

# ICAN Safeguarding policies

## 2. Safeguarding policy

### Purpose

The purpose of this policy is to protect people from any harm that may be caused due to their coming into contact with ICAN. It is also to inform staff and associated personnel<sup>1</sup> of their contractual and moral responsibilities to safeguard children and vulnerable adults in all areas of ICAN's work.

This includes harm arising from

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

This policy does not cover:

- Sexual harassment in the workplace
- Safeguarding concerns in the wider community not perpetrated by ICAN or associated personnel

Nothing in this policy affects the right of ICAN staff, representatives or anyone else covered by the safeguarding policy to choose which individuals and organisations they wish to be associated with.

### What is safeguarding?

Safeguarding is the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children and vulnerable adults, and that they do not expose them to the risk of harm and abuse.

Further definitions relating to safeguarding are provided in the glossary below.

### Scope

All staff contracted by the International Campaign to Abolish Nuclear Weapons

Associated personnel whilst engaged with work or visits related to International Campaign to Abolish Nuclear Weapons, including but not limited to the following:

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<sup>1</sup> See 'Scope' for definition of associated personnel

steering group members; consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians; sponsorees<sup>2</sup>

## **Policy Statement**

**The International Campaign to Abolish Nuclear Weapons is committed to undertaking all its work in a manner which does not put people at risk.**

**The International Campaign to Abolish Nuclear Weapons staff and associated personnel must not:**

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit people<sup>3</sup>
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics. Sexual relationships with interns or volunteers are strongly discouraged
- Engage in any commercially exploitative activities with people including child labour or trafficking
- Physically assault a person
- Emotionally or psychologically abuse a person
- Put a person at risk as a result of ICAN's activities, either through individual action, inaction or programme design and implementation. This includes the way in which we gather and communicate information about individuals in our programmes, without appropriate information and consent being given.

**The International Campaign to Abolish Nuclear Weapons 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 an ICAN staff member or associated personnel to the appropriate staff member

**The International Campaign to Abolish Nuclear Weapons will:**

- Design and undertake all its programmes and activities (including content gathering) in a way that protects people from any risk of physical or psychological harm that may arise from their coming into contact with ICAN.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel

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<sup>2</sup> For the purpose of this policy, a 'sponsoree' is defined as a person who is sponsored by ICAN to attend a conference or other international meeting

<sup>3</sup> Any non-consensual sexual activity or sexual, physical or verbal pressure on anyone who has indicated that it is unwanted is considered as abuse. Any sexual exploitation of or activity with children under the age of 18 is also classed as abuse.

## Reporting

Staff members or associated personnel who have a complaint or concern relating to safeguarding should report it immediately to their Focal Point<sup>4</sup> or line manager. If the staff member does not feel comfortable reporting to their Focal Point or 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 appropriate staff member. For example, this could be a senior manager or a member of the HR Team.

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

## 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.

## Associated policies

- Personnel policies
- ICAN Code of Conduct
- Other policies as appropriate

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<sup>4</sup> The Focal Point for complaints is Beatrice Fihn, Executive Director of ICAN