sensitive issues</p> <p>Have staff members with experience in the sensitive issue to be involved in the research</p> <p>Referral mapping for external support</p> <p>Reporting mechanisms in place</p>
Research partners lack adequate safeguarding procedures, leading to risk that harm and abuse are not reported and so continue or escalate	<p>Partner Assessments and audits with action plans</p> <p>Partner agreements</p> <p>Supporting partners to develop policies and procedures (where possible and needed)</p> <p>Partner staff involved in the research to read and sign Code of Conduct and safeguarding and policies procedures</p> <p>Partner staff involved in the research to receive safeguarding training and annual refresher (research longer than a year)</p>
Research subjects being used as teaching models, especially if they do not feel able to refuse, leads to risk of emotional distress, embarrassment or humiliation	<p>Informed consent process to be undertaken, where consent can be withdrawn at any point</p> <p>Research staff to be trained in undertaking the informed consent process, ensuring focus on informing participants of exactly what they are consenting to</p> <p>Reporting mechanisms in place if harm is caused</p>
Inner Wellbeing/Peer Counselling	
Staff / peer counsellors' lack of skill in asking questions on sensitive topics leads to risk of re-traumatising project clients.	<p>Staff/peer counsellors to have specific skills in managing sensitive topics around inner wellbeing</p> <p>Referral mapping to ensure external support is available</p> <p>Reporting mechanism in place</p>
Group based support could lead to risks where oversharing occurs, sharing peoples personal stories outside of the group or the groups are not adequately supervised and facilitated by trained professionals	<p>Set up clear group agreements around sharing stories</p> <p>Staff facilitating the group are trained to manage sensitive conversations in a group setting</p> <p>Referral mapping to ensure external support is available</p> <p>Reporting mechanisms in place</p>

<p>Mental health screenings completed in projects could lead to risk of misdiagnosis or using inappropriate screening tools.</p>	<p>Research is completed prior to using the screening tool Screening tools need to be used to identify areas of difficulty and not to provide a diagnosis- unless by a trained professional Referral mapping to ensure external support is available</p>
<p>Lack of support and preparation for peer counsellors expected to support others in issues they have themselves experienced, leads to risk of harm and distress to both counsellor and project client</p>	<p>Staff who facilitate this project to receive specialised training on supporting peer counsellors in these projects. Peer counsellors to receive training in safeguarding and to sign the Code of Conduct so they understand the behaviours expected of them Peer counsellors to receive wellbeing training to learn about managing their own wellbeing in the role Peer counsellors to receive regular supervisions which assess the work they do and their own wellbeing Involve the peer counsellors in the risk assessment process so that they can understand the importance of safeguarding in their roles</p>
<p>Risk that inner wellbeing work identifies project client's need for expert mental health care but this is not available or accessible, leading to risk of the person's mental health deteriorating</p>	<p>Having support staff trained in lay counselling tactics to enable them to manage signs distress Referral mapping to identify trust worthy services to address mental health conditions and significant distress</p>

ORGANISATIONAL CULTURE

<p>Risk that safeguarding is not considered in the project cycle, leading to safeguarding risks not being identified and mitigated, safeguarding not being adequately resourced and harm not being reported</p>	<p>All staff/representatives receive safeguarding training and refreshers All staff/representative have read, signed and understood policies, procedures and Code of Conduct Ensure that safeguarding staff are included in the project development process to include safeguarding in the project activities, risk assessment and budget</p>
<p>Staff and volunteers have a fear of reporting safeguarding concerns or lack confidence in the response process, leading to risk that harm and abuse is not reported and so continues or escalates</p>	<p>Staff/representatives receive training and refreshers All staff/representative have read, signed and understood policies, procedures and Code of Conduct, including a whistleblowing policy Accessible reporting methods in place which have multiple options, including an anonymous option Recognise and address power imbalances within the team</p>

<p>Organisational culture where staff are discouraged (explicitly or implicitly) from speaking up leads to unsafe organisational culture and risk that harm and abuse are not reported and so continue or escalate</p>	<p>All staff/representatives receive safeguarding training and refreshers All staff/representative have read, signed and understood policies, procedures and Code of Conduct, including a whistleblowing policy Accessible reporting methods in place, which have multiple options including an anonymous option All staff/representatives are aware of their rights to protection from harm Recognise and address power imbalances within the team Have a clear response process that protects all involved in reported concerns Have a clear and consistent disciplinary process Have a survivor-centred and trauma informed approach for all involved Place visual reminders of a speak up culture around work place such as posters</p>
<p>Lack of confidentiality within the team, leads to risk that staff do not feel safe to raise concerns or that response to concerns raised is compromised</p>	<p>All staff/representative have read, signed and understood policies, procedures and Code of Conduct, including a whistleblowing policy All staff/representatives receive safeguarding training and refreshers, which includes the importance of confidentiality both within managing concerns and investigating concerns Safeguarding based staff, including managers and Board members, understanding their roles in responding to concerns and maintaining confidentiality throughout Safeguarding incident register to be password protected for only staff that need access to this information Recognise and address power imbalances within the team Have a clear and consistent disciplinary process Have a survivor-centred and trauma informed approach for all involved Place visual reminders of a speak up culture around work place such as posters</p>
<p>Power imbalance between TLM and partner organisations leads to risk that they do not share reported concerns with TLM due to fear of losing the partnership. This leads to risk that harm and abuse continue or escalate.</p>	<p>Partner Assessments and audits with action plans Partner agreements Supporting partners to develop policies and procedures (where needed) Safeguarding included in MOU All partner staff/representatives receive safeguarding training and refreshers All partner staff/representative have read, signed and understood policies, procedures and Code of Conduct, including a whistleblowing policy Building trust and respect with the partner to reduce power imbalances and enable honest conversations</p>

<p>Power imbalances within the staff team leading to risk that bullying, harassment or other harm is not reported or not responded to with due process</p>	<p>All staff/representatives receive safeguarding training and refreshers</p> <p>All staff/representative have read, signed and understood policies, procedures and Code of Conduct, including a whistleblowing policy and the bullying and harassment policy</p> <p>Accessible reporting methods in place which have multiple options, including an anonymous option</p> <p>Recognise and address power imbalances within the team</p> <p>Accessible reporting methods in place, which have multiple options including an anonymous option</p> <p>Have a clear and consistent disciplinary process</p> <p>Use external investigators where necessary to ensure a fair and confidential process</p>
<p>Power inequalities between project staff and local communities leads to risk that harm and abuse are not reported and so continue or escalate</p>	<p>Community based discussions about what is already in place within the community and what additions could be appropriately made prior to project actives and during the review stages.</p> <p>Project clients are aware of their rights to protection from harm with cultural contextualisation</p> <p>Identifying barriers to a speak up culture and supporting to reduce these barriers</p> <p>Building trust and respect within the community to reduce power imbalances and enable honest conversations</p> <p>Community based discussions about what safeguarding reporting methods are already in place and what additions could be appropriately made prior to project activities and during reviewing stages</p> <p>All staff/representative have read, signed and understood policies, procedures and Code of Conduct, including a whistleblowing policy</p> <p>All staff/representatives receive safeguarding training and refreshers, which includes the importance of confidentiality both within managing concerns and investigating concern.</p>
<p>Risk that false accusations are made by staff or project clients and the impact this has on the falsely accused and the safeguarding culture of the organisation.</p>	<p>Ensure that the whistleblowing policy includes protection from false accusation</p> <p>Safeguarding training has a section for right to a fair investigation process</p> <p>Have a clear and consistent disciplinary process</p> <p>Use external investigators where necessary to ensure a fair and confidential process</p> <p>All staff/representatives receive safeguarding training and refreshers, which includes the importance of confidentiality both within managing concerns and investigating concerns</p>