

2020 SAFEGUARDING POLICY



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INTRODUCTION

Founded in 2010, FRIDA | The Young Feminist Fund is the **only youth-led fund** focused exclusively on supporting young feminist activism to advance social justice movements and agendas across the globe. We believe in the **collective power, expertise, and innovation** of young feminist organizers to address root causes and structures of inequality in order to create lasting change in their communities. As a result, FRIDA:

Is committed to the [meaningful participation of children, with a focus on teenage girls \(cis girls, trans, intersex and gender non-conforming girls\)](#)¹ by including teenage girls' expertise at the core of our governance.

This approach continuously informs our organizational priorities, participatory grantmaking, capacity development opportunities, advocacy and media strategies.

Strongly believes that all children have equal rights to protection from abuse and exploitation regardless of their gender, race, religion, disability, social or cultural background, or any other distinguishing characteristic.

Strongly believes that protecting children's agency is a shared responsibility of individuals, families, communities, government and non-government agencies and corporations.

This policy outlines how FRIDA will promote the agency of the children with whom we come into contact during the course of our work, for the protection of their rights and safety.

Trigger Warning: This policy covers all forms of abuse and harm including physical abuse, emotional ill-treatment, sexual abuse, neglect, commercial or other exploitation that results in actual or potential harm. This includes harm which is caused intentionally or unintentionally, directly or indirectly.

¹ For the sake of brevity and clarity, these groups will be collectively referred to as "teenage girls" and young women or children

INTRODUCTION

GIRL-CENTERED

This policy has been informed by ideas, suggestions, concerns and priorities of teenage girl advisors that FRIDA works with. Teenage girl advisors will be involved in reviewing and providing input on this policy as well as in the development of safeguarding procedures any time changes are introduced.

PURPOSE OF POLICY

This policy details the standards that FRIDA – The Young Feminist Fund will operate by to prevent, report and respond to harm or abuse suspected or known to children. It sets out common values, principles, and beliefs and describes the steps that will be taken in meeting FRIDA's commitment to safeguarding.

Those who have a duty to comply with this policy are:

All staff who are contractually employed by FRIDA;

All individuals who carry out work, paid or unpaid, in the name of FRIDA. This includes advisors, board members, interns, volunteers and consultants;

All FRIDA visitors. This includes journalists, media personnel, donors and any other individual visiting FRIDA's work or events in any capacity.

FRIDA grantee partners have their own relevant processes and procedures, which FRIDA seeks to learn about and support. Many of FRIDA grantee partners who are in contact (direct or indirect) with children are newly emerged groups/collectives/initiatives that are not registered and might not have established policies, or have the interest and/or capacity to develop formal policies. Once new grantee partners are onboarded, FRIDA starts a dialogue with them about safeguarding and what kinds of safeguarding measures/procedures are a priority for them. FRIDA commits to send a survey to learn grantee partner's approach towards teenage girls, trans and intersex youth. This survey will further facilitate the process of co-learning where both FRIDA and grantee partners share their overall approach to Safeguarding, as well as document safeguarding measures/procedures that are a priority for grantee partners, and accompanies them to undertake a 'risk assessment'. Additionally, grantee partners are invited to utilize the processes outlined in this policy, such as for reporting any instance of harm.

FRIDA | The Young Feminist Fund will treat any breach of its safeguarding procedures seriously. FRIDA is committed to restorative and healing justice approaches as avenues for repair and transformation in the face of harm, and will consider restorative justice processes as a primary mode of responding to a breach of this policy. FRIDA will take action to protect the teenage girls and children with whom it works. Due to this, depending on the nature of the breach, failure to comply with this policy may also/instead lead to possible dismissal, termination of contracts or partnerships and, where appropriate, referral to relevant authorities.

This policy was approved by the FRIDA Board of Directors on September 25th, 2020.

1. BACKGROUND

1.1 LEGISLATIVE AND REGULATORY FRAMEWORK

As outlined in the UN Convention on the Rights of the Child (1989), FRIDA's policy aligns to Article 19 that requires all State parties to protect the child from all forms of violence, abuse, neglect, maltreatment and exploitation. In addition, FRIDA's policy aligns to Articles related to participation: Article 4 – Protection of Rights; Article 12 – Respect for views of the child, Article 13 – Freedom of Expression, Article 14 – Freedom of thought, conscience, and religion, Article 15- Freedom of Association, Article 16 – Right to privacy, and Article 17 – Access to information and media. FRIDA also acknowledges the concept of evolving capacities of the child (Article 5), which recognizes “children as active agents in their own lives, entitled to be listened to, respected and granted increasing autonomy in the exercise of rights, while also being entitled to protection². FRIDA recognizes that these rights and requirements are also present within Canada's Convention on the Rights of the Child (CRC), in accordance with the principles described in the Charter of the United Nations.

OUR COMMITMENT

FRIDA will take all possible steps to ensure that activities undertaken by FRIDA staff, advisors, board and grantee partners are safe for children, particularly projects and programs that focus on work directly with this group. FRIDA acknowledges the duty of care to safeguard and promote the welfare of children.

As part of our feminist safeguarding policy FRIDA | The Young Feminist Fund is committed to:

Promote and prioritise the safety and wellbeing of all children up to the age of 20 years old.

Respect and uphold girls' and young women's right to participation by including them in conversation and providing access to important and relevant information to enable their meaningful engagement, including in key areas such as defining and updating organizational strategies, in FRIDA's participatory grantmaking process, and in safeguarding.

Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse or neglect relating to children.

Raise awareness of feminist safeguarding within the FRIDA community, with a particular focus on staff, advisors and board, that centres on and incorporates teenage girls' realities of abuse and includes training on feminist safeguarding and responding to safeguarding issues.

² Lansdown, Gerison (UNICEF Innocenti Research Center). The Evolving Capacities of the Child. 2005

1. BACKGROUND

Ensure appropriate and effective action is taken in the event of any safeguarding concerns, including instigating or cooperating with any subsequent process of investigation. Accordingly, FRIDA also has mandatory internal reporting procedures for safeguarding concerns.

Taking seriously any concerns raised directly or indirectly by children. Providing support to the individual/s to ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.

Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for all FRIDA | The Young Feminist Fund community members, with a particular focus on staff, Board and advisors. Failure to comply with the policy and procedures will be addressed without delay and may lead to initiating a restorative justice process, whether through a facilitated direct

or indirect encounter between the parties involved, and/or through individual and/or group healing justice support. Depending on the nature of the breach, and in order to protect the children and teenage girls that FRIDA works with, breaches may also result in dismissal/exclusion from the organization.

Monitoring safeguarding: the Safeguarding Lead and HR Officer are responsible for assessing implementation of this policy annually and the policy will be subject to thorough review every three (3) years.

Overall, ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and all relevant regulatory body requirements in the relevant country where it is working.

1. BACKGROUND

1.2 DEFINITIONS

FEMINIST SAFEGUARDING (idea in progress):

Working collaboratively with teenage girls to prevent harm and protect teenage girls from abuse, based on consent, respect and shared responsibility.

This includes:

1. Involving teenage girls and young women in exploring and understanding the assessment and control of risks.
2. Enabling teenage girls and young women to play an increasing role in their own protection.
3. Using restorative and healing justice to seek reconciliation and as an opportunity for restoration and transformation from harm.
4. Ensuring that teenage girls and young women who are at the centre of a safeguarding concern are also at the centre of decision-making.

TEENAGE GIRL OR YOUNG WOMAN

We use the words 'girl' or 'woman' as umbrella terms that include diverse identities and communities that girls and young women represent - cis girls, trans*, intersex and gender non-conforming girls. For the purposes of this policy, a teenage girl is considered to be a person aged 13-19 years old, or below the age of 20.

CHILD

For the purposes of this policy, a "child" is defined as anyone under the age of 20 years old.

GIRL – LED GRANTEE PARTNER

A group led by teenage girls, where they directly make decisions regarding all issues that concern them: designing their own plans/strategies and priorities, deciding how their budget is spent/used, etc.

GIRLCENTERED GRANTEE PARTNER

A group where decisions, practices and actions are centered around teenage girls' interests and priorities, where an intergenerational approach is practiced and young women or older activists provide recommendations, advice, and necessary help (serving as chaperones, co-coordinators, mentors, etc) to teenage girls.

1. BACKGROUND

TEENAGE GIRL ADVISOR

A teenage girl activist who forms part of FRIDA's Advisory Committee to advance meaningful girl participation and representation in its governance as well as support with increased funding to girl-led groups through annual participatory grantmaking and more visibility of girl-led activism within and beyond FRIDA.

ADVISOR

A young feminist activist coming primarily from regions and countries where FRIDA funds. Advisors play a key role in annual participatory grantmaking, inform strategic organizational decisions and support in young feminist advocacy.

RESTORATIVE JUSTICE

An approach to justice based on respect, compassion and inclusivity. Restorative justice encourages accountability and provides opportunity for healing and reparation of the harm caused. A way for this to occur is through indirect or direct facilitated encounters between the parties involved, where those who have been harmed are supported to communicate with the offender, offenders can take responsibility for their actions and the harm

they have caused, and dialogue on how to bring about resolution can occur. If the parties are unable or unwilling to meet, other approaches are available to identify and address needs in the aftermath of a violation. Ultimately, restorative justice seeks to generate deep social transformation and prevent future harm³.

HEALING JUSTICE

A holistic approach to healing which recognizes generational trauma, violence, and resilience, and offers collective practices that can impact and transform the consequences of oppression on our bodies, hearts and minds. Healing justice is centered on healing on our own terms, in the face of oppressive forces and systems. It is culturally and politically specific across diverse contexts, recognizing that there is no one way of healing⁴.

HOLISTIC SECURITY

Refers to holistic (psychosocial, physical and digital) well-being and diverse strategies for security that are centered on collective care and well-being. It is responsive to the particular needs of a community or movement, and defined by activists themselves. It has a strong focus on digital security. Both healing justice and holistic security are a response to patterns of systemic abuse and oppression⁵.

3 What is Restorative Justice? <http://restorativejustice.org>

4 Cara Page and the Kindred Healing Justice Collective. <https://www.beam.community/healing-justice>

5 <https://www.astraeaoundation.org/microsites/healingjustice/>

TRIGGER WARNING

**EXPLICIT DEFINITIONS
OF ABUSE**

PAGE 8 TO 9

1. BACKGROUND

1.3 FORMS OF CHILD ABUSE

TRIGGER WARNING: EXPLICIT DEFINITIONS OF ABUSE

PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm or ill treatment specific to teenage girls also includes deliberate burning with an object, attempted strangulation and female genital mutilation.

EMOTIONAL ABUSE

Persistent emotional harm that causes a severe and long-lasting impact such as trauma. It may involve saying to a child that they are worthless, unloved or inadequate. It may involve seeing or hearing the abuse of another, including domestic abuse, and may mean the child is frequently frightened. It can occur as the result of a 'one-off' event but is usually the result of frequent and persistence behaviour. Serious emotional abuse can lead to significant impairment of a child's social, emotional, cognitive, intellectual development and/or disturbance of their behaviour. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

NEGLECT

Neglect is the failure to provide the basic necessities of life such as food, clothing, shelter and supervision. It may or may not be intentional. Neglect can have long-term health and developmental consequences for children.

1. BACKGROUND

1.3 FORMS OF CHILD ABUSE

SEXUAL ABUSE

Sexual abuse involves forcing or persuading a child to take part in sexual activities, not necessarily involving a high level of violence. The child may not be aware of what is happening. It covers a continuum from:

non-contact forms of harm include genital exposure, having a child pose or perform in a sexual manner or exposing them to sexually explicit material or acts (including pornographic material), grooming of a child (and possibly those around them) in preparation for abuse, communication of graphic sexual matters (including by email and SMS); to a range of contact behaviours, such as kissing, touching or fondling the child in a sexual manner, penetration of the vagina or anus either by digital, penile or any other object, or coercing the child to perform any such act on themselves or anyone else

It is important to note that sexual abuse is committed by women and other children as well as men.

USE OF THE ONLINE ENVIRONMENT TO ABUSE

As working practice and engagement with teenage girls at FRIDA is overwhelmingly undertaken online it is important to highlight online abuse as any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including social media, text messages and messaging apps, emails, online chats, online gaming, live-streaming sites.

2. PROCEDURES



FRIDA | THE YOUNG FEMINIST FUND COMMITS TO TAKING ALL POSSIBLE STEPS TO ENSURE THE PROTECTION OF THE AGENCY OF CHILDREN WHO COME IN CONTACT WITH FRIDA REPRESENTATIVES OR PROGRAMS. TO ACHIEVE THIS END, THE FOLLOWING MEASURES ARE IN PLACE:

2. PROCEDURES

2.1 STAFF TRAINING

All staff, advisors, board members will be provided with mandatory training in the area of safeguarding within the first 3 months of their association, with refresher training every 2 years, with the training provided preferably in-house. For this purpose, FRIDA commits to build staff's capacity in the area of safeguarding, so that those providing training have a good understanding of the FRIDA community, principles and values.

All staff, advisors and board members will have access to a copy of this policy, in all FRIDA languages.

2.2 STAFF RECRUITMENT AND ORIENTATION

Recruitment procedures for staff, contractors, advisors and board members who will have direct or indirect contact with children will include checks on suitability for working with children.

These will take the form of references from three independent referees, which are verified by telephone or a virtual conversation. Referees cannot be FRIDA staff or family members and must have known the candidate for longer than 3 years.

Safeguarding will form part of the induction/orientation program for staff, and relevant consultants, advisors and board members.

2.3 CONSENT CONVERSATIONS

Consent will be gained for all children (under 20 years old) taking part in activities organised by FRIDA in the form of a conversation between staff members/advisors and the children themselves where key information (roles, responsibilities, tasks, timelines etc.) are discussed and a consent form is signed by children.

Consent will be sought from parents/carers when FRIDA is acting 'in loco parentis' for the child i.e. when FRIDA is temporarily taking the place of a parent in terms of their responsibility for the wellbeing and care of the child. For example, when a girl is acting as a representative of FRIDA at an international event. For other activities, consent conversations will take place with parents/carers on a case-by-case basis.

2. PROCEDURES

2.4 RISK MANAGEMENT

FRIDA's approach to risk is not about complete risk avoidance. However, supportive management and regular reflective supervision for FRIDA staff, advisors and board members is vital – providing opportunities to reconsider plans and respond to changing or emerging needs.

Risk assessments will be conducted prior to any activities or initiatives involving children, to anticipate possible challenges and ways of responding to identified risks, and will result in the development of a risk register (a 'living' document that helps project teams to manage risks).

Where high risks are identified, activities will not proceed until a mitigation strategy is developed that reduces the risk to a medium or low level. Risk assessment should, however, be an ongoing process, and one which girls and young women themselves are involved in. Risk registers should be updated regularly (every 3-6 months depending on the length of the initiative).

2.5 USING CHILDREN'S IMAGES AND STORIES

FRIDA often uses photos and case studies of girls and young women to promote our work. Staff using photos or case studies in any communication media must comply with this policy. External journalists must be accompanied by FRIDA staff and provided guidance so that they also comply with this policy.

Consent

Permission should be obtained from all children for use of their image (photo/film footage) or story in any promotional materials through a consent form where the use of their image/story is explained and discussed with the child. Consent conversations will take place with parents/carers on the use of the child's image/story on a case-by-case basis.

Use of Images

Images and stories of children should not infringe on their dignity or personal rights (such as nudity of any kind or photos of children who are ill). Images and stories should not be accompanied by information which could enable the children to be identified or located (i.e. the last name of the child or their town of residence). The images taken may be used as record of an activity, in a published report, a social media post or in publicity materials of FRIDA | The Young Feminist Fund.

Whenever a child's image is used, FRIDA commits to use pictures that don't show children's faces, or to use creative means such as illustrations to represent children.

2. PROCEDURES

USE OF SOCIAL MEDIA

FRIDA has a large and strong social media presence and utilizes this medium to support its commitment of catalysing and advancing young feminist movements. FRIDA is also a virtual workplace, carrying out various online processes. In this context, FRIDA is strongly committed to upholding digital safety and security, in accordance with its principles to guide data and technology, contributing to safe, autonomous and feminist digital spaces.

FRIDA firmly commits to upholding its feminist safeguarding principles in its use of social media. This includes requiring consent, as detailed above, safeguarding the confidentiality and privacy of children, while also amplifying the voices and perspectives of teenage activists themselves. For example, this entails preferably posting about collective actions led by girl groups, rather than the personal actions of individual members.

ON STAFF USE OF PERSONAL SOCIAL MEDIA ACCOUNTS

1. Never directly post images or stories about children who are engaged with FRIDA on your **personal** social media accounts. Consent is given to FRIDA as an organisation and not to the individual for personal use.
2. Never accept contact requests or engage with children you have met through FRIDA via **personal** social media.
3. Always think twice about what you post/share on your **personal** social media accounts and what implications this may have for FRIDA.
4. Never upload or post any racist, defamatory, obscene, or abusive content.
5. If posting about any group or grantee partner's work on **personal** social media, due diligence should be done regarding political environments and volatile contexts. Staff should bear full responsibility for not 'outing' any group working underground or pushed to go underground after an event.

2. PROCEDURES

2.6 RESEARCH ETHICS

FRIDA | The Young Feminist Fund will ensure that any research project it conducts (either directly or in partnership with other organizations) that is likely to involve children and young people has adequate protocols and appropriate ethics approval, **coordinated by the senior Monitoring, Evaluation and Learning staff member**, that specifically address their protection while also centering their agency and meaningful engagement. For example, this may include discussing research protocols with Girl Advisors and Girl grantee partners, for their information and feedback.

FRIDA commits to carrying out a risk assessment to identify the potential risks of any FRIDA-led, FRIDA-commissioned, or relevant external research initiatives that involve children; as well as to identify risk mitigation measures, such as the option to opt out of participating in a study at any point, without the need to provide explanation.

CONFIDENTIALITY ASSURANCE AND INFORMED CONSENT

Before FRIDA starts the data collection process, the research team working with FRIDA will have to obtain the informed consent of any respondent or person involved in the study, in line with the section above on Consent. Research leads must share information on the objectives of the study, the data collection process, and the confidentiality of the information that will be collected.

The voluntary participation of any respondent will be emphasized. Additionally, the research team will provide their contact details, should the respondents have any questions or need information after the survey and interviews have taken place.

In case research involves children, teenage girls or young women as co-researchers, they will be offered compensation according to FRIDA's internal policies.

Identifying information from participants, including first names and contact details, will be gathered only after they consent to participating in the study. Such information will not be disclosed unless otherwise approved by the participants. Participants in research will be informed about how the work may contribute to increased visibility of their groups or organisations. If groups, organisations or individuals choose to remain anonymous, a pseudonym and country will be used to identify them. All raw data resulting from the interviews/focus groups is confidential and accessible only to the research team and FRIDA. Personally identifiable data (e.g. voice records) will be kept no longer than is necessary, and will be deleted within three months following the completion of the study.

2. PROCEDURES

2.7 INTERNATIONAL TRAVEL AND REPRESENTING FRIDA AT EVENTS

As feminist activists, many of the girls that FRIDA | The Young Feminist Fund engages with, in particular FRIDA's Girl Advisors and girl-led and girl-centered grantee partners, represent FRIDA at international events.

In addition, FRIDA convenes its own events and consultations, bringing together teenage girl activists with others (activists, donors, government officials etc.). In these cases, FRIDA follows FRIDA's Minimum Standards on Girl Engagement at International Events (and accompanying procedures) to facilitate and support the meaningful engagement and participation of teenage girls at international events. FRIDA will abide by these standards when convening its own events and when supporting teenage girls (Grantee Partners or Girl Advisors) to represent FRIDA at international events hosted by others. Safeguarding is a key principle of the Minimum Standards, consequently, a number of standards address safeguarding issues and a number of safeguarding procedures have been specifically developed, as follows:

Standard 5

Safeguarding systems and procedures are developed for the event.

Standard 7

All teenage girls under 18 years old are accompanied to the event by a suitable adult (aged over 18) who will take responsibility for their safety and welfare (known as 'guardian')

Standard 9

Processes are established to ensure that teenage girls have given their personal informed consent for their participation in the event.

Standard 10

All teenage girls are fully insured (medical and travel insurance) during their participation at the event.

Standard 13

Safeguarding procedures are followed during the event.

Standard 15

Media activities follow an ethical code – teenage girls who speak to the media are informed and prepared.

3. REPORTING ABUSE

3.1 WHO SHOULD REPORT ABUSE?

It is the responsibility of all staff, contractors, board members and advisors to take seriously any concerns, complaints, allegations, suspicions and incidents of abuse involving children. Any safeguarding concerns should be reported directly to the **Safeguarding Lead** (who will work with relevant team members) at FRIDA. Please know that it is not your responsibility to report safeguarding concerns to the police or the local authorities.

FRIDA's Safeguarding Lead is **Saadat Baigazieva**, Senior Program Officer, who can be contacted at saadat@youngfeministfund.org

You can also contact FRIDA's Human Resources Officer, Rachael Mapplebeck, at rachael@youngfeministfund.org

FRIDA grantee partners are also invited to report abuse directly to FRIDA's Safeguarding Lead.

3.2 A STEP-BY-STEP GUIDANCE ON REPORTING ABUSE HAS BEEN DEVELOPED, WHICH COVERS:

1. RECOGNISING ABUSE

in order to recognise a possible safeguarding concern, you need to know what abuse can look like for children (teenage girls in particular), what to look out for, and be open to explore risks with those at the centre of a concern.

2. RESPONDING TO AN ACCOUNT OF ABUSE

you need to respond appropriately so that you can support those at the centre of the concern effectively and engage them in the possible solutions.

3. RECORDING AN ACCOUNT OF ABUSE

you need to make a record of the account of abuse, any concerns or observations that you have, any agreements or discussions you had with the person reporting the abuse and the actions you and other people have or have not taken.

4. REPORTING AN ACCOUNT OF ABUSE

in close collaboration with the child at the centre of the concern, you need to report or pass on information to the appropriate people so that the child is given all the support they need and are safe.

3. REPORTING ABUSE

3.3 EQUAL RIGHT TO PROTECTION

Every child has the right to protection regardless of their relationship with FRIDA and irrespective of age, religion, gender, race or socio-economic status.

Concerns about harm or abuse must be reported to the Safeguarding Lead where:

- **The alleged perpetrator is a FRIDA staff, board, advisor, associate or a member of a partner organisation (i.e. grantee partners).**
- **The alleged perpetrator is a member of the child's family, community or is unknown to the child.**
- **The alleged perpetrator is also a child, although responses should take into account the protection and safety of both the child victim and the alleged child abuser.**
- **The abuse is historical. Most abuse is not disclosed until many years after abuse has occurred but the risks of harm to children may persist and require investigation.**
- **The report is anonymous as this does not automatically mean that it bears less substance but may indicate fear of reprisal, shame or other barriers to disclosure. Anonymous reports should be taken as seriously as 'named' reports although the extent to which they can be investigated may be limited by anonymity.**

3.4 DUTY OF CARE

FRIDA has a legal and moral obligation to respond to cases of harm and abuse when these are identified through our engagement with children. We must not, however, initiate interventions or offer advice that require specialist child protection expertise as this is outside our area of competence and could inadvertently result in further harm to the child. When cases of abuse are identified, FRIDA's duty of care encompasses:

- **Listening and providing reassurance to the child**
- **Helping the child to share their concerns with a trusted adult who can help them decide what further action to take, including offering the child healing justice support from a trained healing justice practitioner**
- **Providing details of recognised, children-friendly agencies who can provide protection or additional advice and support (telephone helplines, a local child protection agency).**
- **Ensuring concerns related to FRIDA staff, contractors, board members and advisors are fully investigated and action taken.**

3. REPORTING ABUSE

3.5 ORGANISATIONAL RESPONSIBILITY

The responsibility for decisions and actions rests with FRIDA as an organisation and not with any individual. Staff and any other representatives of FRIDA must not act in isolation but must consult with FRIDA's Safeguarding Lead or the Human Resources Officer before taking any action in response to child protection concerns.

3.6 INTERNAL SAFEGUARDING PROCEDURES

Once a report has been made to the Safeguarding Lead they must immediately (within 24 hours) organise a joint call with a) Program Officer; b) HR Officer; c) at least one of the Co-Executive Directors, to determine the most appropriate response to the safeguarding issue.

Any response should be determined by:

- **the views and feedback of the child at the centre of the concern**

and;

- **the local context which may include advice from local organisations/individuals (who know the local environment or who can provide support such as legal advice or therapeutic counselling).**

Any response should include regular discussions of the risks and the support necessary for the child at the centre of the concern. Where possible, the child at the centre of the concern should be involved in these discussions.

3.7 REPORTING TO THE LOCAL AUTHORITIES OR POLICE

If it is determined that a crime against the safety of a child has been committed, it is particularly important that **a risk assessment** of the implications of reporting the crime to national/local authorities or police is carried out (with advice from local organisations/individuals). In countries where there is doubt about the integrity and/or competence of statutory authorities, and/or where reporting may lead to reprisal or re-victimisation for the child or their family, all potential risks should be assessed before any actions are taken. Any decision must take into account the legal obligations, as failure to report may, in some countries, constitute a legal offence. Any decision not to report cases to the relevant local authorities must be documented and authorised by a Co-Executive Director and the Safeguarding Lead with the HR Officer.

3. REPORTING ABUSE

3.8 ACTION ON SUBSTANTIATED AND UNSUBSTANTIATED CASES OF ABUSE

FRIDA will consider restorative and healing justice approaches as the primary mode of responding to a substantiated or unsubstantiated case of abuse.

In the case of substantiated cases of abuse, the FRIDA safeguarding leads will engage a restorative justice facilitator with relevant expertise, to explore with the child or teenage girl the possibility of initiating a restorative justice process. A restorative justice process may involve facilitated direct or indirect encounter between the relevant parties, and/or may center on healing justice support to the child. Principles of informed consent also apply to all restorative justice or healing justice processes.

If a restorative justice process is not feasible or desirable, or the continued engagement of the perpetrator within FRIDA poses a risk to children with whom it works, substantiated cases of abuse will lead to:

In the case of an **employee**:

Immediate and permanent dismissal.

In the case of a **contractor or consultant**:

Permanent termination of their contract.

In the case of a **volunteer**:

Permanent termination of their relationship with FRIDA.

In the case of a **Board member**:

Permanent removal from the Board.

In the case of an **advisor**:

Permanent removal from Advisory Committee.

In the case of **any other person associated with FRIDA |**

The Young Feminist Fund Co-Directors or our programs:

Termination of the association.

Where allegations remain unsubstantiated:

In some circumstances the capacity may not exist to undertake a fair and proper investigation of allegations against an employee or an associate of FRIDA. In these circumstances, or where an allegation is not substantiated by evidence, FRIDA | The Young Feminist Fund will consider if further action is necessary to ensure the safety and protection of children, including offering the child with healing justice support by a trained healing justice practitioner.

4. RESPONSIBLE STAFF MEMBERS

4.1 SAFEGUARDING LEAD AND HR OFFICER

Take the lead role in the event of a possible breach of the Code of Conduct or laws related to safeguarding.

4.2 CO-EXECUTIVE DIRECTORS

Are involved alongside the Safeguarding Lead and HR Officer to play a co-leading role in the event of an actual breach of the Code of Conduct or a law related to safeguarding.

4.3 ALL STAFF, BOARD MEMBERS, ADVISORS AND CONTRACTORS

Understand and comply with this policy and Code of Conduct.

5. DIGITAL PRIVACY, SECURITY, SAFETY

(Developed in accordance with FRIDA's [Tech and Data principles](#))

Privacy is a right as well as a collective responsibility.

We respect the privacy of our colleagues, advisors, board, grantee partners, and subscribers by sourcing technology from companies that adhere to high levels of digital security and strong ethical approaches to data privacy.

In accordance with above principle, FRIDA staff will securely collect, use, transmit, manage and store data by ensuring that:

Digital/electronic information is password protected, and has two factor authentication enabled.

Data is stored and hosted on clouds and external hard drives using the highest security standards, including password protected access and encryption.

FRIDA's privacy policy is in compliance with the General Data Protection Regulation (GDPR). It covers data retention, website privacy and security.

Please find detailed information here:

<https://gdpr-info.eu/art-8-gdpr/>

Authorised access is only given to staff that require the data in order to perform their duties. Unauthorised access is considered a

breach of the Safeguarding Policy, is investigated immediately and appropriate action taken.

A written agreement is in place to control and authorise the release of information on children (data, images) to partner organisations, the Internet, the public domain or any third party. The sign-off includes a written assessment of the need/benefit of sharing information and is balanced against potential risks.

Copyright and ownership issues for digital data, photos, stories and other digital assets are clearly defined and explained both to those collecting data and those providing it during contracting and/or at the point of requesting informed consent.

Loss of data on children(e.g. lost laptops, pen drives, etc.) is immediately reported to the Tech and Data Strategist, HR Officer and Safeguarding Lead.

FRIDA staff, board, and consultants are committed to use safe digital platforms and messaging apps that have end-to-end encryption and follow FRIDA's Virtual Office security protocols.

Learning spaces are necessary to have a safeguarding culture at FRIDA. We are engaged to create spaces for children and staff to learn about data management and digital security.

6. CODE OF CONDUCT

FRIDA | The Young Feminist Fund strongly condemns all forms of child abuse and categorically states that it is unacceptable in any circumstance. We are committed to ensuring a safe environment and culture for all children and teenage girls with whom we come in contact during the course of our work, including offering the child healing / restorative justice support by a trained practitioner.

As a representative of FRIDA | The Young Feminist Fund, I am committed to keeping all children safe and well and to upholding their rights and dignity. I agree to the following Code of Conduct, which requires me to:

1. Be respectful of children's rights, background, culture and beliefs as set out in the UN Convention on the Rights of the Child.
2. Follow organisational policy and guidelines concerning the safety of children as outlined in FRIDA's Safeguarding Policy.
3. Follow relevant local, state and national law relating to the protection of children.
4. Report any safeguarding concerns to FRIDA's Safeguarding Lead as a first step - please know, it is not your responsibility to report safeguarding concerns to the police or the local authorities.
5. Look after your own wellbeing and that of others, to avoid burn-out and feeling pressured to work too hard
6. To not act in ways that are abusive or may place a child at risk of abuse.
7. To not use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
8. Ensure that, in any dealing with children during the course of my activities, I:
 - Do not hit or hurt children in any way
 - Do not ignore what children say, including questions and requests



6. CODE OF CONDUCT

- Do not refuse to believe what children say or suggest that children are not telling the truth.
- Do not try to make children say things they don't want to say or do things they don't want to do.
- Do not force or persuade children to engage in harmful activities, including activities that are:
 - Illegal (such as drinking alcohol or smoking);
 - Unsafe (such as putting themselves at physical risk);
 - Harm anyone else (such as hitting or unkind teasing).
- Do not develop a sexual relationship with children, this includes talking or behaving in a sexual way to children.
- Do not do things for children that are personal, which children can do for themselves, such as dressing or washing themselves.
- Do not touch children in a way that makes them feel embarrassed or is inappropriate for their culture and beliefs.
- Do not insult, humiliate, bully or tease children or make them feel lesser or embarrassed.
- Do not develop relationships with children that are exploitative or abusive in any way.
- Do not treat one child or a group of children better (or worse) than others – everyone should be treated equally.
- Respect the dignity and safety of children if they tell you personal or private things about themselves. Do not tell others unless someone's safety is at risk.
- Respect the opinion of children, and ensure they are meaningfully involved in decision-making - particularly when decisions are made that concern their own welfare.
- Always ask permission before taking photographs or videos of children, and make sure that you get their agreement to use their photo or video in the future.
- Always follow the communications, social media and digital technology section of the safeguarding policy.
- Discuss situations which may present risks to children, undertake risk assessments regularly during your activities with children, and develop safety plans to minimise risks.
- As far as possible, be visible when working with children.
- Ensure that a culture of openness exists so that any safeguarding issues or concerns can be raised and discussed easily by children and adults.
- Ensure that staff, advisors, contractors and board members feel comfortable challenging harmful practices or potentially abusive behaviour.
- **Recognize the power of children** - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.
- Report any possible or actual breaches of this Code of Conduct by FRIDA staff, representatives or associates to the Safeguarding Lead and/or the HR Officer as soon as you become aware of the situation.

I have read this policy and agree to abide by it at all times to protect children I may come into contact with through my work for FRIDA | The Young Feminist Fund, and honor their power.

Date

Name and signature
