

Women Win Safeguarding Policy

Women Win

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WIN-WIN STRATEGIES

SAFEGUARDING POLICY APPROVAL AND REVIEW

This policy was approved by Women Win's Executive Team in March 2024. It was reviewed and endorsed by Women Win's Boards of Directors in May 2024.

Review of this policy is scheduled for Q2 2025.

Section 3.5 outlines the roles and responsibilities related to safeguarding across Women Win. For more information, please contact the Global Safeguarding Group via safeguarding@womenwin.org.

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SECTION 1. INTRODUCTION

Women Win is guided by the vision of a future where every girl and woman exercises her rights. Working alongside a range of partners, Women Win fights for gender equality globally and strives to amplify girls' and women's voices. In collaboration with our partners, Women Win promotes the rights of girls and women through safe and inclusive programmes.

In delivering our programmes, Women Win places the utmost importance on upholding the highest standards of safety for participants, partners, staff and any other individuals involved, particularly vulnerable groups. We strongly believe that everyone has an equal right to protection from discrimination, violence, abuse and exploitation. Women Win seeks to uphold and promote these rights for all groups in everything we do. We recognise that children are often one of the most vulnerable groups, and protecting them and their rights from harm and exploitation is central to our safeguarding approach.

The work of Women Win and our partners strives to challenge structures of power and privilege and seeks to change the norms and behaviours that lead to gender inequality. While we recognise that an element of inherent risk exists due to the nature of this work, and recognise that we will never be able to completely eliminate it, we commit to reducing this risk and limiting its impact.

We believe that all Women Win staff, representatives, partners, funders, and other associated parties have a collective responsibility to ensure the safety of all people involved in our work, especially children and vulnerable groups. Women Win's safeguarding policy confirms our commitment to safeguarding in our partnerships and programmes. It outlines the measures we will take to prevent safeguarding incidents and how we will respond when they do occur.

SECTION 2. SAFEGUARDING PRINCIPLES

Women Win's **Safeguarding Vision** is to create and sustain a proactive approach to safeguarding based on feminist values that lives throughout our organisational culture and daily practices. This approach should be guided by the interrelated safeguarding principles that are articulated below. Our principles provide the foundation for safeguarding practice guided by feminist values. Together with our safeguarding standards, they guide our actions in ensuring the safety of all people involved in our work, especially children and vulnerable groups.

Context

Women Win recognises that safeguarding issues emerge in the context of historically reinforced systems of power, oppression and inequality, which are experienced by individuals and groups differently based on their intersectional identities.

We commit to relevant and effective solutions to safeguarding concerns that recognise the complexity of people's lives and uniqueness of every context, rather than addressing them as isolated incidents.

Participatory

Women Win acknowledges that the people most impacted by safeguarding, or lack thereof, should be central to defining, developing and measuring safeguarding practices and procedures.

We commit to meaningfully involving these groups in decision-making related to safeguarding so that they can play an increasing role in their own safety and protection.

Collective Responsibility

Women Win believes that actors share the responsibility for education, prevention and response related to safeguarding. We acknowledge that organisations, institutions and people in positions of power and with greater access to resources should be accountable for shouldering more responsibility.

We commit to facilitating collective action that is effective and appropriate among Women Win, our partners and all people involved in our work.

Equitable Relationships

Women Win acknowledges the power dynamics and inequities that exist between individuals, organisations and other stakeholders. We recognise that these dynamics are one underlying cause of violence, abuse and other safeguarding concerns.

We commit to developing respectful partnerships built on trust and reciprocity and to behaving respectfully towards all people involved in Women Win's work.

Beyond Compliance

Women Win believes that striving for compliance with safeguarding requirements (e.g. of funding partners or governments) is typically inadequate to truly create meaningful and sustainable change. While strengthening compliance mechanisms is important, Women Win acknowledges that safeguarding needs to be addressed more holistically, including through challenging complex issues related to power, organisational culture and mindset, and underlying social and gender norms.

We commit to addressing multiple aspects of safeguarding at different levels in our own work, with our partners and in our programmes, including embracing the difficult conversations required for more meaningful change.

Inherent Risk

Women Win recognises that there is inherent risk in fighting for gender equality and social change.

We commit to the protection of all who are involved in our work and strive to proactively create safe spaces for those engaged in the fight for gender equality. While we may never be able to completely eliminate this risk, we commit to doing all that we can to reduce it and limit its impact.

Safeguarding Journey

Women Win recognises that safeguarding is a journey with no concrete end and that all organisations, including our own, are at various points in their journeys.

We commit to learning and evolving throughout our own journey. While we expect everyone we work with to value and commit to safeguarding, we will meet people wherever they are in their journeys in order to advance safeguarding efforts.

Safeguarding Spectrum

Women Win believes that safeguarding should not solely address the most explicit safety violations such as violence, exploitation and abuse, but also the daily experiences of discrimination, harassment and exclusion. A safeguarding mindset, together with appropriate systems and procedures, should be in place to deal with the whole spectrum of possible safeguarding concerns.

We commit to creating welcoming and safe spaces across all levels of our organisation, partnerships and programmes. We will respond adequately to all types of safeguarding concerns, recognising the harm they cause.

SECTION 3. POLICY OVERVIEW

3.1 Purpose

The overall purpose of this policy and associated procedures is to provide guidance to Women Win on how to safeguard all people involved in our work, especially children and vulnerable groups. The policy seeks to:

- Outline what Women Win staff and other representatives should do in the course of their work to prevent, manage and respond to safeguarding concerns.
- Clarify Women Win's expectations of partners, funders and other associated parties in relation to safeguarding.
- Ensure that Women Win staff and representatives are safe in the course of their work.
- Provide a common language for safeguarding and a basis for shared understanding of our individual and collective responsibilities to operationalise safeguarding across our work.

3.2 Policy Outline

A brief **Introduction** to the Policy (Section 1) outlines the context in which Women Win is operating and establishes our safeguarding vision. The introduction is followed by Women Win's **eight Safeguarding Principles** (Section 2), which serve as the foundation for our feminist approach to safeguarding practice and articulate high-level commitments that we strive to live by. The **Policy Overview** (Section 3) describes some key aspects of the policy, including the purpose and scope, and clarifies various stakeholders' roles, responsibilities and obligations related to safeguarding at Women Win. The **eight Safeguarding Standards** (Section 4) then provide operational guidance for actions to be taken in relation to safeguarding across Women Win's work, including in our programmes, partnerships and within the organisation. Throughout the standards, we highlight examples of how the principles can be operationalised.

Each standard contains:

- *Related Principles*: by highlighting the principles that are most relevant to each standard and demonstrating their practical application, we aim to bring the principles to life and reinforce our commitment to each one.
- *Implementation Methodology:* provides operational guidance regarding actions that must be taken across all aspects of Women Win's work to prevent, manage and respond to safeguarding concerns.
- *Implementation Tools:* refers to key tools designed to support delivery of actions related to the safeguarding standard. The tools give direction to users of the policy on how to effectively operationalise safeguarding practice.

While this document is extensive, there are limitations to what can be included. We recognise that every context and situation is unique and it is impossible to predict all possible safeguarding scenarios and map out the best responses for each. This policy should serve as a guide to inform what actions should be taken in situations that are not explicitly outlined within the document.

3.3 Guiding Frameworks

As an international organisation, Women Win endorses the United Nations Convention on the Rights of the Child[1] (CRC) general principle, that all the rights guaranteed by it must be available to all children without discrimination. Our policy aligns with Article 19 in conjunction with Article 3 of the CRC, which accords equal rights to protection for children from all forms of violence, abuse, neglect, maltreatment and exploitation. Women Win's policy also endorses the rights outlined in the Convention on the

[1] United Nations Convention on the Rights of the Child

Elimination of all Forms of Discrimination Against Women (CEDAW)[2], acknowledging that discrimination against women prohibits equal participation of women in all spheres of life.

Furthermore, at Women Win, we believe that everyone should always be treated with respect, regardless of their sex, ethnic or social origin, language, religious or other beliefs, disability, gender identity, sexual orientation or other status. We believe that everyone has the right to freedom from all forms of discrimination, violence, abuse, neglect, maltreatment and exploitation and that abuse of these freedoms is unacceptable.

We believe that safeguarding can help to protect these freedoms for all individuals, with special emphasis on:

- *Children* – anyone below the age of 18 years
- *Vulnerable groups* – including both children and adults, who have limited power and access to opportunities to influence actions or decisions that impact them

3.4 Scope

This document constitutes Women Win's global safeguarding policy. It extends to all Women Win's legal entities in the Netherlands, the United States of America, and the United Kingdom and pertains to all programmes and partnerships across all Women Win brands, regardless of where the work is carried out. Whilst local legislation varies from country to country, this policy identifies Women Win's minimum standards, which must be upheld even in the event that they surpass the requirements of local legislation or expectations. Women Win has zero tolerance for safeguarding incidents and will take action, which could include dismissal, suspension, or transfer to other duties for staff or the termination of agreements with other partners and associated parties.

Women Win maintains that safeguarding is the collective responsibility of all people who are involved in our work. The roles, responsibilities and obligations of different people and groups are outlined below. Women Win's safeguarding policy pertains to:

1. *Staff and other representatives of Women Win* - people who are acting directly on behalf of the organisation, including:
    - All staff who are contractually employed by Women Win
    - All consultants and contractors who are contracted to deliver work on behalf of Women Win
    - All board members, trustees or advisors who represent Women Win
    - Any other individual who carries out work, paid or unpaid, in the name of Women Win, including volunteers, interns and ambassadors.
2. *Grantees (Type 1)* – organisations that implement Women Win funded programmes on the ground and have direct contact with the participants of the programmes.
3. *Partners and other associated parties* – groups or individuals that may be associated with Women Win but do not act directly on behalf of the organisation, including:
    - Grantees (Type 2) – organisations that receive flexible funds from Women Win
    - Alliance/Network partners
    - Financial partners
    - Design/Content partners
    - Visitors – representatives of partner organisations, journalists, media personnel, government officials, or any other individual visiting Women Win's programmes or events in any capacity.

[2] Convention on the Elimination of all Forms of Discrimination Against Women

3.5 Roles & Responsibilities

Women Win will designate roles and responsibilities for safeguarding across the organisation to ensure that the policy is monitored and that any new risks are identified and addressed as quickly and efficiently as possible. The Global Safeguarding Group (GSG) will be responsible for effectively implementing the safeguarding policy across the organisation and ensuring it is regularly updated. The group will comprise a nominated Safeguarding Focal Point, Leadership Team member and 1-2 other staff working across the breadth of Women Win's work.

Roles	Responsibilities
Designated Board Member for safeguarding	To act as a point of contact within the Board for any issues relating to safeguarding
	To support the Executive Team and GSG in managing any safeguarding concerns/investigations which may affect the reputation of the organisation
Boards of Directors*	To review and endorse the safeguarding policy after annual review
Executive Team	To approve the safeguarding policy after annual review and ensure adequate resourcing for its operationalisation
Global Safeguarding Group	To support the organisation to ensure processes and coordination of the policy are adhered to
	To identify training needs and build the capacity of the WW team through collective learning and best practices
	To support and coordinate development of tools and training on the daily implementation of the safeguarding policy
	To promote consistency in the implementation of the safeguarding policy across the organisation
	To receive reports on safeguarding incidents and initiate appropriate reporting and response procedures
	To maintain records of any safeguarding incidents that are reported and the actions taken to address these
	To liaise with the Executive Team and Designated Board Member in managing any safeguarding concerns/investigations which may affect the reputation of the organisation
	To conduct an annual participatory review of the safeguarding implementation and effectiveness across the organisation
	To update the safeguarding policy annually based on review
	To represent Women Win externally in safeguarding work

*Boards of Directors - board members from all three boards in the Netherlands, U.S.A. and UK

Women Win will ensure that all people who are involved in our work understand their safeguarding responsibilities and have the knowledge and skills necessary to fulfil their obligations.

People	Obligations
Board members	• Read and sign WW Safeguarding Code of Conduct • Obtain a background check within the first month of board term
Staff	• Read and sign WW Safeguarding Code of Conduct • WW Staff Handbook includes compliance with the WW Safeguarding Policy and Safeguarding Code of Conduct • Obtain a background check within the first month of commencing work with WW • Participate in an induction training or briefing on safeguarding within the first three months of employment

	• Participate in capacity building on safeguarding, including a refresher training every 3 years
Interns and volunteers	• Read and sign WW Safeguarding Code of Conduct • Receive an induction training or briefing on safeguarding within the first month of interning/volunteering at WW • At Women Win's discretion interns or volunteers who undertake substantial work on behalf of WW, including interacting with children or vulnerable groups, may be required to obtain a background check or participate in additional training
Contractors*	• All contracts and MOUs include a clause requiring compliance to agreed upon safeguarding standards • Contractors (Type 1) who have direct contact with partners, stakeholders and/or participants of programme must read and sign the WW Safeguarding Code of Conduct before engaging in any activities that put them in direct contact (virtual and in person) with our partners, stakeholders and/or participants in our programmes • Receive a safeguarding briefing and sign a Visitor Safeguarding Code of Conduct when visiting WW funded programme sites • Sign a written Data Sharing Agreement where data on children and vulnerable groups is shared
Grantees – Type 1*	• Safeguarding or child protection policy and procedures must be in place that meet WW agreed upon requirements. Alternatively, grantees can commit to strengthen/develop a policy and procedures with WW support • Safeguarding policy and procedures, signed by an authorised signatory of the organisation, will be shared with WW prior to contracting and disbursement of funds
Grantees – Type 2*	• Sign a commitment (outlined in letters of collaboration, contracts or MOU's with WW) to uphold agreed upon safeguarding standards in their work
Other partners*, Visitors	• Receive a safeguarding briefing and sign a Visitor Safeguarding Code of Conduct when visiting WW funded programme sites

*Standard 2 on Safe Partnerships provides additional details and operational guidance on Women Win's expectations of various partners related to safeguarding.

3.6 Definition of Terms

Safeguarding – Measures taken to protect the health, safety, wellbeing and rights of individuals so that they might live free of discrimination, violence, abuse, neglect, maltreatment and exploitation.

Child Protection - Child protection is the safeguarding of children from violence, abuse, neglect, maltreatment and exploitation.

Child – Any person under the age of 18.

Vulnerable groups – Groups, both children and adults, who have limited power and access to opportunities to influence actions or decisions that impact them.

Abuse – The harmful treatment of another individual emotionally, physically, or sexually, often regularly and repeatedly.

Harm – Behaviour that causes physical or psychological harm such as harassment or intimidation, that can cause fear, alarm or distress.

Violence – Behaviour involving physical, emotional, verbal or psychological force with the intention to hurt or injure another.

Consent – When someone gives another permission to do something. Consent must be informed, meaning the person giving consent is fully aware of the implications of the act and that they can revoke consent at any time.

Power Dynamics – How relative levels of power affect the relationship and interactions between individuals, cultures, and contexts.

Safe Space[3] – A place or environment in which a person or category of people can feel confident that they will not be exposed to discrimination, criticism, harassment, or any other emotional or physical harm.

Brave Space – A space that not only ensures the safety of all present, but is intentionally designed to encourage dialogue that supports a movement towards social justice and the celebration of diverse experiences, thoughts and perspectives.

Digital Safety – Protection from harmful actions in digital spaces. This could range from cyberbullying to engaging virtually with predators to exploitation of photos, videos, and information.

Types of Abuse[4]:

Physical Abuse – Physical abuse is defined as actions that cause actual physical harm or have the potential for physical harm.

Emotional Abuse – Emotional abuse is persistent emotional harm that causes a severe and long-lasting impact such as trauma. It can range from verbal abuse and criticism to intimidation and manipulation.

Sexual Abuse – Sexual abuse involves forcing or persuading someone to take part in sexual activities, not necessarily involving a high level of violence. It covers a continuum from non-contact forms of harm to harmful and unwanted contact.

Neglect – Neglect is the failure to provide the basic necessities of life such as food, clothing, shelter and supervision for an individual in one's care. It may or may not be intentional.

Discrimination[5] – Discrimination is the unfair or prejudicial treatment of people and groups based on characteristics such as race, gender, age, language, religion, disability, or sexual orientation.

[3] Safe Space
[4] Physical Abuse
[5] Discrimination

SECTION 4. SAFEGUARDING STANDARDS

Standard 1 Staff Recruitment and Training



Women Win places great importance on building a team that upholds the highest standards for safe programmes and believes in creating a culture of safeguarding that lives meaningfully throughout the organisation and our work.

Related Principles

Beyond Compliance

Women Win believes that we need to go beyond typical compliance measures in order to create a truly safe environment for all people involved in our work. We will work closely with our staff to develop a culture that promotes and prioritises safeguarding in everything we do. This includes adequately training our team to implement our standards and embrace the difficult conversations, internally and externally, that are required for more meaningful change.

Collective Responsibility

We commit to instilling a culture of safeguarding that acknowledges collective responsibility and will facilitate collective action with all our staff that is effective and appropriate. We will work closely with our staff to support and strengthen their understanding of safeguarding and take appropriate actions to ensure Women Win's work aligns with our safeguarding principles and follows the standards laid out in this policy.

Safeguarding Spectrum

Women Win commits to raising awareness among our staff about the broad spectrum of safeguarding concerns and the myriad ways they can manifest through our work. We will provide training to the team to improve their ability to identify a variety of safeguarding concerns, including and beyond the most explicit violations, and ensure staff are adequately equipped to respond appropriately.

Implementation Methodology

Due to the fact that Women Win works closely with children, young women and other vulnerable groups as part of our programme implementation, and has access to many of their personal details, we require that all staff are vetted appropriately. Women Win includes safeguarding measures throughout our recruitment and onboarding processes and ensures our team is adequately trained. Requirements differ for staff and volunteers/interns (please see below) but all are required to sign a Safeguarding Code of Conduct (Annex 1) during onboarding.

Recruitment Processes

- During job interviews, a question or scenario related to safeguarding will be included as part of the interview guide. This signals to prospective candidates how seriously Women Win takes safeguarding and provides an opportunity to assess their understanding of safeguarding issues.
- Safeguarding checks will be built into the process of conducting reference checks during recruitment. Wherever possible, referees will be asked questions related to the character and behaviour of the candidate to assess whether they may have demonstrated behaviours that could pose a safeguarding risk. Further references may be requested if it is felt that one is insufficient or concerns are raised.

Background Checks

- All new hires will be required to provide a background check within the first month of employment. Staff will be required to get a background check every five years.
- Several alternatives are acceptable:
    - Official background check, such as Certificate of Conduct (*Verklaring Omtrent het Gedrag)* (VOG) in the Netherlands or another country of recent residence (within past five years).
    - In cases where an official check is not possible, a signed character reference from a previous employer is an acceptable alternative.
- Background checks apply to all staff and reports will be made available to Women Win and stored on file. Volunteers/interns will not be required to obtain a background check unless their role requires substantial interaction with vulnerable groups or field travel.
- Women Win will cover the costs of all required background checks.

Education and Training

- All new staff members and volunteers/interns, are required to read Women Win's Safeguarding Policy and sign our Safeguarding Code of Conduct.
- All new staff members and volunteers/interns will undergo an induction training in order to become familiar with Women Win's safeguarding policy and procedures.
- Women Win will provide annual safeguarding refresher sessions for all staff and volunteers/interns together with an annual safeguarding review conducted with staff. The review provides an excellent opportunity for team members to learn from each other and advance Women Win's safeguarding standards.
- The Women Win team is encouraged to provide ongoing feedback and recommendations for the organisation's safeguarding policy and procedures, which will be incorporated into the annual review process.

Implementation Tools

- Women Win Onboarding Procedures
- Women Win Staff Handbook
- Obtaining VOG in the Netherlands (Ministry of Justice and Security)
- Women Win's Safeguarding Code of Conduct
- Safeguarding Training Materials

Standard 2 Safe Partnerships



Women Win works with all of our partners to gain a better understanding of safeguarding as it relates to different programmes, contexts and demographics. Our approach includes a combination of joint dialogue, education and capacity strengthening and accompaniment. We also strive to recognise power dynamics in our relationships with our partners and address these dynamics to promote respect, sharing of power and transparency.

Related Principles

Equitable Relationships

We commit to developing respectful relationships and partnerships built on trust and reciprocity. This includes the way we approach any relationship within the context of our work, either at the individual or organisational partnership level. We also commit to aligning with policies and principles of those we enter a partnership with, as long as they follow our values and principles.

Collective Responsibility

Women Win understands that safeguarding is not the responsibility of one partner or individual and cannot be achieved in isolation. We commit to facilitating collective action on safeguarding within our partnerships, which is effective and relevant. We will work closely with our partners to mutually respond, take action and strengthen our own and our partners' safeguarding policies and procedures.

Safeguarding Journey

We commit to learning and evolving throughout this journey. We expect everyone we work with to value and commit to safeguarding and we will meet partners and individuals where they are in the process in order to advance safeguarding efforts. We do not seek compliance based only on funder requirements, but rather aim to accompany partners on their journeys to improving safeguarding and imbedding it into their organisational cultures.

Implementation Methodology

Women Win works through a variety of partnerships to achieve its mission and vision. We strive to enter into partnership with organisations and individuals in a way that honours our shared values and maintains a safe space for both us and partners to interact and engage.

Types of Partnerships

- **Grantees** – Organisations that receive funds from Women Win to support their work to advances girls' and women's rights
    - **Type 1:** Organisations implementing Women Win funded programmes on the ground and have direct contact with the participants of the programmes.
    - **Type 2:** Organisations receiving flexible funding from Women Win to support their organisations and/or programmes.
- **Alliance partners** – Organisations that Women Win works with through global, regional or national alliances, collectives, consortiums and networks.
- **Funders** – Organisations or individuals that invest or co-invest (financially or through in-kind donations) in Women Win and its direct initiatives.
- **Contractors** – Organisations and/or individuals that support Women Win's work within the context of particular projects.

- *Type 1:* Contractors who have direct contact with partners, stakeholders and/or participants of programmes.
- *Type 2:* Contractors that support Women Win's work through designing and developing content and visual components for tools, products, services, campaigns, etc., or, who don't have direct contact with partners, stakeholders and/or participants of programmes.

Grantees – Type 1

- Grantees are to report any safeguarding incidents to the Women Win Global Safeguarding Group as per the procedures outlined in Standard 7 of this policy.
- Grantees must have safeguarding or child protection policy and procedures in place. If they do not, Women Win will provide financial and/or capacity building support for them to begin their journey in developing and implementing one. We will also ensure partners have access to the resources they need to strengthen their policies and processes in order to meet Women Win's expectations.
- We will use internationally recognised frameworks that are relevant and appropriate to support our partner organisations to develop and improve their own safeguarding work.
    - For example, Women Win uses the International Safeguards for Children in Sport[6] as a framework for supporting our partners to develop and improve their own safeguarding policies and practices. These safeguards serve as a guide for our own and our partners' journeys towards safeguarding children and adolescents who participate in sports activities related to our work.
    - For workers in global supply chains, we use the Labour Standards in Global Supply Chains[7] developed by the International Labour Organization, that serves as a starting point and guide for companies and non-profit partners in their safeguarding journeys for female workers in factories and on farms.
- We acknowledge that Safeguarding is a journey and different organisations are at different points in their journeys, and we strive to meet organisations where they are. We will provide our partners with capacity building opportunities throughout our partnership cycle to improve their safeguarding policies, processes, trainings, tools and structures and ensure that policies are not just documents on a hard drive, or pinned to a wall, but part of the organisation and the way it operates.

Grantees – Type 2

- We ensure that organisations receiving short term seed funding from Women Win sign a commitment to uphold minimum safeguarding standards in their projects and programmes, as outlined and agreed upon in letters of collaboration, contracts or MOU's.
- We are committed to supporting grantees of short-term seed funding on their individual journeys in safeguarding by providing them with and supporting them to find free resources related to strengthening their safeguarding work with children, adolescent girls and vulnerable groups.
- Grantees are requested to report any safeguarding incidents to the Women Win Global Safeguarding Group as per the procedures outlined in Standard 7 of this policy.
- Women Win will, to the best of our ability, provide general support for organisations interested in strengthening their safeguarding and access to our network of knowledge and learning.

[6] International Safeguards for Children in Sport
[7] Labour Standards in Global Supply Chains

Alliance Partners

- Before joining any alliance, network or consortium, we ensure that our commitment to safeguarding is shared by other organisations/individuals also involved.
- We ensure that Women Win's safeguarding principles are not compromised by our involvement in any consortium, alliance or network.
- We commit to influencing and supporting alliance, network or consortium members we are in partnership with to carry out their activities in accordance with strong safeguarding practices and procedures.
- Where any representatives of alliance or network partners visit Women Win funded programme sites, they are provided with a briefing which includes expectations in regards to safeguarding. All visitors sign a Visitor Code of Conduct in which they agree to comply with the Women Win Safeguarding Code of Conduct and reporting procedures.

Funders

- Before securing funding, we discuss internally ethical implications of any partnerships with donors, funders or other financial partners.
- We strive to enter into partnerships with individuals or organisations whose investments or operations (both past and present) do not expose vulnerable groups to abuse or exploitation, or use power dynamics and privilege in a negative way.
- We support our funding partners in understanding Women Win's safeguarding principles and why safeguarding is so important in the context of our programming. We ensure any contracts or agreements signed with funding partners align with our safeguarding principles.
- Where any representatives of funding partners visit Women Win funded programme sites, they are provided with a briefing which includes expectations in regards to safeguarding. All visitors sign a Visitor Code of Conduct in which they agree to comply with the Women Win Safeguarding Code of Conduct and reporting procedures. Funding partners are not excused from following these processes in any way.

Contractors – Type 1 and Type 2

- Evaluating individual's and organisation's impact on safeguarding and alignment with our safeguarding principles is built into our procurement and selection process. We strive to enter into partnerships with individuals or organisations whose work and approach (both past and present) do not expose vulnerable groups to abuse or exploitation, or use power dynamics and privilege in a negative way.
- We include a compliance to safeguarding clause in all contracts and MOUs.
- Where data on children and vulnerable groups is shared between Women Win and the contractor, a written Data Sharing Agreement is developed which covers data privacy and security, data ownership, consent for use and re-use of data, sharing and destruction of data.

Contractors - Type 1 Additional Requirements

- Type 1 contractors must sign the Women Win Safeguarding Code of Conduct before engaging in any activities that put them in direct contact (virtual and in person) with our partners, stakeholders and/or participants in our programmes.
- If a contractor visits a Women Win funded programme site, they are provided with a briefing which includes expectations in regards to safeguarding. All visitors sign a Visitor Code of Conduct in which they agree to comply with the Women Win Safeguarding Code of Conduct and reporting procedures.

Implementation Tools

- Grantee Policy Checklist – basic and best practice (to be developed)
- Visitor Code of Conduct

- Data Sharing Agreement
- Drawing the Line
- Safeguarding Self Assessments (to be developed)
- Safeguarding Incident Reporting Form (to be developed)

Standard 3 Safe Implementation



Although Women Win believes that there is an inherent risk in rights-based work for individuals, organisations and communities, we strive to create and maintain spaces as well as influence the impact of participating in those spaces (through our programmes, workshops and engagements with our partners and other stakeholders, both virtually and in person) that are as safe as possible within our capacity.

Related Principles

Context

Women Win recognises that safeguarding issues emerge in the context of historically reinforced systems of power, oppression and inequality, which are experienced by individuals and groups differently based on their intersectional identities. We commit to reflecting on the complexity of uniqueness of every context when implementing programmes and initiatives to ensure the spaces we facilitate and hold, and programmes we implement, are as safe as possible.

Inherent Risk

Women Win recognises that there is inherent risk in fighting for gender equality and social change. We commit to the protection of all who are involved in our work and strive to proactively create safe spaces for those engaged in the fight for gender equality. While we may never be able to completely eliminate this risk, we commit to doing all that we can to reduce it and limit its impact, particularly when facilitating and maintaining virtual and physical spaces during the implementation of projects, workshops and initiatives.

Participatory

Women Win acknowledges that the people most impacted by safeguarding, or lack thereof, should be central to defining, developing and measuring safeguarding processes. We commit to seeking out the opinions, perspectives and experiences of those involved in and/or impacted by our programmes, workshops and convenings on what is safe and how they want to create safe and brave spaces for participation.

Implementation Methodology

Staff Training

- Women Win provides training to relevant staff related to the creation and maintenance of safe spaces and safe programme and product design and development through staff wide Safeguarding training and regular annual refreshers.

Programme Design and Implementation

- Women Win commits to equitable programme design and implementation that ensures our partners and participants of focus are involved in the design and decision making of programmes that directly impact their communities.
- Women Win acknowledges that programmes have both intended and unintended impacts on communities and commit to working with communities to minimise harmful unintended consequences and staying accountable to communities impacted by harmful unintended consequences.

- Women Win complies with Article 19 in conjunction with Article 3 of the Convention of the Rights of the Child in considering the best interests of all children involved in programme implementation.[8]

Resource Design and Implementation

- Women Win integrates engagement and involvement of communities in focus during our resource (tools, workshops, guidelines, playbooks, assessments etc.) design, development and implementation.
- We acknowledge that tools and resources have intended and unintended consequences and strive to acknowledge those unintended consequences that could bring harm to vulnerable groups and work with them to identify and address those issues.
- When training and supporting local partners and individuals to implement tools and resources locally, we ensure that safeguarding is an integral part of the training.

In-Person Workshops and Convenings

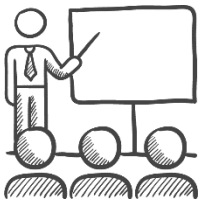
- We acknowledge that there are intersecting identities in all of us that show up in different ways when we convene. We commit, as a staff, to recognising and reflecting on our own identities and how that impacts the power dynamics during a convening, and addressing those dynamics to ensure safe and equitable spaces.
- We commit to educating and supporting all stakeholders in convenings to reflect on and acknowledge their own power and privilege in relation to others.
- We strive to create safe spaces, both emotional and physical, through community guidelines, our Safeguarding Code of Conduct and other tools, to the best of our capacity.

Digital Workshops and Convenings

- We commit to ensuring that all of our curated digital spaces, forums and platforms (funded and/or facilitated by Women Win) where individuals and groups interact, have strong Community Guidelines inspired by our safeguarding principles and general feminist values, and are displayed and communicated to all participants. These guidelines explain expectations regarding posting or commenting on a platform, interacting with others and establish consequences for misuse.
- We support our partners in creating and curating safe digital spaces for their participants through training and guidelines.

[8] Convention on the Rights of the Child

Standard 4 Safe Monitoring, Evaluation and Learning (MEL)



Often times, Monitoring, Evaluation and Learning (MEL) activities can feel extractive and colonising, particularly when the individuals and groups have limited understanding or part in the process. Women Win strives to engaging individuals, groups and organisations through MEL activities in ways that are empowering and give ownership of the data, including its collection, evaluation and communications, to the individuals and groups whose data was used. We consider MEL practices safe if they do not place staff working for or on behalf of WW, participants, partners or local communities at risk. Beyond this, safe MEL activities actively work to avoid exposing those involved from additional risks through their MEL inputs and actions, both from a physical and emotional perspective.

Related Principles

Safeguarding Spectrum

Women Win commits to welcoming and creating safe spaces across all levels of our organisation, partnerships and programmes. Conducting MEL activities should be carried out safely, by everyone working for or on behalf of WW, while keeping in mind that not only extreme/explicit violations but also daily experiences of participating in disempowering MEL processes can do harm.

Collective Responsibility

WW commits to facilitating collective action among WW, partners and people involved in our work. While WW is often not directly involved in MEL activities with participants, we recognise power dynamics as a funding organisation that asks for MEL data. WW commits to sharing the responsibility to collaborate on safe MEL practises.

Equitable Relationships

We commit to developing respectful relationships and partnerships built on trust and reciprocity. This includes committing to equitable relationships with our partner organisations and vulnerable groups who they engage in our MEL activities.

Implementation Methodology

Monitoring and Data Collection

- Women Win commits to ensuring that all monitoring tools (surveys, benchmarks etc.) consider safeguarding and safe programming issues.
- Women Win commits to the principle of 'do no harm' and encourages partners to conduct a risk assessment if feasible to ensure that any MEL activities cause no harm to vulnerable groups.
- We design data collection approaches to take into account the safeguarding of all participants, assess risks during the design, and go a step further, to commit to creating empowering experiences for vulnerable groups during data collection
- We commit to non-extractive principles in data collection
- Before collecting data, Women Win will obtain the informed consent of any participant or person involved in the study or data collection activity.
    - If a (research) participant is under 18, then their consent will be sought along with the consent of their parent or guardian, either signed or recorded verbally.
- We commit to trying to provide all monitoring and collection tools in local languages when feasible.

- We acknowledge that certain qualitative and quantitative questions can be triggering and commit to ensuring participants understand that answering any question is voluntary.
- Women Win complies with Article 19 in conjunction with Article 3 of the Convention of the Rights of the Child in considering the best interests of all children involved in the collection and monitoring of data.[9]

Evaluation and Learning Activities

- Women Win will ensure that the analysis, evaluation and learning from data and research collected during MEL activities is shared with the implementing organisations and will encourage those organisations to make it available to the participants whose data was used. Furthermore, where possible, partners are actively involved in analysis of the data to ensure that conclusions are accurate and representative.
- Qualitative and quantitative data is shared and communicated in ways that put no vulnerable group or individual in additional harm by protecting identities when necessary and utilising data sharing agreements when data must be shared with third parties.

Partner Guidance

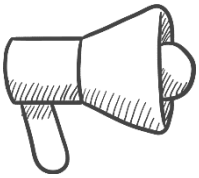
- We support and provide guidance to our implementing partners to train their own staff in safe MEL practices which include:
    - Recognising safeguarding issues that arise during interviews, focus groups or other collection methods
    - Reporting processes when issues come up in data collection
    - Ensuring creation of a safe space and female data collection staff when working with adolescent girls and women
    - Informed consent
    - Local language translation
- The safety of our partners and their participants is of the utmost priority for Women Win. We do not require any of our implementing partners to collect data or carry out any MEL practices should this place either staff, participants or local communities at risk. Partners should follow an ethos of 'do no harm', actively working to avoid exposing all of those involved from additional risks through their actions.

Implementation Tools

- MEL Safeguarding Guidance for Implementing Partners
- WW MEL during Covid-19

[9] Convention on the Rights of the Child

Standard 5 Media and Communications



Women Win recognises that one of the most effective ways of creating change for children and vulnerable groups is to include them as partners in media and communications work. We place the highest importance on physical and emotional safety and consent when collecting and communicating the stories and experiences of those involved in our work and strive to explore new approaches that empower individuals in our programmes to control their own narratives and how those narratives are communicated.

Related Principles

Context

Women Win recognises that safeguarding issues emerge in the context of historically reinforced systems of power, oppression and inequality, and that representation of individuals and groups in media and communications can contribute to these inequities. We commit to recognising the complexity and uniqueness of every context, and to ensuring that the perspective and reality of those represented is central to our media and communications coverage and work.

Participatory

Women Win acknowledges that the people most impacted by safeguarding, or lack thereof, should be central to defining, developing and measuring safeguarding processes. We recognise the responsibility to elevate the voices that are not often portrayed in a safe and representative way. We commit to meaningfully involving these groups in all media and communication coverage and outreach to ensure that their perspective and voice is represented and heard.

Inherent Risk

Women Win recognises that there is inherent risk in fighting for gender equality and social change, especially through a public platform. While we acknowledge that we often have less control over media and communication which can result in unintended harm, we commit to doing everything possible to reduce the risks posed by these platforms.

Implementation Methodology

Narrative Development

- As an organisation, we commit to participatory collection and distribution methods for all images, videos, audio and stories.
- Women Win strives to include those represented in our media and communications work. This means including them in the development of the narrative, collection of media content, and sharing and distribution of the content.
- Before collecting or using any images or content or media and communications use, Women Win commits to understanding local contexts, traditions, and restrictions and how they might impact how we collect and use images and content.
- In all of our media and communications work, we commit to sharing an authentic and accurate depiction. This includes providing accurate captions and background information when necessary and prohibiting “staged” images, stories, or contexts.

Collecting and Using Images and Stories

- Women Win commits to prioritising the protection, safety, and best interests of all individuals in our media and communication efforts.
- We will avoid questions, attitudes and comments that are judgmental, insensitive to cultural values, cause embarrassment or humiliation, or that reactivate trauma for those involved.

- When collecting content for our work, we commit to ensuring a physically and emotionally safe space for those involved, especially with children or vulnerable groups.
- Women Win commits to only using pictures and language that are decent, respectful and will not put anyone at risk of familial, community, or political backlash.
- We commit to give as much control to those involved as possible. This includes developing collection practices that put the story or image production in the hands of those at the centre of the story whenever possible.

Consent

- Women Win commits to obtaining consent before any images, videos, audio, or words are collected or shared with us. Consent may be obtained through a signature on a consent form or through digital confirmation of consent and can be revoked at any time.
- Women Win views consent as a dialogue and seeks to ensure that all who are in the position to give consent are informed and understand the implications of their images, videos, or other representation being used.
- When working with children, we will obtain consent from a parent or guardian before using images or stories about their child.
- Before engaging in the capture of photos, video or audio, Women Win will ensure partner organisations have acquired the necessary informed consent from those involved in the event.
- In all circumstances, consent must demonstrate that those represented understand:
    - How their image or words will be used and by whom
    - How their privacy will be upheld
    - That their consent is voluntary and they have the right to decline or rescind consent at any time
- Women Win complies with Article 19 in conjunction with Article 3 of the Convention of the Rights of the Child in considering the best interests of all children represented in social media or communications. [10]

Use of Social Media

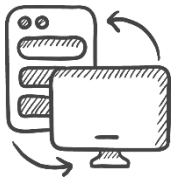
- Women Win commits to upholding our safeguarding principles in relation to the use of social media and digital spaces. This includes requiring consent before collecting images or content, as detailed above, and amplifying the voices and narrative of those represented in our media coverage.
- Women Win commits to ensuring that our social media and digital platforms are spaces that contribute to safe and empowering digital spaces.

Implementation Tools

- Consent Form
- Women Win Communications Guidelines

[10] Convention on the Rights of the Child

Standard 6 Digital and Data Privacy, Security and Safety



Women Win's work and approach often involve the gathering, use and sharing of data as well as utilisation of and engagement in virtual spaces using digital tools. As an organisation, we strive to ensure that we and the individuals, groups and organisations we work with adhere to a high standard of data privacy and security and actively work toward creating safe and secure online spaces and digital interactions. We believe that privacy, security and safety are rights and collective responsibilities.

Related Principles

Participatory

Women Win acknowledges that the people most impacted by safeguarding, or lack thereof, should be central to defining, developing and measuring safeguarding processes. We commit to meaningfully involving these groups in the decision-making process related to the collection, storage and privacy of their data as well as defining safety and security in online and virtual spaces.

Safeguarding Spectrum

Women Win believes that safeguarding should not solely address the most explicit safety violations such as violence, exploitation and abuse, but also the daily experiences of discrimination, harassment and exclusion. We acknowledge that a range of these violations may take place in virtual and digital spaces, and may also include security violations related to the use and sharing of (personal) data. We strive to develop appropriate systems and procedures to deal with the whole spectrum of possible safeguarding concerns related to digital and data privacy, security and safety, recognising the harm they can cause.

Inherent Risk

Women Win recognises that there is inherent risk in fighting for gender equality and social change. This extends to working online and interacting in virtual spaces. While we may never be able to completely eliminate this risk, especially in virtual environments and online where we often have even less control, we commit to doing all that we can to reduce it and limit its impact.

Implementation Methodology

Data Collection, Storage, Sharing and Destruction

- Women Win commits to the ethical collection, use, transmitting, managing and storing of data related to our programmes, projects, funds and other engagements with individuals, groups and organisations, outlined in a Data Privacy Policy that is shared with all partner organisations who use Women Win's systems for data entry and / or re-granting purposes.
- When entering into a partnership, Women Win requests that contractors, consultants, funders and other partners sign a data sharing agreement that outlines guidelines for sharing data and confidentiality of data shared by Women Win.
- We strive to work with companies and technology actors that uphold ethical approaches to digital safety and protection.
- As an organisation, we work to maintain compliance with the General Data Protection Regulation (GDPR). This relates to our data retention, website privacy and security. Please find detailed information here: https://gdpr-info.eu/art-8-gdpr/
- 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.

- 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.
- Data is stored and hosted on clouds and external hard drives using the highest security standards, including password protected access and encryption.
- We do not under any circumstance sell or rent personal data of participants in our programmes.
- Women Win complies with Article 19 in conjunction with Article 3 of the Convention of the Rights of the Child in considering the best interests of all children impacted by digital security measures. [11]

Virtual Spaces and Digital Tools

- Women Win strives to use technology (digital platforms, messaging apps, digital delivery mechanisms) that is safe and maintains certain levels of privacy and security, such as data encryption. We also strive to use technology that is accessible, regardless of socio-political contexts, abilities, age or language.
- We acknowledge that digital spaces and tools are not accessible to all and strive to provide support in all forms to accessing these spaces, learning the tools and engaging wholly in those spaces.

Implementation Tools

- Partner Data Storage & Privacy Policy
- MEL Safeguarding Guidance for Implementing Partners

[11] Convention on the Rights of the Child

Standard 7 Identifying, Reporting and Responding



Women Win has a zero tolerance policy for any forms of violence and commits to identifying and reporting any incidents of physical, sexual, psychological and discriminatory abuse, and to responding in a way that respects both the safety and dignity of those harmed or involved.

Women Win has a legal obligation to protect children involved in our work and also places a special emphasis on protecting young women and other vulnerable groups. Our approach ensures that all concerns are reported through a clear reporting structure and responded to appropriately, regardless of type, location or who may be involved.

Related Principles

Collective Responsibility

Women Win believes that we, along with our partners and funders, share the responsibility in identifying, reporting and responding to any safeguarding concerns that may arise. We acknowledge our role to ensure that our staff is trained and aware of the agreed protocol, while maintaining a commitment to update our approach as and when necessary.

Safeguarding Spectrum

Women Win's protocol for identifying, reporting and responding to safeguarding concerns acknowledges the wide spectrum of safeguarding concerns that may arise. We commit to our responsibility to address all safeguarding incidents with the appropriate identifying, reporting and responding procedures.

Beyond Compliance

Women Win believes that simply complying with identifying, reporting and responding procedures is inadequate to sustain change in safeguarding practices. We commit to creating a culture that offers a safe space and positive mindset around these procedures. We recognise that this environment is critical to ensure transparency and accuracy in identifying, reporting, and responding to safeguarding concerns and questions.

Implementation Methodology

Identifying

- We acknowledge that safeguarding incidents can take many different forms and that they may often be difficult to identify. As outlined in Standard 1, Women Win representatives are trained on what safeguarding concerns can look like, what to look out for, and to be open to explore risks with those at the centre of a concern, whether it is discrimination, injury, neglect or abuse.
- We commit to supporting the identification of cases regardless of when and where they may take place, for example at Women Win's or partners' offices or during WW funded programme activities or other off-site events. We work closely with our partners to improve their safeguarding standards, including through safe programme implementation and safe MEL as highlighted in Standards 3 and 4.
- Women Win does not look only to identify safeguarding incidents directly involving Women Win representatives but strives to identify concerns that may be perpetrated by a range of stakeholders, either at Women Win locations or during Women Win funded activities.

Reporting

- We commit to reporting any safeguarding concerns through a clear reporting structure (see Annex 3: Reporting & Response Process), including reports of safeguarding concerns involving Women Win representatives, our partners or anyone working in collaboration with the organisation.
- As per the Safeguarding Code of Conduct, it is the responsibility of all employees, interns, volunteers, contractors and partners who sign the Code of Conduct to report concerns, suspicions, allegations and incidents which indicate actual or potential abuse, or which suggest this policy may have been breached in any way.
- The responsibility for decisions and actions rests with Women Win as an organisation and not with any individual. Any actual or potential abuse should be raised with the Global Safeguarding Group, who will initiate the procedure for dealing with suspected or actual incidents of abuse.
- Details of concerns are treated with the highest degree of confidentiality and shared only with those necessary. A central register of all incidents is maintained with limited access given to the Global Safeguarding Group and Women Win's Executive Team. If any member of either of these groups is implicated in a report, they will be excluded from all parts of the investigation process and response. When necessary, safeguarding complaints will be elevated to the Chair of the Board for appropriate action.
- In the case of an incident, visitors will be asked to respect and follow the safeguarding procedures of Women Win and our partners.
- When safeguarding concerns arise in our grantees' organisation and programmes, Women Win expects the following:
    - Partners will generally *follow* their own safeguarding policy and procedures when reporting and responding to safeguarding incidents that arise in their organisations and programmes.
    - All Women Win grantees are *requested to inform* Women Win about safeguarding incidents that arise within their organisations but not pertaining specifically to a Women Win funded program.
    - When safeguarding incidents arise within Women Win funded programmes, grantees (Type 1) are *required to officially report* the incidents to Women Win through the formal channels outlined in this policy and take steps outlined in Annex 3: Reporting and Response Process. Grantees are not required to report incidents arising in other programmes not supported by Women Win.

Responding

- We commit to responding to any safeguarding concerns in a timely fashion and to ensure that it safeguards the best interests of those affected, including reports involving Women Win representatives and grantees. See Annex 3: Reporting & Response Process.
- Women Win has an obligation to respond to cases of harm and abuse. We recognise, however, that interventions requiring specialist expertise are outside of our area of competence and duty of care.
- Women Win will consider whether support after the investigation is required and which external services and expertise may be appropriate, such as counselling or support groups.
- When a Safeguarding concern is proactively and transparently reported to Women Win by a grantee, it will be perceived as a sign of positive intent and a learning opportunity to take a step forward on the safeguarding journey. Those reporting safeguarding concerns will be supported rather than judged negatively and will not necessarily suffer from other consequences (e.g. losing funding or future opportunities).

- Women Win complies with Article 19 in conjunction with Article 3 of the Convention of the Rights of the Child in considering the best interests of all children in all identifying, reporting and responding process for safeguarding infractions. [12]

Implementation Tools

- Safeguarding Incident Reporting Form (to be developed)
- Reporting Procedure (to be developed)
- Response Procedure (to be developed)

[12] Convention on the Rights of the Child

Standard 8 Monitoring and Review



Women Win acknowledges the great importance of collecting information regarding our Safeguarding policy and procedures, as it will help to monitor the use, evaluate the impact as well as inform future plans. Women Win prioritises a deep understanding and reflection on the effectiveness of the safeguarding policy, as well as implementation of improvements and adaptations where needed.

Related principles

Participatory

We commit to meaningfully involving WW staff, anyone working on behalf of WW and partners to understand the effectiveness of our safeguarding policy. Together we reflect on the policy and whether it covers all relevant stakeholders. We commit to collectively taking action if adaptations are needed to improve the safeguarding policy and procedures.

Safeguarding journey

We commit to learning and evolving throughout our own safeguarding journey and acknowledge that safeguarding has no concrete end. We will continue reflecting, measuring and implementing the steps that are needed to keep our safeguarding policy and procedures relevant to the changing context.

Beyond compliance

We commit to continual improvement and adaptation of our safeguarding policy, embracing a mindset of always proactively trying to learn from its implementation and incorporate updates and feedback from everyone working at WW, on behalf of WW and our partners.

Implementation Methodology

Monitoring

The Global Safeguarding Group will continually monitor WWs compliance with and implementation of the policy.

Annual Review

Annually, a formal review of the Safeguarding policy and procedures will be undertaken including input from staff and other representatives of Women Win; grantees; partners and associated parties. The Global Safeguarding Group will use purposeful monitoring tools such as the following examples in order to conduct the annual review:

Monitoring Tool	Description	Who	How often
Self-Evaluation on Roles, Responsibilities & Obligations	This tool will assess whether WW is compliant with the responsibilities and obligations outlined in Section 2 of this policy	Global Safeguarding Group	Annual
Internal WW Survey	This tool will assess whether all relevant stakeholders know and understand the policy, the corresponding procedures and their role regarding Safeguarding	WW staff, board members, consultants, interns and volunteers	Annual

Survey for Grantees	This tool will assess WWs compliance with the policy in relation to the Grantees type 1 and type 2, as well as the Safeguarding efforts by the Grantees themselves	WW Grantees type 1 and type 2	Annual
Self-audit International Safeguards in Sport	This tool will assess WWs Safeguarding efforts following a standardised self-audit format	Global Safeguarding Group	Annual

Results of Monitoring and Review

- A full internal report on progress towards full implementation of the policy will be presented to Women Win annually by the Global Safeguarding Group, incorporating the results of the annual review. These reports will include updates and a summary of progress as well as key successes, challenges and obstacles to implementation. The reports will also include any breaches of the policy, subsequent actions and outcomes. This allows monitoring of the nature and frequency of incidents, as well as responding to identified gaps.
- Updates to the policy will largely be made as a result of the findings of the annual review. However, changes may be made prior to the formal review process, should legal requirements or changes in policy or good practice suggest this is necessary. Any such updates or changes will be presented to the WW Executive Team for review and approval.
- Annually, results of the review and any recommended updates or changes will be communicated with the Boards of Directors prior to their annual review and endorsement.
- An external report will also be produced annually to transparently communicate safeguarding violations, concerns or major policy updates with Women Win's stakeholders. This report will be included in Women Win's Annual Report and/or the Safeguarding page of the organisation's website.

Implementation tools

- Self-Evaluation on Roles, Responsibilities & Obligations (to be developed)
- Internal WW Survey (to be developed)
- Survey for Grantees (to be developed)
- Self-audit International Safeguards in Sport

SECTION 5. ANNEXES

Annex 1: Women Win Safeguarding Code of Conduct

Women Win places great importance on ensuring that everyone involved in our work is held to the highest safeguarding standards. Our Safeguarding Policy and Safeguarding Code of Conduct aim to ensure that a culture of safeguarding lives meaningfully throughout the organisation and the work we do.

Purpose

Women Win is committed to the safety and wellbeing of everyone involved in our work and related activities or programmes. While this Safeguarding Code of Conduct is intended to protect all people, it aims to particularly reflect Women Win's commitment to safeguarding children and vulnerable groups.

Women Win's Safeguarding Code of Conduct provides a guideline for behaviour. It explains what is expected of those who are involved in the delivery of our work, and what they, in turn, can expect to safeguard themselves and others from harm, abuse, discrimination, exploitation and harassment. The purpose of the Safeguarding Code of Conduct is to explain these expectations and obtain a written commitment from those involved in our work to uphold these expectations.

Scope

It is required that everyone conducting work on behalf of or as a representative of Women Win sign the Safeguarding Code of Conduct. This includes:

- Board Members
- Staff, both full-time and part-time
- Interns and Volunteers
- Contractors who have direct contact with Women Win partners, stakeholders and/or participants of programmes
- Any other people conducting work on behalf of Women Win that the organisation deems as needing to adhere to the Safeguarding Policy and Safeguarding Code of Conduct

Safeguarding Code of Conduct

Everyone conducting work on behalf of Women Win has a duty to uphold the Principles of Women Win's Safeguarding Policy (referred to as this policy below) and operationalise all aspects of the Safeguarding Standards. In doing so, they commit to striving to ensure the safety of all people involved in our work.

As such, I agree that I will:

- Adhere to this policy and be open and honest in my dealings with children, vulnerable groups, their families, communities, and all others participating in Women Win programmes, projects, processes, events, and activities.
- Report and respond to any safeguarding concerns, suspicions, incidents or allegations of actual or potential abuse or exploitation in accordance with Women Win's Safeguarding Policy and procedures.
- Cooperate fully in any Women Win investigation of concerns or allegations of abuse of children and vulnerable groups while maintaining confidentially of those concerned.
- Treat all people involved in Women Win work in a manner that respects their rights, integrity and dignity, and considers their best interests regardless of age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, class, or any history of conflict with the law.
- Create and maintain an environment which prevents and protects against the abuse and exploitation of all of those involved in Women Win's work, particularly children and vulnerable groups.
- Comply with all relevant international standards and local legislation in relation to child labour, and refrain from using children and young people aged below 18 years for labour.
- Contribute to building an environment where everyone Women Win engages with is:
    - Respected and empowered to discuss and participate in decision making and interventions related to their own safeguarding in accordance with their age, maturity and evolving capacities;
    - Informed about their own safeguarding and right to protection; and
    - Informed about what to do if they have a safeguarding concern directly related to Women Win's work or representatives.
- Respect the privacy, confidentiality and security of those associated with Women Win and its grantees. This means I will:
    - Never ask for or accept personal contact details or invitations to share personal contact details (this includes email, phone numbers, social media contacts, address, webcam, skype, etc.) from any child or their family member (formerly) associated with our work, or share my own personal contact details with such individuals except where this has been explicitly authorised by Women Win.
    - Never disclose, or support the disclosure of, information that identifies children involved in our work or their families, through any medium, unless that disclosure is in accordance with standard Women Win policies and procedures and/or has the explicit consent of Women Win as well as the child and their legal parent/guardian(s).
- Ensure the privacy and safeguarding of participants, especially children and vulnerable groups, when photographing or filming for work-related purposes including promotion, fundraising and development education. To do this, I agree to:
    - Always consult first with the local grantee so as to make sure that it is allowed to take pictures in the local context and that the intended use of the pictures does not conflict with the local grantee's policy.

- Ask permission of the person (and in the case of children below the age of 18, their legal parent/guardian(s)) represented, informing them of the specific purpose(s) and intended use of the content (including how and where) and respect their decision with absolutely no negative repercussions.
- Ensure the images are respectful and do not negatively impact subjects' dignity.
- Ensure that the use of images does not violate the subjects' privacy or put them at risk of being identified or located without their explicit permission.
- Never upload the images of people associated with Women Win or WW grantees to non-WW social media pages without the full and explicit consent of WW and any relevant grantee partner.

I agree that I will not:

- Abuse, exploit, or harass another person or behave in any way that puts someone else at risk of harm, including harmful practices such as, female genital mutilation, forced or child marriage.
- Engage in any form of sexual activity or develop physical/sexual relationships with anyone involved in Women Win's work who is under the age of 18, regardless of the age of consent locally.
- Engage in any form of sexual relationship with participants or direct beneficiaries of Women Win or grantee partners who are aged 18 to 24 years.
- Engage anyone, especially children and vulnerable groups, in any form of sexual activity which involves the exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- Use physical punishment/discipline or use of physical force of any kind towards others.
- Use language or behave towards another person in a way that is inappropriate, offensive, abusive, sexually provocative, demeaning or culturally inappropriate.
- Fondle, hold, kiss, hug or touch another person in an inappropriate or culturally insensitive way.
- Have a child or vulnerable person, with whom I am in contact in a work-related context, stay overnight at my home or any other personal residential location or accommodation.
- Sleep in the same room or bed as a child or vulnerable person, with whom I am in contact in a work-related context. If it is necessary to sleep in close quarters to an unaccompanied child or vulnerable person, I will make sure that another adult is present and the situation it is in line with authorised procedures.
- Spend time alone with children and vulnerable people with whom I am in contact in a work-related context; I will always make sure that another adult is with me and/or I am with the child/vulnerable person in an open public place, where we are in plain view of others.
- Act in ways that shame, humiliate, belittle or degrade others, especially children and vulnerable groups, or otherwise perpetrate any form of emotional abuse.
- Discriminate against, show differential or preferential treatment to, or favour a particular participant, especially children and vulnerable people, to the detriment of them or others.
- Condone or participate in behaviour which is illegal, unsafe, or abusive towards others.
- Use any computers, mobile phones, video and digital cameras, or any such medium to exploit, harass or bully children or vulnerable people.
- Use computers, mobile phones, or video/digital cameras or other electronic devices, to access, view, create, download, or distribute pornography, especially abusive images of children or vulnerable groups.

The above is not an exhaustive list. Staff, Board Members, Interns, Volunteers, Contractors and others conducting work on behalf of Women Win should consider all actions and behaviour which may compromise the rights and safety of children and vulnerable groups involved in our work.

Personal Conduct outside Work or Engagement with Women Win

We do not dictate the belief and value systems by which Staff, Board Members, Interns, Volunteers and Contractors conduct their personal lives. However, we aim to develop a culture whereby Staff, Board Members, Interns, Volunteers and Contractors respect and live by our safeguarding values and code of conduct every day (in and outside of the workplace).

I have read the Women Win Safeguarding Policy and this Safeguarding Code of Conduct and understand my personal responsibility to abide by the Policy and Safeguarding Code of Conduct at all times to protect myself and those with whom I may come into direct or indirect contact through my work with Women Win. I understand that failure to abide by the Policy and Safeguarding Code of Conduct may result in disciplinary actions, including immediate dismissal or contractual termination.

Name:

Signature:

Date:

Annex 2: Women Win Visitor Code of Conduct

Purpose

Women Win is committed to the safety and wellbeing of everyone involved in our work and related activities or programmes. The Visitor Code of Conduct is designed to promote and preserve a safe environment for all of those involved in Women Win's work. Like our fulltime staff and partners[13], visitors and guests of Women Win are held to the highest safeguarding standards.

Women Win's Visitor Code of Conduct provides a guideline for behaviour. It explains what is expected of those who are visitors or guests, and what they, in turn, can expect to safeguard themselves and others from harm, abuse, discrimination, exploitation and harassment. The purpose of the Visitor Code of Conduct is to explain these expectations and obtain a written commitment to uphold these expectations from those invited as a guest to engage, visit, or participate in Women Win's work.

Scope

Women Win has the right to take action against any visitor or guest for an offense under the Visitor Code of Conduct when such offense occurs on organisation premises, as part of a Women Win sponsored event, or in connection with a Women Win programme. "Visitor" and "Guest" are understood to mean any person who is not a Women Win staff member, partner or a participant in a Women Win related programme or event.

We do not dictate the belief and value systems by which Women Win visitors and guests conduct their personal lives. However, actions taken by them during their visit or involvement in a Women Win program or event that are seen to contradict the Visitor Code of Conduct will be considered a violation.

Everyone invited as a guest to engage, visit or participate in Women Win's work has a duty to uphold the commitments in the Visitor Code of Conduct. In doing so, they commit to striving to ensure the safety of all people involved in our work.

<u>As such, I agree that I will adhere to the following:</u>

- I will be open and honest in my dealings with children, vulnerable groups, their families, communities, and all others participating in Women Win programmes, projects, processes, events, and activities.
- I will treat all people involved in Women Win work in a manner that respects their rights, integrity and dignity, and considers their best interests regardless of age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, class, or any history of conflict with the law.
- I will comply with Women Win's policies around privacy and consent when photographing, filming or interviewing, and will not share images, videos, or quotations without consent[14]
- I will not use language or behave towards another person in a way that is inappropriate, offensive, abusive, sexually provocative, demeaning or culturally inappropriate.
- Abuse, exploit, or harass another person or behave in any way that puts someone else at risk of harm, including harmful practices such as, female genital mutilation, forced or child marriage.

[13] Section 3.5 of the Women Win Safeguarding Policy provides additional details and operational guidance on Women Win's expectations of various partners related to safeguarding

[14] Standard 5 of the Women Win Safeguarding Policy outlines the details of Women Win's policies around privacy and consent for photography, videography, and communication

- Engage in any form of sexual activity or develop physical/sexual relationships with anyone involved in Women Win's work who is under the age of 18, regardless of the age of consent locally.
- Engage in any form of sexual relationship with participants or direct beneficiaries of Women Win or grantee partners who are aged 18 to 24 years.
- I will avoid situations where I am alone with anyone under the age of 18.
- I will maintain the confidentiality and privacy standards of Women Win and any partners.
- I will report any safeguarding concerns, suspicions, incidents or allegations of actual or potential abuse or exploitation in accordance with Women Win's Safeguarding Policy and procedures.

I have read the Visitor Code of Conduct and will adhere to it to protect myself and those with whom I may come into direct or indirect contact through my visit with Women Win. I understand that failure to abide by the Visitor Code of Conduct may result in disciplinary actions, including immediate termination of visit.

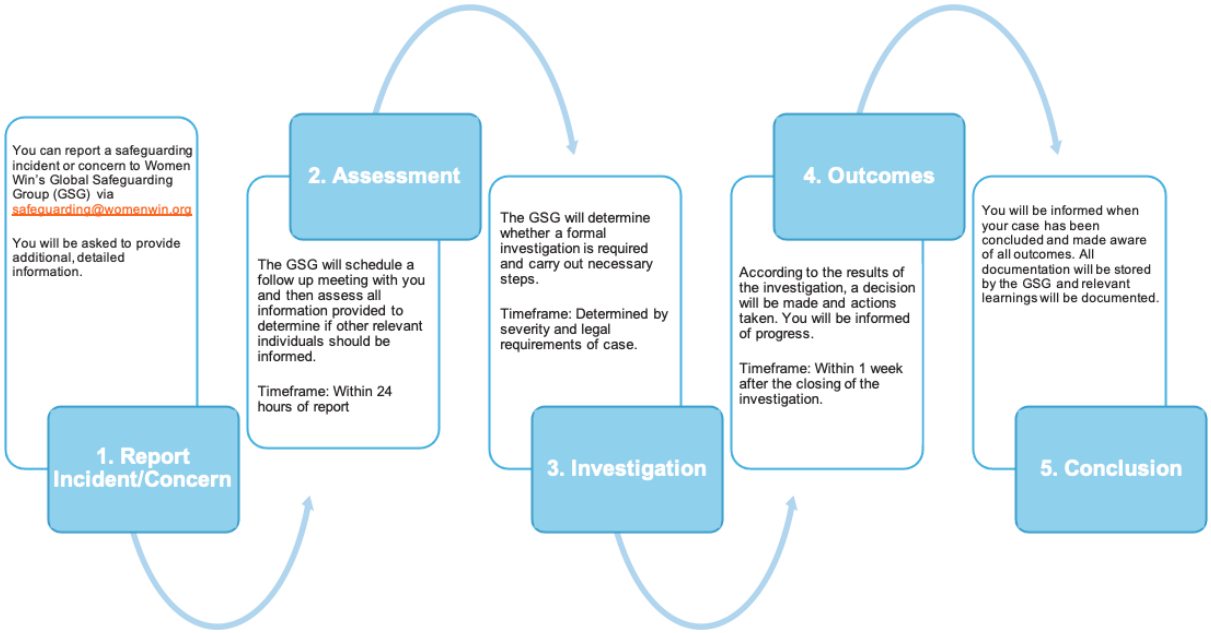
Name:

Signature:

Date:

Annex 3: Women Win Safeguarding Reporting & Responding Process

Reference the chart below for an overview of each step the safeguarding reporting and responding process.



For additional details on each step, see the table below.

STEP	ACTION
0. Pre-reporting Actions (if applicable)	In case an immediate response is required, before reporting the incident to the Global Safeguarding Group (GSG), such as with a physical injury, the following actions need to be taken: • Assess the situation/injury and immediately call for (medical) help. If you or any bystander has relevant knowledge and/or certification, administer first aid.
1. Report Incident / Concern	The individual reporting a safeguarding incident or concern will be asked to provide detailed information to the GSG, initially via safeguarding@womenwin.org.
2. Assessment	Once a report has been made to Women Win's (WW) GSG, a meeting/call must be organised immediately (within 24 hours) to determine the most appropriate response to the safeguarding incident or concern. The initial meeting/call must involve (at least) two representatives of the GSG. During this meeting/call, the GSG representatives need to: • Recognise the facts and listen carefully. • Support the individual and provide re-assurance for her/him to share their concerns and identify required actions and next steps. • Decide whether the individual needs immediate protection or medical attention, especially if the case involves a child.
	The GSG will assess all the information provided via the initial report as well as the follow up meeting/call.
	The GSG, together with the individual who filed the report, will decide whether others need to be informed, including: • The individual's WW line manager or WW contact person • The relevant programme manager, if applicable

	• Any relevant WW partners, if applicable, utilising the partners' reporting channels or when unclear, report the concern to a member of the partners' senior leadership team
3. Investigation	The GSG will determine whether a formal investigation is required and carry this out.
	During this Investigation step: • Remove any staff member in question from all activities and restrict her/his contact with external stakeholders • Inform and involve external stakeholders if relevant, and parents or legal guardians in case the report is about a child. • Ensure that the person who filed the report is safe, both emotionally and physically, throughout the investigation, and where possible facilitate any needs in regards to the individual's wellbeing.
4. Outcomes	If a violation is committed by any WW representative, depending on the severity of the situation and proven charges, there are several actions that can be taken. The appropriate course of action will consider national labour laws and align with Women Win's Employee Handbooks if staff members are involved. Potential outcomes will be informed by the assessment of the GSG, involve Women Win's Human Resource department, with final decisions to be made the Executive Team. They include: • Provide a verbal or written warning to the concerned WW representative • Suspend the concerned WW representative for an appropriate period of time • Dismiss the concerned WW representative from the organisation, after taking suitable legal advice if deemed necessary If a violation is not found by a WW representative: • Reinstate the concerned WW representative in her/his position
5. Conclusion	The individual who reported the safeguarding incident or concern will be notified when the case has been concluded, and outcomes will be shared. The GSG will ensure that all documentation is securely stored and relevant learnings will be documented and implemented, if applicable. The incident can have a traumatic effect on the individual, their family and others involved. WW must try to connect any party involved in the incident with any external services that could help them overcome and heal from the incident. These could include counselling services, support groups, open meetings and honest discussion sessions.