



## Safeguarding Policy

*All beneficiaries, communities-children & adults- and staff have the right to feel safe with Irida.*

*Safeguarding is everyone's responsibility; we are committed to creating and sustaining a culture of vigilance among our staff to recognise, respond, record, and report safeguarding concerns and provide a proportionate response.*

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### Purpose

The safeguarding policy sets out Irida's approach to safeguarding and promoting the welfare of children and vulnerable adults. It applies to all areas of Irida's work. The guidance below sets out what employees should do if they learn or observe that a beneficiary is being harmed or is at risk of harm.

Other disclosures may also be made, such as regarding historic abuse, involving perpetrators who may still pose a risk. This policy outlines the procedure to follow if you have a safeguarding concern and how decisions are made.

This includes harm arising from:

- The conduct of staff or personnel associated with Irida Women's Center.
- The design and implementation of Irida Women's Center's initiatives, projects & programming.

This policy has been drawn up based on legislation, policy, and guidance that seeks to protect adults at risk, children, and employees in Greece. Furthermore, Irida Women's Center has considered best international practices in the field that allow for local contextualisation.



## **What Is Safeguarding and What Does It Mean for Irida Women's Center?**

Safeguarding can be explained as “the range of measures in place to protect people in a charity or those it comes into contact with, from abuse and maltreatment of any kind.”<sup>1</sup>

In the NGO sector in general, we understand it to mean taking all reasonable steps to prevent harm to protect people, especially vulnerable adults, and children, from that harm and to respond appropriately when harm does occur.

### **A person's conduct endangers a vulnerable adult if it:**

- harms a vulnerable adult
- causes a vulnerable adult to be harmed
- puts a vulnerable adult at risk of harm
- attempts to harm a vulnerable adult
- incites another person to harm a vulnerable adult.

### **A person's conduct satisfies the 'harm test' if they are thought likely to:**

- harm a vulnerable adult
- cause a vulnerable adult to be harmed
- put a vulnerable adult at risk of harm
- make an attempt to harm a vulnerable adult
- incite another person to harm a vulnerable adult.

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<sup>1</sup> BWB & Bond: 'Safeguarding a summary for Trustees':  
<https://www.bwbllp.com/file/safeguarding-for-trustees-pdf>



**Any psychological abuse that is racist, sexist, or linked to a person's sexuality, disability, religion, ethnic origin, gender, culture, or age, is discriminatory.**

In the context of Irida Women's Center, it is **imperative** that our focus **be** on protection and prevention from harm, exploitation, abuse, and discrimination:

- No harm/exploitation/abuse to vulnerable communities.
- No harm/exploitation/abuse to children.
- No harm to Irida Women's Center's staff and personnel.
- Protection from sexual exploitation and any form of abuse & violence.

These four policies give us further guidance on how to ensure Irida Women's Center is safe for adults at risk, children, and staff. The current document provides measures to protect against a variety of risks common to the sector and matters of law.

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### Scope of Application

The safeguarding policy applies equally and with no exceptions to:

- The board of trustees.
- All staff contracted by Irida Women's Center.
- All personnel associated with Irida Women's Center, including but not limited to i.e., external trainers, consultants; volunteers; contractors; and visitors including but not limited to donors, journalists, staff relatives, and researchers.
- Beneficiaries and community members.



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## Review & Approval

This policy will be reviewed, approved, and endorsed by the Irida Women's Center's Head of Protection annually, or when there are changes in applicable legislation and/or regulatory guidance. This document will also be reviewed by the Irida Women's Center executive management team after any safeguarding incident is reported and/or investigated.

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## Policy Statement

Irida Women's Center believes that everyone we encounter, regardless of age, gender identity, disability, sexual orientation, or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, and exploitation. Irida Women's Center will not tolerate abuse, mistreatment, and exploitation by staff or associated personnel.

To reiterate, Irida Women's Center's safeguarding policy includes:

- No harm to communities.
- No harm to children.
- No harm to Irida Women's Center's staff and personnel.
- Protection from sexual exploitation and any form of abuse & violence.

Irida Women's Center commits to addressing safeguarding throughout its work, through the three pillars of:

1. *Prevention*
2. *Reporting*
3. *Response*



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## Responsibilities for effective Prevention & Report

Irida Women's Center will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy.
- Ensure all staff and associated personnel are familiar with the identifying process.
- Ensure all beneficiaries and community members are familiar with, and fully comprehend the main points of the policy.
- Implement its initiatives, projects, and programming in a way that protects people from any risk of harm that may arise.
- Implement appropriate safeguarding procedures when recruiting, managing, and deploying staff and associated personnel.
- Ensure staff receive orientation on safeguarding at a level commensurate with their role in the organization.
- Appoint one or more Designated Person(s) to ensure that safeguarding is given a high priority within Irida Women's Center.
- Follow up on reports of safeguarding concerns promptly and according to due process.

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## Staff Responsibilities

### **Safeguarding Adults**

Irida Women's Center's staff and associated personnel must not:

- Sexually abuse or exploit adults at risk.
- Subject a vulnerable adult to physical, emotional, or psychological abuse or mistreatment



- Engage beneficiaries in any commercially exploitative activities.
- Implement programming or activities that can harm the beneficiaries.
- Store with safety and confidentiality beneficiaries' personal information for as far as they are active members of the Irida community. Staff and associated personnel can use the information accordingly and only for professional purposes, after the beneficiary signs the consent form.

In case the beneficiary leaves the country or remains inactive for more than six months, their personal information is automatically deleted from our database.

- Publicise/publish private information, visual or audio material of the beneficiaries without their permission or signing in advance the media release form. Signing the media release form is not binding. Beneficiaries can recall their decision at any time. Private information, visual or audio material must be used only for professional purposes.

Irida Women's Center staff and associated personnel must:

- Create and maintain an environment of safety, trust, and equality.
- Ensure that beneficiaries and community members are familiar with, and fully comprehend the main points of the policy by offering debriefing sessions for most of the beneficiaries and specialized training for the focal points of the community.
- Follow the identifying process, paying attention to potential signs that could be indicators of a protection incident.
- Be proactive in implementing the safeguarding policy.

*Staff and associated partners must report concerns or indications to the Head of Protection (incidents between beneficiaries) or Head of HR (incidents between staff & beneficiary or staff & staff) formally, by filling the*



*incident report. All staff and associated partners have access to it regardless of their positions. The process happens with discretion and confidentiality.*

## **Safeguarding Children**

Irida Women's Center staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18.
- Mistaken belief in the age of a child is no defense.
- Sexually abuse or exploit children.
- Subject a child to physical, emotional, or psychological abuse or mistreatment.
- Engage in any commercially exploitative activities with children including child labor or trafficking.
- Publicise/publish private information, visual or audio material of the children without children's permission, legal guardian's written consent (signing the Media Release form on behalf of the child). Signing the media release form is not binding. Beneficiaries can recall their decision at any time. Private information, visual or audio material must be used only for professional purposes.

Irida Women's Center staff and associated personnel must:

- Create and maintain an environment of safety, trust, and equality.
- Follow the identifying process, paying attention to potential signs that could be indicators of an incident.
- Be proactive in implementing the safeguarding policy.

*Staff and associated partners must report concerns or indications to the Head of Protection (incidents between beneficiaries) or Head of HR (incidents between staff & beneficiary or staff & staff) formally, by filling the*



*incident report. All staff and associated partners have access to it regardless of their positions. The process happens with discretion and confidentiality.*





## **Protection from sexual exploitation and abuse**

Irida Women's Center staff and associated personnel must not:

- Sexually exploit or abuse any person.
- Sexual activity with children is prohibited.
- Exchange of favors for aid is prohibited.
- Exchange money, employment, goods, or services for sex or sexual favors. This includes, but is not limited to, using the services of sex workers, demanding sexual activity in exchange for assistance/service that is due to beneficiaries, and demanding sexual activity in exchange for employment or administrative service.
- Sexual relationships between humanitarian workers and beneficiaries are prohibited due to unequal dynamics of power. Also, they may be considered exploitative.

*Staff and associated partners must report concerns or indications to the Head of Protection (incidents between beneficiaries) or Head of HR (incidents between staff & beneficiary or staff & staff) formally, by filling the incident report. All staff and associated partners have access to it regardless of their positions. The process happens with discretion and confidentiality. Irida Women's Center and its staff are committed to create and maintain an environment that prevents any kind of sexual exploitation and abuse.*

Beneficiaries and Community Members' responsibilities:

- Beneficiaries and Community Members should report concerns or suspicions to the community's focal points or directly to the Head of Protection.
- The community's focal points must report concerns or suspicions to the Head of Protection or the Head of HR directly and with discretion.





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## Response

We will follow up on safeguarding reports and concerns according to policy and procedure. If necessary, we will undertake any legal and statutory obligations. With discretion and confidentiality, the Designated Person will follow up on the incident report, checking the validity of the information they received via the identifying process.

Irida Women's Center will apply appropriate disciplinary measures to staff, associated personnel, or beneficiary found in breach of policy.

It is Irida Women's Center's policy to report all crimes to the relevant law enforcement authorities unless doing so may pose a risk to the survivor involved in the case.

Within its means, Irida Women's Center will offer support to survivors of harm caused by staff, associated personnel, or a beneficiary. This could include changes to the current policies and regulations, readjustment of the programming or activity, consultation with a qualified counselor/medical assessment, or assistance for protection. Decisions regarding support will be led by the survivor.

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## Confidentiality

Confidentiality must be maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management will be shared on a need-to-know basis only and will be always kept secure.



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## Safeguarding in Recruitment

Irida Women's Center is fully committed to safe recruitment selection and vetting of potential new staff, trustees, and volunteers.

We have adopted the following safe recruitment practices:

- Those responsible for recruitment and selection are properly oriented on Irida Women's Center's Safeguarding Policy and procedures.
- All vacancy announcements will affirm Irida Women's Center's commitment to our Code of Conduct and Safeguarding Policy.
- Applicant screening will pay particular attention to gaps in employment history or frequent changes of employer and address.
- All essential qualifications and relevant professional accreditations and memberships should be verified to the satisfaction of the relevant recruitment manager.
- The successful candidate will be required to provide proof of identity (passport, ID card).
- All new hires receive comprehensive orientation in the safeguarding policy and procedures and associated documents.
- All new hires are required to sign and abide by the Code of Conduct as a condition of employment.



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## Appendices

### APPENDIX ONE

#### ***Incident Report***

- Victim
- Witness

1. Full name: .....
2. Spoken Language: .....
3. Current positions: .....

#### ***Incident***

1. Location of the incident: .....
2. Date of the incident: .....
3. Activity Title, if relevant: .....
4. Activity Objective, if relevant: .....
5. Participants Involved: (names):

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6. Has/Have similar incident(s) with the same participants happened in the past?

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7. Description of the incident *(include the witness's observations, with as much detail as possible, in chronological order).*

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**Consent for Irida Women’s Center to share this information, as deemed appropriate (e.g., to report on national authorities, if necessary)**

I, ..... give my permission for Irida Women’s Center to share the information and to bring up the attention of relevant authorities about the incident I have reported and contact me if needed in the future.

**Full Name:** .....

**Date:** ..... **Signature:**

**APPENDIX TWO**

**Consent form for Personal Information (it has been translated into all spoken languages of our community)**

....., grant permission to **Irida Women’s Center** to store my personal information with safety and confidentiality as far as I am an active member of the community. I grant permission to **Irida Women’s Center** to use my personal information for communication purposes.

I am informed that my personal information will be automatically deleted from **Irida Women’s Center** database in case I leave the country, or I remain inactive for more than six months.



Please **MARK** the paragraph below which applies to your present situation:

\_\_\_\_- I am 18 years old or older and I am competent to contract in my name. I have read this form before signing below, and I fully understand the contents, meaning, and impact of this form. I understand that I am free to address any specific questions regarding this form by submitting those questions before signing, and I agree that if I do not, it will be interpreted as a free and knowledgeable acceptance of the terms of this form.

\_\_\_\_ -I am the legal guardian of the below named minor.  
.....I have read this form before signing below, and I fully understand the contents, meaning, and impact of this form. I understand that I am free to address any specific questions regarding this form by submitting those questions before signing, and I agree that if I do now, it will be interpreted as a free and knowledgeable acceptance of the terms of this release.

**Full Name:** .....

**Date:** .....

**Signature:**





## APPENDIX THREE

### Media Release Form (it is translated into all spoken languages of our community)

I,....., grant permission to Irida Women's Center to use my image (non-blurred photograph or/and video) for use in its Media publications including:

(Check all that apply)

Facebook/Instagram

Website and/or Affiliates

Newsletters

Brochures

Magazines

General Publications

Videos

Email Blasts

Other: .....

I hereby waive any rights to inspect or approve the finished photographs or other electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or not, and I waive any royalties or other compensation arising from or related to the use of the image.



Please MARK the paragraph below which applies to your present situation:

\_\_\_\_- I am 18 years old or older and I am competent to contract in my name. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions before signing, and I agree that if I do not, it will be interpreted as a free and knowledgeable acceptance of the terms of this release.

\_\_\_\_\_ -I am the legal guardian of the below named minor. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions before signing, and I agree that if I do now, it will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Full Name: .....

Address: .....

Phone number: .....

Date: .....

Signature: