

Title	SAFEGUARDING & PSEAH POLICY
Abbreviations	PSEAH – Protection from Sexual Exploitation, Abuse and Harassment VOG – Verklaring Omtrent Gedrag (<i>Certificate of Good Conduct</i>)
Policy statement	<p>Tearfund Netherlands, hereafter referred to as “Tearfund”, is committed to promoting the security and wellbeing of the communities we serve, volunteers and staff, and ensuring that children and adults at risk are protected from all forms of harm and abuse, and able to live a life with dignity, respect and security. Tearfund refers to its Code of Conduct (gedragscode) where unacceptable behaviour and gross misconduct are clearly mentioned in 2.4 and 2.5. Tearfund actively encourages a culture of ‘zero tolerance’ towards all forms of harm and abuse, and seeks to ensure that staff and representatives ‘do no harm’ while working for or with Tearfund. Further information on expected behaviour is set out in Tearfund’s Code of Conduct.</p> <p>This policy applies to all staff and representatives who work for or with Tearfund.</p> <p>Staff includes:</p> <ul style="list-style-type: none"> ● All staff, national and international ● All volunteers, secondments, interns <p>Representatives include:</p> <ul style="list-style-type: none"> ● All contractors, including consultants, journalists, photographers, external media ● All Supervisory Board members, ambassadors, Inspired Individuals, guests, visitors, church groups, supporters <p>Staff and representatives must ensure that their behaviour promotes and allows children and adults at risk to live free from:</p> <ul style="list-style-type: none"> ● Harm and Abuse (physical, sexual (including sexual harassment) and emotional (including the abuse of power/trust and coercion)) ● Bullying and Harassment ● Exploitation (physical & sexual) ● Neglect ● Discrimination ● Human Trafficking <p>Tearfund’s policy is in line with the core principles set out by the UN Inter-Agency Standing Committee Task Force on Protection from Sexual Exploitation and</p>

Abuse in Humanitarian Crises and operates a survivor-centred approach. This means that:

- Sexual exploitation and abuse by Tearfund staff or representatives constitute acts of gross misconduct and are therefore grounds for termination of employment.
- Sexual activity with persons under the age of 18 is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to a member of a community we work with.
- Under no circumstances should staff or representatives enter into a sexual relationship with a member of a community that we work with since there are inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.
- Where a member of staff, agent or representative develops concerns or suspicions regarding sexual exploitation or abuse by a fellow worker, or any representative, whether working for Tearfund or another humanitarian aid agency, they must report such concerns via Tearfund's reporting or whistleblowing channels.
- Tearfund staff and representatives are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of Tearfund's Code of Conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

Tearfund is aware that harm and abuse can be caused by as well as experienced by both adults and children.

This policy provides guidance to all Tearfund staff and representatives located anywhere in the world, to understand the importance of safeguarding children and adults at risk and their responsibilities to do so at all times, by:

- upholding the dignity and respect of children and adults at risk;
- taking preventative steps to ensure a safe environment for children and adults at risk;
- responding quickly and appropriately to concerns raised;
- acting with integrity, being transparent and accountable;
- ensuring that all activity is done in the best interest of children and adults

at risk.

Tearfund actively encourages a culture where:

- issues and concerns about safeguarding are raised and discussed;
- a sense of accountability among staff/representatives can and must challenge potentially poor or abusive behaviour;
- it is mandatory to report abusive allegations or concerns that directly relate to a child or adult at risk;
- we provide a safe environment, including online environment, for all people that the organisation engages with.

Any allegation or concern regarding the abuse of a child or adult at risk must be treated seriously. **Reporting concerns regarding the abuse of children or adults at risk is mandatory, including any concerns of sexual exploitation, abuse and harassment.** Concerns can arise when abusive behaviour is observed or suspected; or when an allegation is made or disclosed or there are indicators (signs and symptoms) of suspected abuse on the victim. Failure to report is a breach of the Safeguarding Policy and can result in serious sanctions including termination of agreements and termination of employment.

Any allegation of abuse or harassment of a sexual nature must be reported to safeguarding@tearfund.nl even if the allegation does not involve a child or adult at risk. Specifically:

- If you witness an incident which you believe amounts to abuse, bullying, sexual exploitation or sexual harassment please report it without delay to safeguarding@tearfund.nl
- If an individual, who is not a child or adult at risk, makes a confidential disclosure to you of an allegation of abuse or harassment of a sexual nature, including sexual exploitation, and neither they nor another person is at immediate risk of serious harm, you should only make a report to safeguarding@tearfund.nl with that individual's consent. In this situation, advice and guidance may be sought from safeguarding@tearfund.nl without disclosing the names of individuals affected or other identifying information, and we would encourage you to seek such advice.

There are three types of concerns that can be reported:

- **Category 1** - This concern relates directly to a staff member or representative. Tearfund has a duty of care and will respond by initiating an investigation.

	<ul style="list-style-type: none"> • Category 2 - This concern relates to a Tearfund partner staff member. Tearfund has a shared duty of care and will require the partner to initiate an investigation, if appropriate, in line with their Safeguarding Policy. Tearfund would expect the partner to share the final report with Tearfund. • Category 3 - This concern relates to abuse in a community in which Tearfund or our partner is working. While Tearfund or the partner will not have a formal responsibility to investigate, Tearfund or the partner may have some influence in the community and will pass on information to the relevant local authorities. In each case an assessment should be made of what is in the best interest of the child or adult at risk in relation to reporting the allegation to the authorities. <p>All Safeguarding reported issues are recorded on Tearfund’s Safeguarding Incident Register, which is reviewed at least yearly by Tearfund’s Executive Team and the Safeguarding & Wrongdoing Committee. This is to ensure that Safeguarding measures and processes are reviewed and effective. The Safeguarding Focal Point is responsible for the Safeguarding Incident Register.</p> <p>We are committed to reporting any incidents to the appropriate regulatory bodies and government departments, as required. Where there is evidence that criminal activity may have taken place, we will report to the relevant police and/or child protection authorities of the country where the incident occurred and/or the country of origin of the Subject of Complaint as appropriate, provided that it is in the best interests of the child or adult at risk concerned to do so and taking into consideration their wishes.</p> <p>This policy will be reviewed every year.</p>
<p>Information Links</p>	<p>All words highlighted in blue and underlined - for example: Policy - when clicked on will link to a document that provides more information about another policy, a specific procedure, forms, definitions, behaviours, etc. It is important that all linked documents are read in conjunction with this Safeguarding policy.</p>
<p>Actions to take when made aware of an allegation or concern</p>	<p>All allegations or concerns about the abuse of a child or adult at risk must be taken seriously and reported to Tearfund’s Safeguarding Focal Point via safeguarding@tearfund.nl. This should ideally happen within 24 hours of the allegation or concern being raised.</p> <p>On hearing of an allegation or concern, the first action is to ensure that the alleged survivor/victim is safe and has access to appropriate care. The safety of and care for the alleged survivor/victim is critical within the first 24 hours immediately following an incident.</p>

Please note that some of the 'linked documents' refer to Tearfund UK documents – because of efficiency, Tearfund Netherlands did not change those documents to a Tearfund Netherlands version. In case of a possible incident Tearfund Netherlands will determine if changes are needed with respect to the Tearfund UK version, in which the determining design principle is that Tearfund Netherlands policies and procedures take precedence over those of Tearfund UK

	<p>All allegations or concerns should be recorded immediately on the Incident Report Form and emailed directly to Tearfund’s Safeguarding Focal Point. Please use the following email address: safeguarding@tearfund.nl. The Safeguarding Focal Point will inform the Safeguarding Review Team, which consists of the HR Director, Safeguarding and Wrongdoing Committee and others as required. In case of safeguarding issues directly linked to CEO, Team or Project Leaders, the Safeguarding Focal Point will communicate directly with the chair of the Supervisory Board.</p> <p>The Wrongdoing Reporting & Investigation Flowchart explains the process of reporting. The type of investigation will depend on the nature of the incident. More details about the actions that can be taken against staff or partners who commit sexual exploitation, abuse or harassment or who fail to take reasonable steps to prevent or report it are set out in the Code of Conduct and the General Conditions to the Project Agreement. The Safeguarding Focal Point, with the support of the Safeguarding Review Team, will decide if the Subject of Complaint, if a staff member, should be suspended based on the General Terms and Conditions of Service and the Code of Conduct.</p> <p>All actual and alleged incidents and concerns are registered in the Incident Register. This includes all types of incidents as set out above, both reported internally and by partners. It does not include all incidents and concerns that lead to relatively low reputational damage and that are beyond reasonable control.</p>
<p>Key information which relates to this policy</p>	<ul style="list-style-type: none"> • Definitions of Terms - This document provides an explanation of the words you will find in the policy • Criminal records check - It is important for staff to have a criminal record check prior to employment. In the Netherlands this is done for all staff, volunteers, interns and Supervisory Board by requesting a VOG. • Types of Abuse - This document lists all forms of action, inaction or interaction with a child/children or an adult at risk that could result in the harm (or risk of harm) to a child or adult at risk. • Indicators of Abuse - It is important to be aware of the indicators of abuse and neglect so that concerns can be raised based on observations. • Acceptable and Unacceptable Behaviour - This list of behaviours is designed to protect children or adults at risk and to protect Tearfund staff and representatives from false accusations.

	<ul style="list-style-type: none"> ● Disclosure of Abuse - During any disclosure it is important to manage the process well so that the welfare of the child or adult at risk is protected. ● Self-Declaration Form - A confidential statement with regard to a person's suitability to work with children or adults at risk. This requires an individual to disclose any unspent criminal convictions to enable Tearfund to assess their suitability to work with children or adults at risk. ● Consent form - This form should be completed and signed before material information about a child or adult at risk can be used/shared with others. Before completing the Consent Form, it is important that the guidelines are also read. ● Safeguarding Risk Assessment - A risk assessment should be done when starting any project, event, or trip in order to assess the risks of harm or abuse when working with children or adults at risk and other non-members of staff. ● Community-Friendly Safeguarding Policy ● Child-Friendly Safeguarding policy ● Posters explaining expected behaviour from staff and guidelines for partners
<p>Resources which relate to other teams' activities</p>	<ul style="list-style-type: none"> ● Working on safeguarding with partners and alliances - All partners, alliances and other agencies, working with Tearfund, are expected to consistently apply good safeguarding practice in all activities involving children and adults at risk. ● Safe Recruitment and Selection - In the process of recruitment and selection a range of procedures and actions should be taken to ensure children and adults at risk are safeguarded and abuse is prevented. ● Safeguarding in our Communications and the Media - At all times, the dignity of children and adults at risk must be respected. Therefore all personal information and details of children or adults at risk, which may identify them or may increase the potential risk of harm or injury to their name or reputation or their families should not be used.
<p>Other related Policies and Procedures</p>	<ul style="list-style-type: none"> ● The Code of Conduct will be used if necessary. This policy sets out in further detail the expected behaviours of all staff. ● Protocol for handling sexual and violent physical assaults - detailed guidance on how to support and manage communications with a member of staff who survives a sexual and violent physical assault and ensure their needs are met. ● VOG - Tearfund staff and representatives will be required to undertake a criminal record check on induction. ● Whistleblowing policy - An important aspect of accountability and

	<p>transparency is a mechanism to enable staff and other people associated with Tearfund to voice concerns in a responsible and effective manner.</p> <ul style="list-style-type: none"> • Wrongdoing Reporting & Investigation Flowchart • Appeals Procedure – Where a member of staff feels that a decision or action taken against them has been unfair, the Appeals Procedure provides the means by which they can request that the decision or action be reviewed and if appropriate changed.
<p>Why the policy is needed</p>	<p>Tearfund is committed to the safeguarding of those we work with, particularly children and adults at risk. All community members, Tearfund staff and representatives, without exception, have the right to protection from abuse regardless of gender, race, disability, sexual orientation, religion/beliefs, pregnancy/maternity and gender reassignment. Many of the people we work with experience increased vulnerability as a result of natural disasters and conflict and it is therefore vital that staff and representatives of Tearfund work with people respectfully and in a way which maintains their safety, dignity and security.</p> <p>Standards</p> <p>Tearfund is committed to ensuring that adults at risk or the child’s best interest and wellbeing is at all times of paramount consideration. In this regard this policy is based on frameworks and principles encapsulated within:</p> <ul style="list-style-type: none"> • The Bible; • The UN Convention on the Rights of the Child (UNCRC); the Netherlands (together with most countries) has ratified this convention; • The internationally accepted safeguarding standards of the Keeping Children Safe Coalition; • All relevant national laws of the Netherlands as Tearfund is a registered foundation within this jurisdiction, particularly: <ul style="list-style-type: none"> ○ Wet Bescherming Klokkenluiders of 18 February 2023, ○ Regeling vertrouwenspersonen integriteit en ongewenste omgangsvormen en Klachtencommissie ongewenste omgangsvormen BZK of 8 August 2013, and ○ Verdrag inzake de rechten van het kind, New York, 20 November 1989; • All relevant national laws of each of the countries that Tearfund works in through its partners and/or alliances; • The UN Secretary-General’s Bulletin on Special measures for Protection from Sexual Exploitation and Sexual Abuse (ST/SGB/2003/13); • The Core Humanitarian Standard on Quality and Accountability (CHS). Tearfund is certified against the CHS;

	<ul style="list-style-type: none"> • CBF-Erkenning, including to the duty to report to the CBF (Central Bureau for fundraising).
Who must follow this policy	<p>This policy applies to anyone who represents Tearfund in any capacity - this includes all 'staff' and 'representatives' (see Policy Statement above for definitions).</p> <p>Partners and their staff are bound by relevant articles mentioned in the General Conditions of the Project Agreement, which make safeguarding children and adults at risk mandatory. Partners must either have their own Safeguarding policy or abide by Tearfund's Safeguarding policy for the duration of the Project Agreement.</p>
Communication of this policy	<p>Tearfund is committed to communicating this policy to all staff and representatives and to communities (including any parents/carers) as appropriate.</p> <p>All staff and trustees are required to complete Tearfund's mandatory e-Learning course on Safeguarding upon joining, and then every 12 months. Tearfund's Code of Conduct will be applied if staff do not complete the training as required, unless there are exceptional extenuating circumstances.</p>
Person responsible	HR Director
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Approved by	ET
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