



Safeguarding against abuse, sexual exploitation, sexual harassment and bullying policy

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Mission Statement

At MannionDaniels we have a zero tolerance to abuse including exploitation, including sexual exploitation and harassment, henceforth to be referred to as "abuse". We believe that everyone has the right to live free from abuse of any kind. We will not tolerate abuse in our workplace or related to any aspect of our work. For the purpose of this policy MannionDaniels defines "abuse" as any form of child or adult abuse, including sexual exploitation, sexual harassment and bullying.

MannionDaniels recognises that abuse comes about as a result of an imbalance of power. MannionDaniels recognises that this power imbalance could happen between work colleagues. We also recognise and acknowledge our relative position of power in our working relationships with downstream partners (grant-holders and grantees) and with the beneficiaries of those downstream partners. MannionDaniels also recognises that grantees and beneficiaries in the developing world may be at greater risk of abuse because there will not be the same framework for safeguarding all individuals, and particularly those at greatest risk, in those countries.

In the time of a global pandemic MannionDaniels is cognisant that the effects of both the coronavirus pandemic and related movement restrictions, in particular lockdowns, may have significant safeguarding implications for all individuals, including staff and grant holders/grantees. MannionDaniels is committed to ensuring it maintains the health and well-being of staff, and encourages staff who feel in a position of risk or potential harm to reach out to the designated safeguarding lead to discuss their circumstances and discuss possible mitigation actions. MannionDaniels is similarly committed to grantees/grant holders and will ask all grantees/grant-holders to think through and deal appropriately with these potential additional risks.

Staff can refer to Appendix 2: 'Safeguarding considerations in working from home' to address concerns about the vulnerability of other staff colleagues or grant/grant-holder contacts, and how to address them.

Principles

This policy is based on the following principles¹:

- Everyone has responsibility for safeguarding
- We do no harm
- We have a safeguarding duty of care to beneficiaries, staff and volunteers, including where down-stream partners are part of delivery. This includes children and adults at risk in the community who are not direct beneficiaries but may be at greater risk of abuse
- We act with integrity, are transparent and accountable
- All our activity is done in the best interests of the child/adult at risk - the welfare of children and adults is paramount
- MannionDaniels ensures grant-holders have effective safeguarding frameworks, including beneficiaries being informed of their rights
- A child is defined as someone under the age of 18 regardless of the age of majority/consent in-country
- All children and adults shall be treated equally, irrespective of race, gender, religion/or none, sexual orientation or disability
- Organisations that work with children and adults at risk should apply a safeguarding lens to their promotional communications and fundraising activities.
- Safeguarding and promoting well-being and welfare means protecting the rights of children and adults to live in safety, free from abuse and neglect

¹ Based on the UK Department for International Development's (DFID's) safeguarding principles

- MannionDaniels recognises the particular vulnerability of children and adults who are deemed to be at risk. MannionDaniels uses English law for its definition of an adult at risk; defined by the Care Act 2014 as an adult who has care and support needs and is experiencing (or being at risk of) abuse or neglect and they are unable to protect themselves because of those needs
- We recognise that all people, regardless of age, ability, gender, racial heritage, religious belief, sexual orientation, culture or identity, have a right to equal protection from all types of harm or abuse and no person or group of people should be treated less favourably than others in being able to access services which meet their particular needs
- We recognise that some children and adults are at greater risk of abuse than other children and adults because of the impact of previous experiences, their level of dependency, communication needs or other issues
- We will take all concerns, and allegations of abuse seriously and respond to them appropriately
- MannionDaniels has a commitment to safer recruitment, selection and vetting that includes relevant and proportionate checks, including the Disclosure and Barring Service checks if and when appropriate, into the eligibility and the suitability of all staff
- MannionDaniels has procedures in place which are open and well publicised ways in which anyone can voice concerns about unacceptable and/or abusive behaviour towards children or adults.
- MannionDaniels discourages employees and associated parties having intimate relationships with beneficiaries, since those relationships are based on inherently unequal power balances. Any such relationship is best discussed with your line manager.

In addition, employees and associated parties must not:

- Engage in sexual activity with anyone under the age of 18
- Exchange money, employment, goods, or services for sexual favours when travelling on behalf of MannionDaniels. As an organisation we believe that this is an abuse of power contrary to MannionDaniels' policies and values
- Sexually abuse or exploit children or adults at risk
- Knowingly engage in any commercially exploitative activities with children or adults at risk, including child labour or trafficking
- Physically assault a child or adult
- Emotionally or psychologically abuse a child or adult

Purpose and scope of policy

The purpose of this policy is to:

- Provide all employees and associated parties, and downstream partners, with the overarching principles and procedures that direct our approach to safeguarding
- Make every possible effort to protect children and adults who come into contact with MannionDaniels in the course of our work
- Raise awareness of responsibilities for identifying and reporting actual or suspected abuse

This policy has been developed in accordance with the requirements established by the relevant UK legislation and statutory guidance, based on best practice principles.

The policy sets out the responsibilities of those who work for and with MannionDaniels. Throughout this policy we refer to the term 'employee and associated parties'. The term employee refers to MannionDaniels' staff members. The term 'associated parties' refers to consultants, volunteers,

interns, secondees, board members and trustees. We will treat any breach of this policy very seriously. For those who work for us, failure to follow this policy could lead to disciplinary action, which may ultimately result in dismissal. For those who work with us, we reserve the right to immediately terminate your contract/association with MannionDaniels.

For downstream partners we provide grants to as a Fund Manager, we are responsible for ensuring they have appropriate safeguarding policies and procedures in place. If they do not, then according to the specific Fund, their grant could be withdrawn, suspended or terminated.

The safeguarding policy should be read in conjunction with all other relevant policies and procedures including, but not limited to: the Health and Safety Policy, the Business Code of Ethics, the Equality and Diversity Policy, the Recruitment and New Starter's Policy, Modern Slavery Policy and the Whistleblowing Policy. They each also consider elements of safeguarding as appropriate.

MannionDaniels' safeguarding responsibilities

We have a responsibility to keep children and adults², who come into contact with our organisation in any capacity, safe and we are committed to protecting children and adults in all of our activities. We will do everything in our power to ensure children and adults who come into contact with MannionDaniels, in any capacity, are safeguarded.

MannionDaniels is responsible for the actions of our staff and any individual we work with, or who works on our behalf. As described above, we use the term 'employee and associated parties' to refer to those working for and with us.

The responsibility of the MannionDaniels' designated safeguarding lead will be to act on all safeguarding concerns. MannionDaniels' responsibility is to:

- Respond to the concern as soon as it raised, and within 24 hours of the concern being made
- Take all details of the concern raised and determine the best course of action. The first priority here is to ascertain whether the child or adult in question is still potentially at risk of harm and take action on that issue. The second is to decide what form of investigation or other course of action is relevant
- Take advice from relevant authorities in the countries in question
- Ensure the investigation is carried out as fairly, thoroughly and promptly as possible
- Act on the investigation, including any further action to protect the child or adult in question from harm, and any disciplinary action that may be needed
- Inform the person who raised the safeguarding concern of the investigation findings and actions, as appropriate
- Update the safeguarding incident log and company risk register
- Reflect on the report and investigation as part of regular (monthly) Leadership Team meeting to ensure lessons are learnt and procedures strengthened if needed.

MannionDaniels is responsible for carrying out safeguarding due diligence, of the organisations that we grant funds to, both initially and then for the duration of the grant through regular monitoring. MannionDaniels uses a multi-staged due diligence process during business development and pre-contracting stages when considering the engagement of business partners (sub-contractors, suppliers, vendors, etc.). We assess the fitness of all potential business partners during the pre-contracting stage, and our safeguarding checks conducted as part of this process are proportionate to each business partner's role. Depending on the nature of planned work, we review the business partner's policies and processes in place to safeguard their own staff and beneficiaries. We also

² MannionDaniels understands the distinction between "adults" and "adults at risk" and recognises the different needs, and legislative pathways, for adults deemed to be at risk of abuse. We chose to use the generic term adults because vulnerability varies drastically by context and all adults should be safeguarded. See the appendix for more definitions.

discuss issues that may arise based on work to be undertaken and apply appropriate measures to manage the identified risks, in line with prevailing Company and Client standards.

MannionDaniels is not, and cannot be, responsible for the individual safeguarding of those who work for, or are beneficiaries of, downstream partners (charities and civil society organisations we have granted funds to) other than from abuse by our employees. Our responsibility lies in ensuring the downstream partner has real and effective policies and processes in place to safeguard their own staff and beneficiaries. There will be slightly different but similar processes in place for each fund MannionDaniels manages to ensure we maintain this responsibility to downstream partners. If you are unsure of these requirements, please see the individual websites for each of the specific Funds we manage.

Safeguarding roles at MannionDaniels

It is the responsibility of every employee and associated party to have read and understood this safeguarding policy.

As an employer, MannionDaniels' role is to ensure the policy is clear and there is adequate and appropriate training for each level of employee or associated party.

All those who work for or with MannionDaniels share the responsibility for safeguarding children and adults, and there are individuals within the organisation with specific safeguarding responsibilities:

Designated Safeguarding Lead:

Rolla Khadduri (rolla.khadduri@mansiondaniels.com) (to be contacted in the first instance, if possible, for all operational matters)

Deputy Designated Safeguarding Lead:

Laura Spilsbury (laura.spilsbury@mansiondaniels.com)

Director with responsibility for safeguarding:

Matthew Wiltcher (matthew.wiltcher@mansiondaniels.com) (to be contacted as a point of escalation and/or for strategic matters)

These specific individuals represent each level of governance: Leadership Team, Senior Management Team and Board Level respectively. They have all received safeguarding training and have dealt with safeguarding cases previously.

We also have a generic email (safeguarding@mansiondaniels.com) and a link to a confidential whistleblowing site (<https://wrs.expolink.co.uk/mansiondaniels>) that allows downstream partners to report more easily, if needed. These are specified on each fund's website as well.

If you are unsure what this policy means, or how it relates to you, please contact the designated safeguarding lead (listed above).

Understanding, recognising and preventing abuse

We will seek to keep children and adults at risk safe by:

- Valuing them, listening to and respecting them
- Keeping them at the centre of everything we do
- Adopting safeguarding practices through procedures and policies

- Ensuring that the organisations we provide grants to have appropriate safeguarding processes in place
- Providing effective management for employees through supervision, support and training
- Sharing safeguarding information and good practice with staff and the sector.

The categories of abuse for children and adults at risk are different. In the interests of simplification, the appendix includes definitions and categories of abuse in England. It is important to note that sexual harassment is a form of abuse. A detailed definition of what constitutes sexual harassment is set out in the appendix.

Remember

If you think you or someone you know is being abused or neglected through any connection with MannionDaniels, you should tell one of our safeguarding leads. Even if you are not sure it is better to do something than nothing if you have concerns.

Raising concerns about abuse or neglect can be very difficult and distressing for everyone involved. Deciding what's the right thing to do can be stressful, particularly if the person you are concerned about is reluctant or unable to accept support. If you are not sure what to do you should seek advice from one of the safeguarding leads.

Escalating Concerns

It is important to note that if you raise a safeguarding concern or pass on an allegation, you have a responsibility to ensure your concern is addressed to your satisfaction.

Therefore, if you feel that your concern has not been addressed (and that the child or adult has not been protected) you should escalate the matter to the Director with responsibility for safeguarding.

In the unlikely event that you are not satisfied with the response from the safeguarding lead and then the director with responsibility for safeguarding, your responsibility would be to follow Bath and North East Somerset Safeguarding Children Board escalation procedure, and inform the [Safeguarding Board](#).

Preventing abuse

What you should do to safeguard children and adults at risk

- Always work in a professional manner following MannionDaniels' Business Code of Ethics
- Always be aware of the imbalance of power in working relationships
- Always be aware of situations which may present risks to children and adults
- Assess, plan and organise your work so as to minimise these risks
- Always be visible to others when working with children. There should never be a situation in which anyone employed by, representing, or working with MannionDaniels in any capacity is alone with a child. You must be accompanied at all times by an appropriate individual (e.g. a project worker, relative, carer or teacher)
- Where possible avoid one-on-one meetings with adults when visiting projects, if unavoidable be aware of the situation and of each of your potential vulnerability
- Be clear that confidentiality can never be guaranteed if it is suspected that a child or an adult deemed to be at risk is being abused

- Not take images or film anyone using personal equipment, in your work connected to MannionDaniels, without prior agreement with MannionDaniels. All images/videos must be deleted from your personal items once forwarded to MannionDaniels
- Never share personal details or images or connect to individual beneficiaries on social media through your personal social media platforms, or in any other way
- Adhere to the safeguarding policy, as a requirement of your contract.

Definition of safeguarding incident

A safeguarding "serious incident" is an adverse event, whether actual or alleged, which results in, or risks, significant harm to our staff, organisation's beneficiaries, employees or others who come into contact with our organisation, through its work.

There is no statutory definition of "significant harm" in English law. MannionDaniels has adapted the definition of "harm" from the Children Act 1989. "Harm" is therefore defined as:

- Ill treatment.
- The impairment of physical or mental health (including that suffered from seeing or hearing another person suffer ill treatment).
- The impairment of physical intellectual, emotional, social or behavioural development (including that suffered from seeing or hearing another person suffer ill treatment).

"Ill treatment" includes sexual abuse, neglect, emotional abuse and psychological abuse.

We define abuse in its widest possible terms i.e. as treatment that causes harm to a child or adult. The protection of children and adults is our shared responsibility and if you have any concerns a child or adult is being maltreated, or you have safeguarding concerns about the behaviour of another member of staff or someone working with or for MannionDaniels, do something about it, by following the flow charts set out below.

Since MannionDaniels is a Fund Manager for both UK and non-UK downstream partners, we consider the same definition for all downstream partners (grant-holders/grantees who are charities and civil society organisations).

For UK and international downstream partners and for MannionDaniels itself further clarity can be given as to what constitutes a safeguarding incident:

- Allegation of abusive behavior made against a MannionDaniels' employee or associated party that has led to a referral by your organization to and response from the police and/or the local authority, where relevant in the country in which you operate
- Threat of harm to a MannionDaniels' employee or associated party that is work-related, that has led to a referral to and response from the police and/or the local authority

The reporting process

If you have a safeguarding concern or wish to make an allegation about an employee or associated party, abusing a child or adult – **follow Flowchart One.**

If you have a safeguarding concern about a child or adult you come into contact with through your work, or a child or adult you come into contact with through your work makes a disclosure of possible abuse to you – **follow Flowchart Two.**

If you have a safeguarding concern about a downstream partner (grantee or grant-holder) – **follow Flowchart Three.**

What to do if you have a safeguarding concern

Flowchart One

Concern/allegation about a member of staff or someone working on MannionDaniel's behalf abusing a child or adult



Inform designated safeguarding lead, in their absence, deputy designated safeguarding lead, unless the allegation is about this person, in which case inform most senior manager not implicated



If the concern is about someone working in the UK, the designated safeguarding lead will gather more information and:

- make contact with the Local Authority Designated Officer (LADO) for advice and guidance if the concern is in respect of the staff member's behaviour with a child, or:
- seek advice from the Local Safeguarding Adults Board if the concern is in respect of the staff member's behaviour with a adult at risk.

If the concern is about someone working internationally, the designated safeguarding lead will conduct an investigation and make contact with local police/local government where relevant

Flowchart Two

Staff member has a safeguarding concern directly related to our work about a child/adult, or a child/adult makes a disclosure of possible abuse



Inform the designated safeguarding lead, in their absence the deputy designated safeguarding lead



The designated safeguarding lead will gather more information. If necessary the designated safeguarding lead makes contact with Bath & North East Somerset Children's Social Care, or Adults Safeguarding Board for advice, regardless of whether the child is in the UK or abroad.

Flowchart Three

Staff member/other party has a safeguarding concern about a downstream partner (grant-holder or grantee)



Inform the Fund Director of that Fund. They will take the case forward with the designated safeguarding lead, and donors where appropriate. You can also use the safeguarding@mansiondaniels.com email or the expolink whistleblowing service.



Fund Director and MannionDaniels' designated safeguarding lead works with the Fund-specific project and potentially donors to conduct an investigation and make contact with local police/local government/local social care authorities, where appropriate.

Other issues regarding policy

Information sharing and confidentiality

You can never guarantee confidentiality to a child or adult. Information should always be shared if you think a child or adult is suffering, or likely to suffer, abuse.

As set out in law, the protection of children and adults must take precedence over other legal rights. Please be assured that as long as information is shared following the process set out in this safeguarding policy and in good faith that you believe a child or adult is being abused, the law will protect you³. You should ensure that the information you share is necessary for the purpose for which you are sharing it, is shared as per this policy, is accurate and shared promptly.

Safer recruitment

MannionDaniels is committed to fair and robust recruitment processes including safer recruitment checks of all employees. We have different levels of security and recruitment checks relative to the safeguarding requirements of our different roles, and the relevant authorities in the in countries where we work. Please refer to the various Human Resources policies for more information if needed (Recruitment and New Starters Policy; Equality and Diversity Policy; Grievance Policy; Disciplinary Policy).

Training

MannionDaniels provide mandatory safeguarding training at induction, and then regularly to all levels of staff at an appropriate level, at least annually.

³ There is no one piece of legislation that sets out that child protection overrides everything else but in data protection, human rights and patient confidentiality legislation each one sets out that child protection overrides everything. For further guidance the statutory guidance on information sharing: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

Safeguarding incident log and risk register

The Designated Safeguarding Lead at MannionDaniels maintains a safeguarding incident log that is updated to reflect all safeguarding cases. This is stored in a private space using our online document storage system, and only the three staff with responsibilities for safeguarding have access to it.

This safeguarding incident log feeds into the company risk register that is held by the Director of Operations (Matthew Wiltcher). The risk register is reviewed regularly at Leadership Team meetings which occur monthly, and is used to reflect on vulnerabilities and mitigation of those, to reflect and learn from safeguarding incidents, and also to notify outside authorities where necessary.

Policy schedule and endorsement

This safeguarding policy will be reviewed, approved and endorsed by the board annually or when legislation changes.

Signature, name and date of Director with Safeguarding Responsibilities



Matthew Wiltcher

06 December 2020

Appendix 1: Definitions⁴

Safeguarding

MannionDaniels defines safeguarding as the preventative action taken by MannionDaniels to protect our employees and associated parties and the communities we work with.

At MannionDaniels the term safeguarding is used to include (but not limited to):
Preventing and responding to bullying, harassment and/or abuse and within a work setting;
Preventing sexual exploitation and abuse of grant-holder beneficiaries; Putting in place systems, processes and procedures to protect our employees, associated parties and grant-holders from risk or impropriety.

“Safeguarding” and “Child Protection” in England

In terms of adults The Care Act 2014 defines adult safeguarding as “protecting a person’s right to live safely, free from abuse and neglect”. There are more categories of abuse with adults than there are with children. With adults the categories are physical abuse, emotional/ psychological abuse, financial abuse, sexual abuse, organisational abuse, neglect, discriminatory abuse, domestic violence, modern slavery and self-neglect.

In terms of children, the definition of safeguarding is broader and is set out in “*Working Together to Safeguard Children 2018 - A guide to inter-agency working to safeguard and promote the welfare of children*”. This is the statutory guidance that sets out the legislative requirements and expectations of individual services to safeguard and promote the welfare of children.

Working Together to Safeguard Children 2018 does not separate safeguarding and promoting the welfare of children. This is the definition:

- Protecting children from maltreatment;
- Preventing impairment of children’s health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

Separate to safeguarding children is “child protection”. Child protection is defined in the Children Act 1989 as where there is “reasonable cause to suspect a child is suffering, or is likely to suffer, significant harm”. The Children Act 1989 introduced significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical abuse, sexual abuse, emotional abuse and neglect are all categories of significant harm. Harm is defined as the ill treatment or impairment of health and development.

In simple terms, safeguarding is the overall well-being of the child and every professional and every organisation is responsible for the safeguarding of children. Within that there is child protection, when it is thought a child is either being maltreated or is at risk of maltreatment.

Age of a Child

A child becomes an adult in law at 18 in the UK, this is in line with the United Nations Convention on the Rights of the Child. Many people use the term “young people” but there is no legal definition for the age of a “young person”. 16 and 17 year olds are children, in legal terms.

⁴ For further information on local procedures go to <http://www.bathnes.gov.uk/services/children-young-people-and-families/child-protection> or <http://www.bathnes.gov.uk/services/care-and-support-and-you-concerned-someones-risk-harm-or-abuse>

Adult at Risk

An adult at risk is defined by the Care Act 2014 as a person 18 and over who;

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The accepted term in England and Wales is now adult at risk, as opposed to vulnerable adult, the term that used to be used because the focus should not be on the fact that an adult is potentially vulnerable, it is that they are at risk of abuse from a perpetrator of abuse. The current view is that using the term adult at risk puts the focus on the perpetrator, not the potential victim.

Local Authority Designated Officer (LADO)

In England the role of the LADO is set out in Working Together to Safeguard Children 2018 and is governed by local authorities' duties under section 11 of the Children Act 2004.

The LADO must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

There may be up to three strands in the consideration of an allegation:

- a police investigation of a possible criminal offence;
- enquiries and assessment by children's social care about whether a child is in need of protection or in need of services;
- consideration by an employer of disciplinary action in respect of the individual.

Categories of abuse in England:

Child Abuse

The categories of abuse of children are set out in the statutory guidance *Working Together to Safeguard Children 2018* and are as follows:

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately

silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Although not specifically a category of abuse extremism is something the UK government is currently very concerned about. As set out in *Working Together to Safeguard Children 2018* "Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist".

Adult Abuse

There are ten categories of abuse for adults:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse

- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

For details of types of each kind of abuse and possible indicators, [see this link](#).

Sexual Harassment

Sexual harassment is unwanted conduct of a sexual nature. It has the purpose or effect of violating the dignity of a worker, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Something can still be considered sexual harassment even if the alleged harasser didn't mean for it to be. It also doesn't have to be intentionally directed at a specific person. Experiencing sexual harassment is one of the most difficult situations a worker can face. All workers are protected from sexual harassment in the workplace. This applies to one-off incidents and ongoing incidents. This protection comes from both employment law and criminal law, depending on the circumstances involved⁵

Sexual Exploitation

Sexual Exploitation describes any actual or attempted abuse of position of vulnerability, differential power, or trust, for sexual purposes, including but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another. This definition includes trafficking in persons and online acts, or threatened acts, of: intimidation, sharing illicit images or graphic depictions, and threats to physical safety and wellbeing.

Bullying

Bullying is defined as repeated unreasonable behaviour over time, where the behaviour causes or has the potential to cause harm to another person or persons. Such behaviour can be defined as any unsolicited or unwelcome act that humiliates, intimidates or undermines the individual involved and includes cyber-bullying. Bullying is a form of abuse, which can come from staff or peer behaviour.

⁵ <http://www.acas.org.uk/index.aspx?articleid=6078>

Appendix 2: Safeguarding considerations for working from home

This guidance has been created in response to the global pandemic and the need for people to work from home. Having to work in this way has highlighted the risks and vulnerabilities for all those having to work from home who are victims of abuse in their own home, or at risk of abuse. There may also be children in the home who are suffering abuse, and for some individuals the nature of their work may put them at risk of abuse.

It is essential that at MannionDaniels for each and every online meeting/call taking place we take these factors into consideration.

Preparation is Key

- Always think about the conversation you are about to have and whether there may be any potential safety/safeguarding concerns
- If you have any concerns at all, email the individual ahead of the meeting/call and agree how the meeting/call can go ahead, in a way that does not put that individual at risk of harm. You can use the prototype paragraph below.
- If the individual is involved in a project that makes them vulnerable in their country, explore with them via email what they have told those they live with what they do. You can then agree, via email, code words and the language you will use in your meetings/calls
- Agree with them, ahead of the meeting, a code word, or hand signal, they will use during an online meeting/call, if something happens in the home, that makes them feel unsafe, so the meeting can be terminated

“IMPORTANT NOTICE. Safety is a priority for MannionDaniels. We are conscious that most people are currently working from home and in the course of our work we may, at times, be discussing sensitive topics. We are also aware that for some individuals their home is not a safe place to be. If you are worried that any contact you have with MannionDaniels, whilst you are working from home, has the potential to put you, or anyone in your home, at risk, please highlight this in an email to your MannionDaniels contact prior to your meeting.

Remember, you can always talk through any safeguarding concerns you have with Rolla, and she will support you to take forward any issues.