

Safeguarding Policy

1. Purpose

CSA is committed to protecting children, vulnerable adults, and all individuals we serve from harm, abuse, and exploitation. This policy ensures that everyone working for or on behalf of CSA understands their responsibility to safeguard people who come into contact with our work—whether directly or indirectly.

2. What is Safeguarding?

At CSA, safeguarding means protecting the health, well-being, dignity, and human rights of individuals, enabling them to live free from harm, abuse, neglect, and exploitation. It is about preventing harm caused by CSA's personnel, operations, and programs.

We recognize that harm affects people differently based on gender, age, disability, ethnicity, sexuality, and other factors. Therefore, CSA applies both gender and diversity lenses in identifying and mitigating safeguarding risks.

3. Scope

This policy applies to:

- CSA employees (full-time, part-time, temporary)
- Consultants, commissioners, board members
- Contractors, partners, suppliers, and all associated personnel

Safeguarding obligations extend across all CSA activities, partnerships, and locations. We require robust systems to prevent, report, and respond to harm, ensuring survivors are supported and the accused are treated fairly.

4. Our Commitment

CSA will not tolerate abuse, neglect, harassment, exploitation, or any form of harm. We uphold zero tolerance for any violation of this policy by staff or affiliates. This includes child safeguarding, adult safeguarding, and prevention of sexual exploitation and abuse (PSEA).

CSA operates on three pillars:

1. Prevention
2. Reporting
3. Response

5. Principles

CSA's safeguarding commitments are guided by:

- Accountability to beneficiaries, survivors, staff, and partners
- A proactive approach to challenging power imbalances and gender inequality
- Integrating safeguarding in recruitment, training, and daily operations
- Rigorous reporting mechanisms and survivor-centered responses
- Transparent promotion of reporting channels, with protection against retaliation

6. Prevention Responsibilities

CSA's Responsibilities:

- Ensure staff understand this policy and related procedures
- Design programs to minimize safeguarding risks
- Apply strict safeguarding checks during recruitment and onboarding
- Provide ongoing safeguarding training
- Address concerns promptly through established procedures

Staff Responsibilities:

Employees and associates must never:

- Engage in sexual activity with anyone under 18
- Abuse or exploit children, vulnerable adults, or beneficiaries
- Exchange goods, services, or employment opportunities for sexual favors
- Tolerate or cover up safeguarding violations

All personnel must contribute to a safeguarding culture, report concerns immediately, and uphold CSA's standards in all interactions.

7. Reporting Safeguarding Concerns

Reporting Channels:

- Report concerns to your line manager or the Safeguarding Officer
- If uncomfortable reporting internally, use CSA's Whistleblower process
- Reports can be made anonymously; confidentiality will be maintained
- Reports related to donor-funded activities will be escalated appropriately

CSA protects whistleblowers and takes reports seriously, ensuring proper investigation and survivor support.

8. Responding to Concerns

CSA will investigate safeguarding concerns fairly and confidentially. Disciplinary action will be taken against proven violations, and criminal matters reported to relevant authorities. Survivor welfare is prioritized in all responses.

9. Governance and Accountability

CSA's Board oversees safeguarding governance. A Senior Safeguarding Officer maintains oversight, reporting regularly to senior leadership and the Board on safeguarding matters. Recruitment processes include background checks and reference verification where relevant.

CSA provides mandatory safeguarding training during induction and throughout employment.

10. Expectations of CSA Partners and Suppliers

CSA expects all partners, suppliers, and associates to uphold equivalent safeguarding standards. Where such policies do not exist, CSA will require adherence to our standards as a condition of engagement.

11. Integration with Other CSA Policies

This Safeguarding Policy works alongside:

- Anti-Human Trafficking and Modern Slavery Policy
- Code of Conduct
- Prevention of Sexual Harassment Policy
- Prevention of Sexual Exploitation and Abuse Policy
- Respect at Work Policy
- Whistleblower Policy
- Duty of Care Policy

12. Quality Assurance

CSA will regularly review safeguarding performance through internal audits, staff surveys, and review of safeguarding cases to ensure continuous improvement.