

The GIVEN Institute

Children and Vulnerable Adults Safeguarding Policy

Updated 1.10.2022

1.1. Purpose

GIVEN recognizes the right of children and vulnerable adults to protection, regardless of gender, race, culture and disability. GIVEN recognizes the power dynamics inherent in working with children and vulnerable adults and the potential for abuse and exploitation by staff of people we work with. GIVEN is committed to creating and maintaining an environment which promotes its core values and prevents abuse and exploitation of all people. GIVEN staff¹ and associates² are expected to uphold the dignity of all people with whom they come into contact by ensuring that their personal and professional conduct is of the highest standards at all times. They are equally expected to serve with integrity and promote the right relationships while taking their responsibilities. GIVEN recognizes the unique needs of children and vulnerable adults and, therefore, commits itself to creating and maintaining an environment that protects these individuals.

1.2. Protecting Children and Vulnerable Adults

GIVEN prohibits all forms of exploitation and abuse, namely:

- GIVEN staff and associates are prohibited from engaging in sexual activity with children (persons under the age of 18, regardless of the age of majority or age of consent locally). Mistaken belief regarding the age of a child is not a defense.
- GIVEN staff and associates are prohibited from causing any physical or emotional harm to children or vulnerable adults.
- GIVEN staff and associates are prohibited from the exchange of money, employment, goods, or services for sex, including sexual favors.
- GIVEN staff and associates are prohibited from any form of humiliating, degrading, or exploitative behavior toward children and vulnerable adults.
- GIVEN staff and associates are not to use their power or position to withhold assistance or services, or to give preferential treatment.
- GIVEN staff and associates are prohibited from using their power or position to request or demand payment, privilege, or any other benefit.
- GIVEN staff and associates are prohibited from engaging in trafficking in human beings, in all forms. In the same spirit, GIVEN staff and associates are strongly discouraged to engage in sexual relationships with people they work with since they are based on inherently unequal power dynamics. Such relationships are contrary to GIVEN principles and values and undermine the credibility and integrity of its work.

1.3 Responsibility to report

¹ Staff refers to all GIVEN staff, volunteers, interns and governance members.

² Associates refers to consultants and contractors.

GIVEN staff and associates are obliged to report any concern or suspicion of exploitation and abuse of a child or vulnerable adult, including instances of self-injurious behavior and self-harm. Failure to report may put the victim and GIVEN at risk and is a breach of this Safeguarding Policy and of the GIVEN Standards of Conduct. GIVEN staff and associates should report concerns of exploitation and abuse through established reporting mechanisms to civil authorities. The link to report child abuse in every state in the country can be found [here](#). The link to report abuse of vulnerable adults in every state in the country can be found [here](#).

GIVEN staff and associates are then obliged to report any concern or suspicion of exploitation and abuse of a child or vulnerable adult, including instances of self-injurious behavior and self-harm to GIVEN's Executive Director. The Executive Director will gather information in accordance with civil authorities, initiate response communications, and provide resources to the victim.

1.4 Prevention

GIVEN is adhering to the highest human resource and recruitment standards to safeguard people we work with against exploitation and abuse. This includes:

- Safe recruitment – referencing and vetting prospective applicants with emphasis on impeccable track record in carrying out their work in conformity with the Standards of Conduct.
- Orientation – all staff have completed an orientation on the GIVEN's Standards of Conduct, Complaints and Handling Policy and Procedures and GIVEN's Child and Vulnerable Adults Safeguarding Policy.
- Acknowledgment – all staff have read, understood and signed the Child and Vulnerable Adults Safeguarding Policy and the GIVEN Standards of Conduct.

GIVEN Safeguarding Agreement

All GIVEN staff and associates must read, sign, and abide by the GIVEN Children and Vulnerable Adults Safeguarding Policy which prohibits abuse and exploitation of a child or vulnerable adult.

.....
I understand GIVEN's commitment to protect the rights and dignity of children and vulnerable adults and to safeguard them from abuse and exploitation as defined in the GIVEN Children and Vulnerable Adults Safeguarding Policy. I have read the GIVEN Children and Vulnerable Adults Safeguarding Policy in its entirety and understand the following: The definitions of abuse and exploitation; That I am required to report abuse and exploitation of a child or a vulnerable adult; How to report, in accordance with GIVEN reporting procedures, maintaining confidentiality; That I am required to uphold the standards of behavior described in the GIVEN Children and Vulnerable Adults Safeguarding Policy and GIVEN Standards of Conduct; That I am required to complete an orientation on the GIVEN Standards of Conduct, GIVEN Children and Vulnerable Adults Safeguarding Policy, the GIVEN Complaints Handling Policy and Procedures; That if I have any questions, it is my responsibility to ask my supervisor; That breach of the Policy and failure to report may lead to disciplinary action including termination or dismissal.

Print Name: _____

Signature: _____ Date: _____

STANDARDS OF CONDUCT POLICY

GIVEN expects all employees working with vulnerable groups to meet the standards as outlined in the signed safeguarding agreement. The safety of vulnerable people is paramount. To help act on their obligations to manage risks towards children and vulnerable adults, GIVEN has adopted a set of safeguarding compliance standards. These standards are based on the work of "[Keeping Children Safe](#)", a global organization that works to keep the world's most vulnerable children safe from abuse and exploitation.

GIVEN reserves the right to terminate agreements or relationships with any employee in the event of violation or non-compliance with safeguarding policies. If at any time you have a question about a possible violation of the safeguarding policy, you should promptly contact the Executive Director. Employees who suspect or witness violations by other employees shall report them to the Executive Director and the appropriate authorities. Additionally, all employees must sign separate safeguarding agreements.