



## **WORLD HABITAT SAFEGUARDING POLICY**

### **1. ABOUT THIS POLICY**

1.1 World Habitat recognises that safeguarding means taking all reasonable steps to prevent harm that arises from our work either directly or through partners and projects we work with - particularly sexual exploitation and abuse. Safeguarding includes taking steps to protect people, especially children and adults at risk, from that harm and by responding appropriately when harm does occur.

1.2 World Habitat delivers most of its work in partnership with other organisations, it makes awards and gives grants to organisations providing housing solutions in countries across the world.

1.3 World Habitat believes:

- All children and adults have the right to be safe from harm and must be able to live free from fear of abuse, neglect, and exploitation.
- Laws cultures and practices vary across the world, but the principle of safeguarding is universal
- All disclosures of abuse or neglect arising through our work should be taken seriously.
- World Habitat staff, and trustees should be familiar with this safeguarding policy and receive an appropriate level of training.

### **2. RESPONSIBILITY FOR THE POLICY**

2.1 The Board of Trustees has overall responsibility for this policy and for ensuring compliance with the relevant statutory framework. Responsibility for operating the policy and ensuring its maintenance and review has been delegated to the Chief Executive, with him being the safeguarding officer of World Habitat. On a day-to-day basis safeguarding is everyone's responsibility and all individuals associated with World Habitat have a responsibility to be vigilant on matters of safeguarding and report any concerns.

### **3. WORLD HABITAT'S COMMITMENTS**

- World Habitat is committed to preventing harm to children and adults at risk and does not tolerate any form of harm to children and adults at risk within its working environment.

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- World Habitat will ensure that the necessary checks are in place to reduce the risk of unsuitable people entering the organisation for the purpose of exploiting and harming children and adults at risk.
- World Habitat has a whistle-blowing policy that encourages a culture of accountability where staff are confident that they can raise any matter of genuine concern regarding people working in the organisation without fear of reprisal and knowing that matters will be investigated appropriately and regarded as confidential.
- World Habitat will require that its partners contractors and grant recipients have an active culture of addressing safeguarding within their organisations. It will carry out due diligence to ensure that an appropriate culture is in place.
- World Habitat can where necessary facilitate the capacity building of partners with gaps in their safeguarding measures and to help them develop and implement safeguarding policies and procedures.

#### **4. WHAT WORLD HABITAT WILL DO**

4.1 World Habitat will introduce a system of assessing safeguarding for its partners, award applicants, and grant applicants. It has set out responsibilities for staff and others conducting site visits on behalf of World Habitat. It will ensure that this policy is visible to those working with World Habitat and provide appropriate levels of training for staff, trustees, and other working on behalf of World Habitat

#### **4.2 ASSESSING PARTNERS AND APPLICATIONS**

4.2.1 World Habitat will assess safeguarding as part of its due diligence in assessing applicants to the World Habitat Awards, and for organisations seeking to become strategic partners in World Habitat's programmes. World Habitat will also assess safeguarding for any grant applicants if they have not already been assessed as a partner or award winner.

4.2.2 World Habitat will periodically reassess safeguarding of long-term partners to ensure that they continue to operate an active culture of addressing safeguarding within their organisation. This includes assessing organisations that became partners before the introduction of this policy

4.2.3 The safeguarding assessment will ask whether the organisation works with or is likely to work with children or vulnerable adults. If so, the organisation must have an active culture of addressing safeguarding within their organisations. In most cases this will mean that they will have

- A written policy and set of procedures that safeguard children and vulnerable people.
- An internal communications and training plan raising awareness on safeguarding measures
- A clear and accessible procedure for reporting and managing safeguarding concerns, whistle blowing and serious incidents
- A framework for accountability whereby the organisation regularly monitors and reviews safeguarding measures

There is flexibility for organisations to apply their safeguarding measures in any presentable form tailored to the local legislation and circumstances.

4.2.4 There is also flexibility for organisations to demonstrate an active culture of addressing safeguarding without all of the policies and procedures listed above if they are in the process of developing them, particularly if they are a new or very small-scale organisation. In these circumstances due diligence will assess the organisation's willingness and desire to ensure safeguarding is addressed, and the plans it has to adopt adequate safeguarding policies and procedures.

4.2.5 Organisations that work with or are likely to work with children or vulnerable adults and do not demonstrate an active safeguarding culture will not be considered as World Habitat Award winners, strategic partners in World Habitat's programmes or receive grants from World Habitat.

### **4.3. RESPONSIBILITIES ON VISITS**

4.3.1 World Habitat Staff, trustees and their representatives on occasion visit programme partners and World Habitat Award applicants and winners.

4.3.2 On such visits World Habitat Staff trustees and their representatives should never be left alone with, and must never request to be left alone with, a child or vulnerable adult.

4.3.3 They must be vigilant to safeguarding on the visit. They must take any disclosures of abuse or neglect seriously and report them as soon as is safe. If a disclosure is made it is important that a written record of the information is made which should include the name of the complainant, the individual who has allegedly been abused, when and where the incident took place, who was present, and an account of what happened.

4.3.4. Reports of abuse or neglect should be made to the World Habitat Chief Executive.

4.3.5 The Chief Executive will take appropriate action. This may include referring the matter to the appropriate legal authorities.

### **4.4. STAFF TRAINING**

4.4.1 Staff and trustees will be made aware of this safeguarding policy and will be provided with an appropriate level of safeguarding training, depending on their role and likelihood of contact with vulnerable adults and children. Refresher training will be provided to staff and volunteers as appropriate.

4.4.2 New staff and trustees will be made aware of the policy as part of their induction

4.4.3 Contractors visiting organisations on behalf of World Habitat must undergo induction training and receive a copy of this policy before carrying out any visits.

## **5 STAFF AND TRUSTEE RESPONSIBILITIES**

**5.1** All employees and trustees have the responsibility to recognise, report, and record safeguarding concerns about children and adults at risk in line with this policy document.

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## **6 HOW TO REPORT A SAFEGUARDING CONCERN**

**6.1** Staff members or trustees who have a complaint or concern relating to safeguarding should report it immediately to the Safeguarding Officer or their line manager. If the staff member does not feel comfortable reporting to the Safeguarding Officer or their line manager (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 member of the senior management team or to the nominated member of the Board of Trustees. This is Tom Newby (World Habitat Trustee).

## **7 RESPONSE**

**7.1** We will always follow our policies and procedures when handling incidents or allegations of abuse. This will include:

- handling and recording in a secure and responsible way
- acting quickly, ensuring we stop or minimise any further harm or damage
- reporting to all relevant agencies

## **8. DEFINITIONS**

**8.1** Child - A child is any person under the age of eighteen years.

**8.2** Vulnerable adult – A vulnerable adult is a person with care or support needs.

**8.3** Abuse – Abuse is any action by another person that causes significant harm to a child or vulnerable adult. It can be physical, sexual, psychological abuse or through exploitation, or financial and material abuse. Neglect and acts of omission are also examples of abuse.

**8.4** Applicant – An organisation whose application to the World Habitat Awards or for a grant is being assessed by World Habitat

**8.5** Grant recipient – An organisation that has received a grant from World Habitat up until the point that the work specified in the grant is agreed to be complete, and final payment has been made, or the grant is cancelled.

**8.6** Award winner – an organisation that has been awarded Bronze, Silver or Gold awards in the World Habitat Awards.

**8.7** Contractor – An organisation that World Habitat has entered into a contractual relationship with for the provision of products or services including consultancy services to World Habitat

**8.8** Programme Partner – An organisation that World Habitat has entered into a long-term relationship with World Habitat to further World Habitat's strategic aims. Examples include members of the European End Street Homelessness Campaign, Community Led Housing programme partners, World Habitat Award winners.