

WCIA Safeguarding Code of Conduct

Code of Conduct

This Code of Conduct is for all WCIA staff and associated personnel and is in line with international good practise on safeguarding within the international development and humanitarian sector.

This Code should be read in conjunction with the WCIA policy on safeguarding and annexes (which contain definitions of terms), with reference to our Anti-Harassment and Bullying Policy and Whistle Blowing Policy.

The Code of Conduct applies to all activity undertaken with, for or on behalf of the WCIA including offline and online interactions.

Prohibited behaviour for all WCIA personnel

All WCIA staff, volunteers, sub-contractors, grant recipients, partners, volunteer-hosts and associated personnel are **prohibited** from engaging in the following harmful behaviour, including but not limited to:

- Any behaviour or activity that could amount to sexual exploitation and abuse
- 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 defence.
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- Any other activity that is intended to cause physical or emotional harm, humiliation or exploitation to any individual including aggression, harassment and bullying (please also see our Anti-Harassment and Bullying Policy).
- Any activity, practice or behaviour that suggests staff, grant recipients or partners have abused their position of power and are engaging any individual based on inherently unequal power dynamics.
- Sexual relationships between staff, grant recipients, partners and any individuals that are based on unequal power dynamics are strongly discouraged since they may undermine the credibility and integrity of the work of WCIA.
- Use of the organisation's computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to pornography.

Any violation or suspected violation of the Code of Conduct will be investigated by senior management and may result in disciplinary action including, but not limited to, immediate dismissal from duty and referral for criminal prosecution in applicable cases.

Reporting is obligatory for all

Staff and associated personnel **must** immediately report any breach or reasonable suspicion of breach of the Code by anyone to whom it applies.

Staff failure to report may in itself amount to a breach of the Code and may lead to disciplinary action.

Safeguarding focal points are trained to listen to your report and support you through the process of reporting. You will never be in trouble when making a report in good faith. There will always be a full and fair investigation so you don't need to worry about someone getting in to trouble unfairly.

If you're uncertain something is a safeguarding incident

It's not possible to list all possible safeguarding incidents in a policy. Some questions that might help you decide include:

- Is there an unequal power dynamic involved?
- Is there any allegation of sexual assault or abuse involved?
- Do I feel uncomfortable or uneasy about the situation?

If you're not sure, always report and have a conversation with a safeguarding focal point. They will help to identify if the incident falls under our Safeguarding Policy or another of our policies (for example, Anti-Harassment and Bullying, Equality and Human Rights)

Media (photo and video) consent

The use of photographs and images are an important tool in promoting the work of the WCIA. However, we also acknowledge that project participants can be vulnerable to abuse through the taking or using images.

To protect project participants, I will:

- seek consent for photographs or films to be taken or published
- use only the person's first name with an image
- ensure that people are appropriately dressed and encourage people to tell us if they are worried about any photographs that are taken of them.

Staff Safeguarding Lead

Hayley Morgan- available as needed
hayleymorgan@wcia.org.uk

Safeguarding Officers / Focal Points

Amber Demetrius – available Mon-Fri 9am to 5pm
amberdemetrius@wcia.org.uk

Tom Weiser - available Mon-Fri 8.30am to 4.30pm plus out of hours for international volunteers (WhatsApp, Viber & Instagram shared before departure)
tomweiser@wcia.org.uk

Child Protection Officer

Jane Harries – available Mon-Weds 8.30am to 4.30pm
janeharries@wcia.org.uk

Trustee Safeguarding Lead

Cerian Black – available 9am to 9pm any day
cerianblack@gmail.com

I _____ from _____
understand and agree to abide by the above principles and Code of Conduct. I
understand that any breaches of the above Code will be responded to in accordance
with the policies and procedures in place.

Signature: _____

Date _____