

**PROCEDURES:**  
**Reporting allegations of an incident, or potential incident, by a member of staff, volunteer or trustee of Ethiopiaid**

**STEP 1**

A representative of Ethiopiaid is reported as, or has been observed, causing harm to a child or vulnerable adult:

***Immediate actions***



*As far as is reasonably possible ensure the safety and wellbeing of the child or vulnerable adult.*



*Report the concern to Ethiopiaid's CEO and/ or the Safeguarding lead on the board of trustees (Known as the RESPONSIBLE PERSON).*



*Complete an incident form.*

**STEP 2**

Assess if the individual has caused harm or abuse:

***Immediate actions if YES***



*Responsible person informs Safeguarding lead on the board of trustees*



*Responsible person to decide whether to suspend the individual(s) from duties, and to assess whether the incident involves an alleged criminal offence*



*If UK or Ireland based then concern is raised with Reed Specialist Recruitment ("Reed")  
Human Resources team*



*If Ethiopia based concern is raised with the Partner organisation involved and an investigation action plan agreed*



*Responsible person maintains a record of actions*

***Immediate actions if NO***



*CEO and Safeguarding lead trustee takes follow up action with the individual concerned*



*If UK or Ireland based then Reed Human Resources team informed*

#### **KEY CONSIDERATIONS**

If alleged harm/ abuse occurred in Ireland:

- *inform Children's Services and the gardai*
- *inform the Charities Regulator*

If alleged harm/ abuse occurred in Ethiopia:

- *Ensure action plan with partner is implemented and investigation completed*
- *CEO and the Safeguarding lead trustee collaborates with the partner and other agencies throughout the investigation*

Assess reputational risk and the need for public messaging/handling

## PROCEDURES:

### Reporting allegations of an incident by a representative of a partner organisation in Ethiopia

A representative of a partner organisation is reported as, or has been observed, causing harm to a child or vulnerable adult.

#### **Immediate actions**



*As far as is reasonably possible ensure the safety and wellbeing of the child or vulnerable adult.*



*Report the concern to CEO and/ or the Safeguarding lead on the board of trustees.*



*Report the concern to the Partner's safeguarding officer and/ or senior management.  
Complete an incident form.*

#### **Partner responsibilities:**

- *Assess if the individual has caused harm or abuse, and whether a criminal offence has occurred*
- *Ensure the immediate safety and wellbeing of the child or vulnerable adult concerned*
- *Follow their own safeguarding policy and procedures and Ethiopiaid's code of conduct*
- *If harm or abuse has been caused suspend them from their position immediately pending an investigation*
- *Report back to Ethiopiaid on the progress of the investigation and the outcome*
- *Review safeguarding policy and processes to ensure they are sufficient and to identify if further training or support in this area is required*

#### **Ethiopiaid responsibilities:**

- *Concern is raised with the Partner organisation involved and an investigation action plan agreed*
- *RESPONSIBLE PERSON takes follow up action to ensure that the partner concerned has followed their safeguarding procedures and the investigation has been completed*
- *RESPONSIBLE PERSON maintains contact with the partner until the issue has been resolved*
- *RESPONSIBLE PERSON maintains a record of actions*
- *RESPONSIBLE PERSON reports the incident to the Board of Trustees*
- *RESPONSIBLE PERSON assesses reputational risk and the need or otherwise for public handling messages*



## PROCEDURES: Incident reporting form

TRANSFORMING LIVES IN ETHIOPIA

Please complete this form if you have knowledge of a child or vulnerable person who is at risk of harm or abuse.

Your concerns must be reported to the safeguarding officer or lead at Ethiopiaid and/ or the partner organisation, within the same working day if possible.

Depending upon the urgency you may wish to complete this form after reporting the incident. The report should be written, signed and dated by only you.

The report should be sent only to Ethiopiaid's CEO and/ or the Safeguarding Trustee lead where it will be held securely and confidentially.

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### SECTION A: ABOUT YOU

1. *Name:*
2. *Job Title:*
3. *Workplace:*
4. *Nature of your contact with the child/ vulnerable adult:*
5. *Your telephone number:*
6. *Your email:*

### SECTION B: ABOUT THE CHILD/ VULNERABLE ADULT

1. *Name:*
2. *Gender:*
3. *Age:*
4. *Address:*
5. *Parents/ guardians name (if known) or the partner organisation where the individual is supported/ cared for:*

## **SECTION C: YOUR CONCERNS**

1. *Was the harm or abuse:*

➤ *observed by you YES / NO (pls. circle)*

➤ *suspected YES / NO (pls. circle)*

➤ *disclosed by someone else (please state who this is and their relationship to the child) :*

2. *Date of the alleged incident:*

3. *Time of the alleged incident:*

4. *Location of the alleged incident:*

5. *Name of the alleged perpetrator:*

6. *Nature of the allegation:*

7. *Your observations of the incident (visible injuries, emotional state etc.) Make a clear distinction between what is fact and what is opinion or hearsay:*

8. *Exactly what the child/ vulnerable adult said to you and how you responded to him or her. Record actual details:*

9. *Any other information:*

10. *Where there any other people involved in the alleged incident?:*

11. Are any other children or vulnerable adults at risk of harm or abuse?:

12. Action taken by you. (Include here the name and contact details of any agency you have reported this to, eg police, protection agency.)

Signed: .....

Date: .....



## SAFEGUARDING CONTACTS

TRANSFORMING LIVES IN ETHIOPIA

### ***Ethiopiaid Ireland***

*To report concerns about an Ethiopiaid member of staff, trustee or volunteer, or an Ethiopian partner organization, or a beneficiary.*

*Lisa Cousins*

*Ethiopiaid*

*Email: [lisa@ethiopiaid.org.uk](mailto:lisa@ethiopiaid.org.uk)*

### ***Ethiopiaid Safeguarding Trustee lead***

*To report concerns about an Ethiopiaid Ireland member of staff, trustee or volunteer, or an Ethiopian partner organization, or a beneficiary.*

*Patricia Stephenson*

*Chairperson*

*Email: [patricia\\_stephenson@hotmail.co.uk](mailto:patricia_stephenson@hotmail.co.uk)*

### ***Reed Human Resources Team***

*To report concerns about an Ethiopiaid member of staff or Reed Co-member.*

*Peter Parkin-Child*

*Reed Specialist Recruitment Limited*

*Email: [Peter.Parkin-Child@reed.com](mailto:Peter.Parkin-Child@reed.com)*