ETHIOPIAID
TRANSFORMING LIVES IN ETHIOPIA

Hampton House, 27 Mount Street Lower
Dublin 02, D02 FC43
Tel 01 677 5188
Email hello:ethiopiaid.ie Internet www.ethiopiaid.ie
Registered Charity no. 20041069 CHY13305
Registered Company no. 343187

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Statement

Ethiopiaid Ireland takes the protection and safety of all its beneficiaries, partners and staff seriously.

We work with partner organisations that provide vital support and opportunities to vulnerable and marginalised individuals in Ethiopia. We respect local values and work with partners to promote equality and who do not discriminate based upon a person's gender, age, faith or sexuality. As such our responsibility is ultimately to ensure that the right individuals are reached and that our donors' money is spent appropriately.

We work closely with our trusted partners to ensure that their programs respond to real needs, are engaged with the communities in which they work, and encourage the participation of beneficiaries in decisions that affect their lives.

All Ethiopiaid Ireland partners must be compliant with their own country law relating to the safeguarding of all beneficiaries, vulnerable adults, staff and volunteers. They must also commit to Ethiopiaid Ireland's Code of Conduct in order to be considered for funding, and any further eligibility criteria required by an Ethiopiaid Ireland funder.

This policy is a reflection of our commitment and is a document that will be reviewed on an annual basis.

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1. Introduction

Who is this policy for?
This policy applies to anyone who is involved with the work of Ethiopiaid Ireland in Ireland and in Ethiopia, including staff, volunteers, trustees and fundraisers.

Who is a child?
A child is someone who is under the age of 18 years, even if married or a mother.

Who is a young person?
A young person is determined as someone between the ages of 18 years and 23 years.

Who is a vulnerable person?
A vulnerable person is someone, of any age, who is, or may be, in need of community care services (or equivalent in Ethiopia) because of mental or physical disability, age or illness, and is unable to take care of themselves, or unable to protect him or herself against significant harm or exploitation. It is a person who is at increased risk because of physical, social, economic and environmental factors.

What is harassment?
Sexual harassment refers to prohibited behaviour and is defined as any form of unwanted verbal, non-verbal or physical conduct of a sexual nature with the purpose or effect of violating the dignity of a person, in particular when creating an intimidating, hostile, degrading, humiliating or offensive environment.

What is abuse?
Abuse includes mistreatment, exploitation, or neglect. It can be physical, emotional, domestic, financial/material, discriminatory and/ or sexual. According to the Health Information and Quality Authority (HIQA) of Ireland abuse can be defined as:
"any act, or failure to act, which results in a breach of a vulnerable person's human rights, civil liberties, physical and mental integrity, dignity or general wellbeing, whether intended or through negligence, including sexual relationships or financial transactions to which the person does not or cannot validly consent, or which are deliberately exploitative. Abuse may take a variety of forms." Although this definition of abuse focuses on acts of abuse by individuals, abuse can also arise from inappropriateness or inadequacy of care or programmes of care.

What is sexual exploitation and abuse?
According to the UN definition: "conduct or behaviour of a sexual nature is considered SEA when this conduct or behaviour amounts to either sexual exploitation or sexual abuse as defined in ST/SGB/2003/13."

The term "sexual exploitation" refers to 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. Similarly, the term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This includes unwanted sexual activity or behaviour that happens without consent or understanding.

Who might abuse?
Anyone can be an abuser, including:
- Staff member, volunteer, Trustee
- Project partners
- Community members
- Relatives, carers, neighbours, friends or acquaintances
- Beneficiaries
- A stranger

Roles and Responsibilities for staff members, volunteers of Ethiopaid and partners:
Safeguarding is everyone's responsibility and failure to act on concerns relating to an individual at risk is not an option. Ultimately the Board of Trustees hold overall accountability for this policy and its implementation. There is an option for a complaint to be channelled to a designated Board member where it concerns a staff member and the CEO will report to the Board at each Board meeting regarding the implementation of the policy.

All representatives, including partners, are required to adhere to this policy at all times. It is the responsibility of the CEO to ensure all third-party grantee partners receive a copy of the Safeguarding Policy and Code of Conduct, understands and signs it.

All staff members, trustees and partners must:
- Be mindful of the possibility of abuse
- Take any urgent action needed to ensure the safety of those involved
- Be aware of the Safeguarding Policy and Code of Conduct and how it applies to you
- Know when and how to report a safeguarding issue

- Record any information or evidence you are aware of
- Respect the rights and wishes of the child/young person/vulnerable adult whilst also considering their capacity to understand any particular risks they may face

The policy applies to all Ethiopiaid Ireland employees, volunteers and representatives of the charity and should be read in conjunction with the additional Safeguarding Policies relating to children and vulnerable adults as appropriate.

NOTE: Ethiopian partner organisations will be required to meet the safeguarding standards expected by the Ethiopian Charities and Civil Society Agency. They will also be required to commit to Ethiopiaid Ireland's safeguarding policy and code of conduct.

2. Principles and Values

Principles

- The welfare of children, young people and vulnerable adults is paramount.
- All children, young people and vulnerable adults have equal rights, or the right to, protection from abuse and exploitation.
- All children, young people and vulnerable adults should be encouraged to fulfill their potential and inequalities of potential should be challenged.
- Everybody has a responsibility to support the care and protection of children, young people and vulnerable adults.
- INGOs have a duty of care to children, young people, vulnerable adults, and beneficiaries with whom they work, and with whom their representatives (including consultants) staff and volunteers work.
- The care, dignity, privacy and respect of beneficiaries is important and is reflected in every aspect of our fundraising practices, partnerships and monitoring processes
- Ethiopiaid Ireland maintains policies and procedures to safeguard the interest of all parties
- Ethiopiaid Ireland is committed to working with its partners on developing and implementing their own organisational policies and procedures.
- This policy applies to all Ethiopiaid Ireland trustees, staff and volunteers. We also expect our partner organisations who receive funds from Ethiopiaid Ireland, to apply this policy to all their staff, trustees and volunteers, except in cases where the partner organisation has its own robust Safeguarding Policy.
- A copy of this Safeguarding Policy is available to all Ethiopiaid Ireland partner organisations and is re-shared prior to annual grant disbursal.
- Every Ethiopiaid Ireland member of staff, trustee and volunteer has signed a commitment to the Safeguarding Policy.
- All Ethiopiaid Ireland staff and trustees have had two references obtained at the time of appointment and any staff, volunteer, fundraiser or trustee who will come into contact with children or vulnerable adults will first have been the subject of Garda Vetting (re-vetted if necessary every 3 years).
- Safeguarding is referenced in all our recruitment advertisements.

Values

- The needs, rights and views of every individual are at the centre of all practice and provision
- Individuality, difference and diversity are valued
- Equality of opportunity and anti-discriminatory practice are actively promoted
- Health and wellbeing of employees and beneficiaries are actively promoted
- Personal and physical safety is safeguarded.
- Confidentiality and confidential information is respected in line with legislation and agreed practice as defined in the Ethiopiaid Ireland code of conduct.

Ethiopiaid Ireland will endeavor to:

- Work towards its vision of an Ethiopia free from poverty, in which every person has access to quality education, healthcare and a life of dignity.
- Break the cycle of poverty in Ethiopia by enabling local communities to realise their potential.
- Seek partnerships and collaboration with Ethiopian registered partners.
- Respect, listen and respond to our staff, volunteers, Ethiopian partners and beneficiaries
- Be accountable by measuring improvements in the lives of the people who participate in our projects. In this way we ensure our donors' and supporters' funds are used effectively and responsibly
- Be inclusive by working with the most vulnerable and marginalised members of society in Ethiopia regardless of creed, race, ethnicity, religion or philosophical beliefs.
- Provide opportunities by helping people to build the knowledge and assets needed for self-sufficiency.
- Share information about safeguarding concerns with the relevant person(s).
- Provide effective management to ensure safe and best practices are maintained.

3. Child Protection in the Ethiopian Context

The Ethiopian Revised Criminal Code (2005) defines the following criminal offenses with respect to children:

> *Harmful traditional practices; enslavement of children; trafficking of children for prostitution and forced labour; sexual abuse; corporal punishment in schools and institutions; rape, maltreatment and neglect of children.*

The Ministry of Women, Children and Youth Affairs (MOWCYA) is the main Government body in charge of coordinating and implementing the Child Rights in the country.

In 2006, the Ministry formulated a National Action Plan on Sexual Abuse and Exploitation of Children (2006-2010) with the overall goal of reducing the impact of commercial sex work on children. The Plan identified four levels of intervention: prevention, protection, rehabilitation and reintegration, to be coordinated and monitored during implementation.

Some of the government committees that collaboratively work to promote and protect the rights of the child include the:

- National CRC Committee
- National OVC Task Force
- National Steering Committee against Sexual Abuse and Exploitation of Children
- National Steering Committee on Child Labour
- Inter-Institutional Management Team Working on Gender Based Violence (GBV) and Violence against Women and Children
- National Committee on Trafficking in Women and Children.

4. Child Protection in Ireland Context

Ireland has a framework of legislation, guidance and practice to identify children who are at risk of harm, and take action to protect those children and prevent further abuse occurring. This policy covers most aspects of safeguarding and child protection.

5. Ethiopiaid Ireland's Commitments

5.1 Transparency and Accountability

Ethiopiaid Ireland has a “No Tolerance” approach to any form of abuse and promotes a culture which supports this ethos. Ethiopiaid Ireland is committed to ensuring that it is transparent and accountable in all its dealings with stakeholders including partners, beneficiaries, donors, grant makers and the general public.

We regularly review our finances, audits and operational systems to ensure that we are legally compliant.

We believe that honesty is important in all matters related to raising, using and accounting for funds. We maintain sound financial, accounting and administrative systems that ensure the use of resources in accordance with intended purposes.

The activities of our partners are monitored, evaluated and reported upon both by the partners themselves and by Ethiopiaid Ireland staff.

Ethiopiaid Ireland has a global strategy that is shared with Ethiopiaid Australia, Ethiopiaid Canada and Ethiopiaid UK. Each country draws from the strategy to inform its own relevant country’s operational plan and strategy. The global strategy is disseminated to interested stakeholders e.g. donors, grant makers, partners. Our audited accounts are submitted to the Charities Regulator and Companies Registration Office and available upon request.

5.2 Good Internal Governance

Ethiopiaid Ireland has written Articles of Association, a clearly defined mission, objectives and organisational structure.

The charity is governed by a board of experienced trustees. The service of the board is voluntary and no fees are paid other than agreed essential expenses incurred during service (e.g. travel).

We are supported by Reed Specialist Recruitment Limited (“Reed”) who assist us with the application and development of policies and procedures for equal opportunities in our employment practices and in the promotion of staff. This includes hiring and terminating, evaluating performance, salaries and promotion, and supporting professional development. These services are donated to Ethiopiaid Ireland by Reed.

Positions are always offered based on experience, qualifications and meeting the relevant requirements for the role.

Ethiopiaid Ireland’s transactions are free of personal and professional conflicts of interest.

5.3 Honesty, Integrity and Cost-Effectiveness

We strive for honesty and integrity in all of our professional activities.

Fraud of any kind (including but not limited to misappropriation of funds, equipment, supplies, or other assets; Impropriety in the handling or reporting of money or financial transactions; Disclosing confidential information to outside parties; Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials; Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment) is not acceptable.

Our internal and external practices are regularly reviewed by the CEO and the Board of Trustees to ensure that they do not undermine the ethical integrity of our organization.

We accept funds and donations only from sources whose aims are consistent with our mission, objectives and values.

We benefit from the support of Reed who donate free office space, computer equipment, human resources, payroll services and technical support to us. This enables us to spend the minimum on administration costs ensuring that the charity operates leanly and effectively, and that all possible resources reach the people we aim to support in Ethiopia.

We ensure that our partners document and regularly communicate the results and impact of our funding.

We promote a spirit of volunteerism, recognising the important contribution that can be made by volunteers in promoting our objectives.

5.4 Sustainably Strengthening Communities

We recognise that capacity building of our partners is essential in supporting them to become self-sufficient and more sustainable.

We check that our partners design and implement projects with local communities, health authorities and the relevant government ministries to meet local needs and ensure long-term sustainable development.

6. Scope of this Policy

The policy is applicable to all Ethiopiaid Ireland staff (full time and part time), trustees, volunteers and those engaged on a short-term basis such as consultants, researchers, interns, photographers and writers.

It is expected that all Ethiopian partner organisations will have their own safeguarding policies in place. They will be required to commit annually to Ethiopiaid Ireland's Safeguarding Code of Conduct in order to be 'fit for funding'.

Any person representing Ethiopiaid Ireland in any capacity and who may come into contact with children, young people or vulnerable adults, must be given a copy of this policy and be made aware that they must act in accordance with it whilst visiting projects or offices.

All staff are to receive an annual induction on Ethiopiaid Ireland's Safeguarding Policy. Annual performance reviews will include a review of understanding and commitment to the Safeguarding Policy.

- *Staff members read and commit to the Safeguarding Policy and sign the 'Statement of Commitment' as part of their annual review.*
- *Ethiopian partner organisations to supply their safeguarding policy annually as part of the monitoring process, and to agree to Ethiopiaid Ireland's safeguarding code of conduct.*
- *Ethiopiaid Ireland's Safeguarding Policy and Code of Conduct is reviewed annually by the CEO and Board of Trustees.*
- *Trustees sign the 'Statement of Commitment' annually.*

7. Recruitment of Staff, Trustees and Volunteers

All jobs advertised will be with a job description and person specification which states that Ethiopiaid Ireland has a Safeguarding Policy and Code of Conduct and that the successful applicant will be expected to comply with this.

Interview candidates selected will be asked to read the Safeguarding Policy in advance of their interview and asked questions specific to safeguarding during the interview.

We will request two references from all prospective employees. References from family members will not be accepted.

All new Ethiopiaid Ireland employees who are to work with children or vulnerable adults will be required to undergo Garda Vetting, and at 3 year review intervals.

All new volunteers will be expected to read and sign a statement of commitment to the policy and code of conduct prior to commencement of their placement. This includes volunteers, fundraisers, and trustees travelling to Ethiopia with Ethiopiaid Ireland.

All new trustees will read and sign a statement of commitment to the policy and code of conduct, and annually thereafter.

All employees will read and sign a statement of commitment to the policy and code of conduct as part of their Annual Review.

All external consultants will be required to read and sign a statement of commitment to the policy and code of conduct before the commencement of their assignment. Consultants working directly with children and/or vulnerable adults will be required to provide Garda vetting. This must be less than three years old. In cases where this is not available they must provide details of two voluntary organisations that will provide professional and character references.

- *The 'recruiting person' will ensure that the recruitment process meets Ethiopiaid Ireland's Safeguarding standards*
- *Reed HR will support Ethiopiaid Ireland with obtaining Garda Vetting*
- *All staff, trustees and volunteers to sign and commit to the Safeguarding policy and Code of Conduct*
- *All external consultants to sign and commit to the Safeguarding policy and Code of Conduct*

8. Compliance

If a volunteer, employee or trustee is found not to comply with elements of the policy, including reporting cases, witnesses, reporting time frames, respecting reporting lines, supporting the role out and implementation of the Safeguarding Policy etc, disciplinary action may be taken. Depending on the nature of the accusation and the form of the breach, the case may have to be formally investigated.

The CEO, in consultation with the nominated Safeguarding lead Trustee, will decide on the appropriate action to be taken in all cases. If the CEO is accused of inappropriate behaviour the Chair of the Board of Trustees will decide on appropriate action in consultation with the nominated Safeguarding lead on the Board of Trustees.

When and where an investigation identifies a criminal offence, child abuse or exploitation, the case will be reported to the appropriate authorities for legal action.

- *Ethiopiaid Ireland's board of trustees has a lead Safeguarding trustee appointed at all times*

9. Education and Training

Ethiopiaid Ireland
All new members of staff, volunteers and trustees must attend an induction into Ethiopiaid Ireland's Safeguarding Policy and Code of Conduct by the CEO and/ or the Safeguarding lead

on the Board of Trustees. This must take place at the earliest possible opportunity, and certainly within one month of appointment.

Refresher training to all staff and regular volunteers will be given on an annual basis.

The CEO and/ or the Safeguarding lead on the Board of Trustees will receive refresher training and will actively participate in training courses and groups to ensure that he/she is up to date with new developments in best practice. In collaboration with the Board of Trustees they will undertake to review the Safeguarding Policy annually.

Safeguarding will form part of the agenda for all quarterly Trustee meetings.

- *Ethiopiaid Ireland's current staff, volunteers and trustees to be trained in the Safeguarding Policy and Code of Conduct*
- *Training in the Safeguarding Policy and Code of Conduct to be included in all new staff, volunteer and trustee inductions*
- *Board of Trustees agendas and minutes have clear reference to Safeguarding issues.*

Ethiopian Partner Organisations

Ethiopian partners who do not have a robust Safeguarding policy will be required to develop and implement a Safeguarding Policy and sign up to Ethiopiaid Ireland's Code of Conduct. Deviation from this will be investigated and may result in a cessation of grant(s) and partnership with Ethiopiaid Ireland.

Ethiopiaid Ireland's sister charity, Ethiopiaid UK, shares our partners and provides funding for training in areas such as Safeguarding through its capacity building fund.

Ethiopiaid Ireland's due diligence, with new partners and with existing partners when starting a new grant, will include checks on:

(a) organisational Safeguarding Policy
(b) evidence of good Safeguarding practices when delivering activities
(c) evidence of good case management when recording, processing and referring Safeguarding incidents

Partners that do not have an adequate Safeguarding policy, commit to Ethiopiaid Ireland's Code of Conduct or/and who do not evidence understanding and good practice in relation to safeguarding will be assisted to achieve this through the planned capacity building activity or may be phased out of organisational partnerships.

Ethiopiaid Ireland is committed to supporting partners to put in place rigorous and appropriate policies and procedures that are applied across the organisation. There will be an agreement at the outset of partnerships that child and vulnerable person protection issues will be included as an appropriate element of monitoring, evaluation and reporting.

- *CEO to request and review Safeguarding policies from all partners during the annual monitoring process*
- *Ethiopian partners to understand and sign up to the Ethiopiaid Ireland Code of Conduct*
- *The capacity building program will include opportunities for safeguarding training*

10. Behaviour Protocols

Ethiopiaid Ireland's Code of Conduct should be distributed and adhered to by all staff, trustees and volunteers.

Ethiopiaid Ireland staff must comply with UN standards on Protection and Child Protection, understand and may incorporate local norms around physical contact with adults, young people and children as long as these comply with these internationally recognised standards.

All Ethiopiaid Ireland staff, trustees and volunteers should be inducted in the Code of Conduct.

All Ethiopian partner organisations should be inducted into Ethiopiaid Ireland's Code of Conduct.

The Ethiopiaid Ireland Code of Conduct will be displayed on the Ethiopiaid Ireland website.

Although children, young people and vulnerable adults are the direct beneficiaries of Ethiopiaid Ireland's work, Ethiopiaid Ireland staff and volunteers should not, in the course of their normal employment, come into contact with children. If Ethiopiaid Ireland staff and volunteers do come into direct contact with children, this should never be alone or without the supervision of the parent, guardian, teacher or suitable responsible person(s).

- *All staff members have obtained and verified Garda vetting.*
- *All staff members have two references obtained and verified.*
- *Staff members receive (refresher) training regarding Safeguarding annually.*

11. Reporting Procedures

Ethiopaid Ireland is committed to responding to all complaints and concerns of abuse. The reporting of suspected or actual abuse and/or a safeguarding concern is a professional responsibility and obligation in cases that include a child in Ireland. Failure to report information can lead to disciplinary action or dismissal. For the avoidance of doubt, there is no obligation placed on any individual to report any incident that has happened to them.

Safeguarding concerns can be reported directly to Ethiopaid Ireland by post to the charity's address or by email to the CEO at lisa@ethiopiaid.ie Should a concern raised relate to the CEO then concerns can be raised directly with the Board of Trustees in writing to the charity's address.
It is the responsibility of the Safeguarding Officer in each of Ethiopiaid Ireland's partner organisations to ensure that children, young people, vulnerable adults and beneficiaries are made aware, in an age sensitive, language and culturally appropriate way, that they understand what to do if they feel uncomfortable and want to report something. Clear guides on how to report a safeguarding concern should be made readily available by all partners for their staff and beneficiaries.

All designated Safeguarding Officers of the local partner organisation are to compile a list of local agencies/emergency contacts that deal with issues relating to the protection of vulnerable adults, young people and child protection and to whom children can be referred e.g. social services, emergency medical help, psychologist, pediatrician (if available in the partner's specific region) etc. This list should be made visible to partner staff and beneficiaries.

Ethiopiaid Ireland will take a survivor centred approach:

The guiding principle is that the survivor's rights, needs and wishes are prioritised and the survivor has the rights to:

- To be treated with dignity and respect.

- To choose.

- To privacy and confidentiality.

- To non-discrimination.

- To information.

A survivor-centred approach means that the survivor's wellbeing should be prioritised over and above other actions such as internal reporting requirements, protecting an organisation's reputation, completing a fact-finding process or reporting a concern or incident to legal authorities, to protect the survivor from further traumatisation and harm.

Reporting issues in Ireland

In any cases of suspicion of a safeguarding issue in Ireland (or relating to a member of staff, trustee, volunteer or contractor in Ireland) the person to whom it has been reported must immediately inform the CEO and/ or the Safeguarding lead on the Board of Trustees.

Due to statutory reporting requirements, Ethiopaid Ireland is obliged to report safeguarding cases involving a child in Ireland and therefore confidentiality cannot be maintained.

If the issues/ allegation involves a member of staff then Reed HR must also be informed.

Reporting issues in Ethiopia

In any cases of suspicion of a safeguarding issue in Ethiopia the person to whom it has been reported must immediately inform the designated Safeguarding Officer of the local partner organisation. The designated Safeguarding Officer will then action as per their own safeguarding policy. They must also inform Ethiopiaid Ireland of the incident using the reporting protocol.

- The CEO is responsible for ensuring that the incident reported is recorded and stored securely in the Ethiopiaid office.

- All staff have a responsibility in maintaining confidentiality of records and cases of allegations or suspicions. This information shall only be made available to the relevant parties.
- All employees, trustees, volunteers, partners and beneficiaries shall receive additional support, guidance and supervision during or following an incident or allegation.

    - *All children, young people, vulnerable adults and beneficiaries involved in Ethiopiaid Ireland supported projects are aware of procedures for reporting a concern.*
    - *Partner organisations to display the mechanism and process for reporting abuse in order that beneficiaries, staff and volunteers know what to do.*
    - *Emergency and Safeguarding contacts are displayed in the offices of Ethiopiaid Ireland*
    - *Ethiopian Emergency and Safeguarding contacts are displayed in the offices of Ethiopian partner organisations.*
    - *All Ethiopiaid Ireland staff, trustees and volunteers are aware of reporting procedures.*

Retaliation

Ethiopiaid Ireland will take action against any staff, volunteers or partners, whether they are the subject of a complaint or not, who seek or carry out retaliatory action against complainants, victims or other witnesses.

12. Media and Communications

As part of our duty of care to children, young people, vulnerable adults, and beneficiaries Ethiopiaid Ireland will always put the individual's needs first. Ethiopiaid Ireland adheres to the Dochas Code of Conduct on Images and Messages.

Ethiopiaid Ireland recognises its responsibility to the individuals who are portrayed in any of the images or communications used and will always strive to represent them accurately and not as passive victims – they must be represented with their own identity and dignity preserved.

Consent will always be sought from the subject themselves, their parents or guardian, or via the partner organisation, before taking photographs. Ethiopiaid Ireland has a 'Media Consent Form' to be used for this purpose. Consent is understood as lasting for 4 Years, or in the case of a child, until their 18th birthday if that is sooner. When a child becomes 18, they should be asked as an adult to renew their consent.

The names of children will always be changed to protect their identity.

No images of children or vulnerable adults should be used which are degrading, sexually provocative or where children or vulnerable adults are partially clothed or naked.

No photographs should be manipulated or taken out of context.

Ensure that any image or recorded case study history of a child, young person or vulnerable adult does not place him/her at risk or render him/her vulnerable to any form of abuse. In particular, it is vital that their real name and other information that could lead to them being identified or tracked must not be used.

Third parties who work with us to promote our work requesting the use of Ethiopiaid Ireland images or other materials should read and sign Ethiopiaid' Ireland s Safeguarding Policy and Code of Conduct and should adhere to the Dochas Code of Conduct on Images and Messages.

All social media (blogs; Facebook etc.) and case studies generated by Ethiopiaid Ireland will be subject to the same Safeguarding guidelines as outlined in this policy.

Information about a child/children's life and any images of children will be kept confidential in secure files. Access to images is limited to those that need them during the course of their work.

Where possible Ethiopiaid Ireland will only use images recorded on Ethiopiaid Ireland cameras and for which informed consent has been secured. Staff are requested to delete all images from personal cameras when returning from a field trip.

- *Informed Consent Forms obtained for case studies and images*
- *All consultants, journalist, photographer or other stakeholders visiting Ethiopiaid Ireland supported projects commit to Ethiopiaid Ireland's safeguarding policy, code of conduct and the Dochas Code of Conduct on Images and Messages*

13. Expectations of Local Partner Organisations

Ethiopiaid Ireland expects all its partners to ensure the wellbeing of children, young people, vulnerable adults and beneficiaries by having in place robust policies and procedures that prevent and respond to cases of or concerns about exploitation, abuse, violence or neglect.

Ethiopiaid Ireland expects that all of its partners will:

- Have a safeguarding policy that meets the requirements of the Ethiopian Charities and Societies Agency and is in line with key global guidance documents on the subject, namely:
    - UN Convention on the Rights of the Child (UNCRC)
    - UN Convention to Eliminate All forms of Discrimination Against Women (CEDAW)
    - UN Convention on the Rights of Persons with Disabilities (UNCRPD)
    - UN Secretary General's Bulletin of 2003 'Special Measures for Protection From Sexual Exploitation and Abuse'
- Have safeguarding procedures clearly documented
- Maintain confidentiality in the handling of safeguarding cases
- Train all of its staff and volunteers in its safeguarding policy and procedures and regularly refresh knowledge
- Regularly review the safeguarding policies & procedures
- Report safeguarding issues/ allegations to Ethiopiaid Ireland and how they are addressing them
- Provide documents and information requested by Ethiopiaid Ireland in a timely manner
- Sign Partnership Agreements with Ethiopiaid Ireland making reference to their own organisational Safeguarding Policy and agreeing to adhere to Ethiopiaid Ireland's Code of Conduct.

- *Local partners have developed a Code of Conduct*
- *Local partners have developed a Safeguarding Policy*
- *Code of Conduct and Emergency safeguarding contact details are displayed in Local partner offices*