

Policy Name	SAFEGUARDING POLICY			Strategic Strand: Priority 1: - Our People and Culture	
Policy Ref	DIR/POL/002	Owner	Director of People and Culture		
Review cycle	EVERY THREE YEARS	Responsibility	GNRC/HSC	Version:	3, Q1 2026
Policy Statement	MAG believes that people have the right to be protected from all forms of harm, from sexual exploitation, abuse, bullying and harassment regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. MAG will not tolerate exploitation, abuse or bullying and harassment by staff or associated personnel and applies a zero-tolerance approach to any breach of this and associated policies. This Policy should be read in conjunction with the Dignity at Work, Protecting Children and Vulnerable People, and Equal Opportunity policies as well as the Code of Conduct.				
Purpose	The Safeguarding Policy sets out what MAG expects from all employees; and what employees, communities, partners, donors, authorities, and suppliers can expect from MAG in relation to safeguarding. It also seeks to ensure that employees do not use possible unequal power relationships for their own benefit. Its intention is to protect those who come into contact with our work, including children, vulnerable adults and communities that MAG works with, from any harm from sexual exploitation, abuse or harassment that may be caused by coming into contact with MAG. This includes behaviour or any act that involves one person using their power or influence over another person; ensuring staff, operations, and programmes, do no harm, or expose individuals to sexual exploitation, abuse or neglect, whilst protecting staff from inappropriate behaviour such as bullying and all forms of harassment. Harm in this policy may arise from: - the conduct of staff or personnel associated with MAG - the design and implementation of MAG’s programmes and activities.				
Scope and limitation	This Policy applies to: - all MAG employees including those on open-ended, fixed term, temporary and casual contracts and who thereby represent MAG (during both their professional or personal life). - associated personnel who are non-MAG staff and include consultants, contractors, suppliers, MAG’s partners, trustees, volunteers, accompanying family members of internationally contracted staff and programme visitors including supporters, journalists, celebrities and politicians. Applying to professional or personal life where it has the potential to impact the reputation of MAG. This Policy does not include safeguarding concerns in the wider community not perpetrated by MAG or associated personnel.				
Roles and responsibilities	The Safeguarding Policy places a number of responsibilities on various groups of people involved in MAG’s work. MAG’s Board of Trustees: have a duty of care to ensure that appropriate policies are in place to prevent abuse from taking place and to appropriately manage any concerns. They also have a responsibility to ensure that all appropriate issues are reported in line with best practice. They appoint a Safeguarding Trustee Focal Point who provides subject matter expertise and has delegated responsibility on behalf of the Board for ensuring that MAG maintains effective safeguarding policies, procedures, and practices. The Board of Trustees have responsibility for reporting to the Charity Commission and any other relevant regulatory body in the UK or other location.				

Board Committees: delegated responsibility rests with the following board sub-committees in relation to safeguarding:

The **Health, Safety, Security and Safeguarding Committee (HSC)** provides strategic oversight for all aspects of safeguarding at MAG and will ensure that policies and procedures are up to date, effective, appropriate and fully implemented.

The **Governance and Nominations Committee (GNC)** maintains oversight of MAG's incident reporting to the Charity Commission and any other relevant regulatory bodies. The committee will ensure that incident reporting practice is in line with the Commission's expectations and with sector good practice.

The Chair of both GNC and HSC will be notified immediately of any potentially serious incidents as soon as they are reported through appropriate channels. This will enable the GNC to ensure that all reporting to the Charity Commission takes place within recommended timescales. The HSC will be responsible for fulfilling any further reporting requirements including responding to requests for information.

MAG's Leadership:

The Leadership Team will:

- build a culture of openness to enable issues and concerns about safeguarding to be raised and discussed
- build a sense of accountability so that poor or abusive behaviour can be challenged
- maintain a reputation of robust standards and high standards of working

MAG's Safeguarding Lead reports to the Director of People and Culture, who in turn reports to the Chief Executive.

MAG's Managers:

All managers have a particular responsibility to uphold the standards within each policy and to set an example ensuring that a culture of dignity and respect is maintained. Managers should encourage an open and transparent way of working that facilitates a strong safeguarding culture within and between teams.

As well as upholding standards themselves, managers are expected to ensure that all staff understand the provisions clearly and challenge any unacceptable behaviour. In addition, managers must ensure that any reports or complaints are taken seriously and investigated promptly and thoroughly. All MAG programmes have a responsibility for ensuring that standards contained within each policy are upheld in each location and policies are translated into the relevant local language and understood by all.

All staff:

All staff and associated personnel (as defined above) are responsible for creating a safe working environment at MAG. All have a responsibility to act with due care and attention to safeguard the wellbeing of every person, specifically those who are vulnerable; they should remain vigilant, be prepared to take action and understand what to do in the event that there is a concern to raise.

All MAG employees are obliged to report any suspicions of sexual exploitation, abuse, or harassment of others. Failure to report suspicion of abuse relating to someone else to a relevant person is a breach of MAG's policy, and could lead to disciplinary action being taken.

More specifically, all staff have a responsibility to uphold and promote the safeguarding policies and standards of MAG, by:

- following the Code of Conduct
- applying the MAG values in day-to-day work and activities
- demonstrating fair treatment and treating all with dignity & respect
- challenging unacceptable behaviour

	• reporting concerns • asking if not sure
Implementation	Protection from harm MAG aims to ensure that staff, our operations, and programmes do no harm or expose individuals to sexual exploitation or abuse whilst also striving to protect individuals from inappropriate behaviour such as bullying and all forms of harassment. We recognise that there are unequal power dynamics across the organisation and in relation to those we serve, and that we face risk of some people exploiting their position of power for personal gain. Zero tolerance MAG is committed to tackling behaviour which is deemed to be unacceptable. Any type of exploitation, abuse, harassment, bullying, discrimination, and victimisation is not acceptable, and MAG will apply a zero-tolerance approach to breaches of MAG's Code of Conduct and associated policies. MAG also has a zero-tolerance policy towards inaction against sexual exploitation, abuse, harassment, and bullying. Excellence in safeguarding MAG commits to leading excellence in safeguarding practice, and this includes: <i>Survivor support:</i> • Protecting the dignity and safety of the people our work serves • Ensuring survivors are central to our safeguarding response <i>Enhanced accountability:</i> • Being transparent and sharing progress • Ensuring rigorous, accessible, and inclusive reporting and complaints processes <i>Cultural change:</i> • Driving cultural change and addressing structural inequalities from the top • Ensuring consistency in approach <i>Strengthening expertise:</i> • Collaborating to improve employment practice, share learning, best practice, and the expertise of staff, across the organisation • Applying internationally recognised standards and sectoral best practice • Collaborating with others in our sector to advance global safeguarding practice • Ensuring policies and practice address the needs of vulnerable groups MAG commits to addressing safeguarding throughout its work, through the three pillars: 1. prevention 2. reporting 3. response. 1. Prevention By integrating Safeguarding into aspects of MAG's work and systems, MAG will: • ensure staff and personnel associated with MAG are given every opportunity to become aware of the standards and expectations that we have set ourselves • design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with MAG. • implement stringent safeguarding procedures when recruiting, managing, and deploying staff and associated personnel. • ensure staff receive appropriate training and support on safeguarding – all staff will receive a session on understanding safeguarding during their induction and will attend an annual refresher training • provide clear systems on how to report concerns as soon as they are identified or suspected. • comply with international standards in relation to safeguarding.

As part of our prevention work, MAG will strive for the following:

Safe culture: *the organisational culture for safeguarding MAG's workplace is built on respect, tolerance, diversity and inclusion that delivers a respectful environment for all staff and supports staff to create a safe environment in which to deliver the organisation's work.*

Safe People: recruitment, induction, training, staff conduct and equal opportunities, MAG's HR policies, processes and systems integrate organisational safeguarding responsibilities that cover the employee lifecycle. Staff with responsibilities for safeguarding are appointed and skilled to undertake their roles.

Safe programmes: risk assessments are conducted, and partnership agreements are in place and are designed to prevent harm and abuse to the people with whom we work and the communities in which we work. National context is understood, and reporting mechanisms are clear.

Safe response: MAG treats any allegations related to safeguarding extremely seriously. We learn and identify areas in which we can improve, and welcome feedback from any stakeholders. We commit to respectfully listening and supporting individuals who want to raise a concern or make a complaint. We ensure that genuinely held concerns will be thoroughly investigated.

The measure of success, long with supporting resources and means of verification are set out under each area within the Safeguarding Self-Assessment Tool - [Safeguarding self assessment tool version July 2023.xlsx](#)

2. Reporting

MAG will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are available to staff and the communities we work with at both programme and a global level.

2.1 Reporting mechanisms for staff

Reporting mechanisms providing information on how to raise a report will be displayed in each MAG location – that is offices, bases, and accommodation.

In order to encourage safeguarding concerns to be reported, MAG will consult on the most appropriate reporting mechanisms within each context; ensure they are varied and accessible, and outline what will happen once a report is received and who will receive it.

MAG encourages reports in any language, and arrangements will be made for a confidential translation. In addition, anonymous complaints are accepted, which MAG will investigate as far as is reasonably possible.

The global reporting email addresses - reporting@maginternational.org or safeguarding@maginternational.org are also available particularly where a complainant feels they have not be adequately addressed within a programme.

3. Response

When a report or concern is received then each programme and UK will have a triage process, - guidelines can be found here - [Reporting mechanisms and report handling v1](#) . This will include 4 stages set out as follows:

- Receiving a Report
- Registration
- Review by Triage Committee
- Next Steps and Closure

	For further information on reporting and response – see Guidelines on Reporting and Response to support the Safeguarding Policy & Dignity at Work Policy and the Safeguarding glossary of terms
Resources	MAG commits to the following resources to support its safeguarding work. People <i>Global Safeguarding Lead</i> - reporting to the Director of People and Culture, a senior level full time global safeguarding position will be in place to: - lead and support activities that promote good practice relating to safeguarding, ensuring it is a regular, significant and substantive consideration in all aspects of MAG’s work across all areas of the organisation. - support all levels of organisational management in assessing risks associated with delivering MAG’s work in all contexts, supporting the effective management and mitigation of these. - provide leadership, guidance and practical assistance to colleagues across the organisation to ensure that all aspects of MAG’s work comply with safeguarding best practice. <i>Programme safeguarding lead</i> - all programmes will have a designated person responsible for making sure the safeguarding framework is implemented and followed. This is the programme safeguarding lead and at MAG, this is the SMiC (senior manager in charge). SMiCs hold responsibility for upholding and promoting standards, by working transparently, reporting concerns, challenging unacceptable behaviour, and ensuring any allegations are dealt with appropriately. Some tasks may be delegated, but accountability will remain with the programme safeguarding lead. <i>Programme safeguarding manager/officer</i> - these are roles that are responsible for ensuring that MAG’s safeguarding framework is effectively and consistently applied; support the programme safeguarding lead on any safeguarding issues that may arise; support on training activities, develop and lead initiatives to raise awareness on safeguarding issues and reporting; and ensure that safeguarding is incorporated into relevant frameworks. In some programmes, MAG has designated safeguarding staff e.g., Safeguarding Managers, or Co-ordinators; in others the function sits within HR, or with other roles as deemed appropriate. Decisions are made on where this role sits on a case-by-case basis and will depend on size, complexity, available resources, and programming. <i>Programme Safeguarding Focal Points</i> - at each appropriate level or setting in programmes/HQ there will be a named person/s who people can talk to about safeguarding matters. These are the Safeguarding Focal Points. They support MAG to prevent and respond to sexual harassment, abuse, and exploitation by receiving concerns and forwarding these to the team, raising awareness and promoting best practice. Focal points are not required to investigate concerns or complaints themselves. All staff with responsibility for implementation will receive training. Budget A budget will be designated to the global safeguarding lead to ensure that an external review of organizational Safeguarding is conducted every three years, for travel that cannot be funded by programmes, and additional external support/advice as and when needed. Each programme should designate a budget for translation of materials; travel, training venues for refresher training and other awareness raising supporting materials.
Monitoring	• To ensure this policy remains relevant and appropriate, it will be reviewed every three years, alongside the associated policies. • All case management is monitored and reported as appropriate to the Leadership Team and relevant trustees. • MAG will report the number of cases it has handled, and progress made in its Annual Report. • The Safeguarding Trustee Focal Point and Safeguarding Lead will meet monthly.

	• Every three years' an external safeguarding review will be conducted. • Progress on implementation will be reported to the Leadership Team and Board sub-committees every quarter and the Board every year.
Non-Compliance	Any failure to comply with this policy will be investigated and may lead to disciplinary action being taken in accordance with MAG's Disciplinary Policy and relevant Disciplinary Procedure.
Glossary of terms	MAG defines safeguarding as 'any behaviour or act that involves one person misusing their power or influence over another person.' MAG aims to protect everyone who comes into contact with us from: - Misuse of power or influence over another person - Harm from sexual exploitation, abuse, bullying and harassment - Inappropriate, exploitative or degrading behaviour A definition of all terms relating to Safeguarding can be found in annex 2.
Ethics, Values and Mission	We recognise that our behaviour has an impact on others and on MAG. By adopting our values, we can all contribute towards MAG's vision and mission. INTEGRITY: we strive to do the right thing – <i>taking principled decisions</i> COMPASSION: people come first in everything we do – <i>through our day-to-day interactions</i> INCLUSIVE: we are inclusive, and we value diversity – <i>having accessible and trusted reporting mechanisms available for all and taking a survivor centred approach</i> EXPERT: through excellence and expertise we build trust – <i>build expertise and have sufficient capacity, with up-to-date resources and effective learning</i> DETERMINED: we work with purpose – <i>keep striving for change.</i>
Delegations of Authority	Responsibilities are set out in the relevant procedures and guidelines listed in the legislation and codes of conduct section below. Safeguarding concerns of a reportable nature have oversight of the CEO, Director of People and Culture, Director of Programmes, the safeguarding trustee focal point and the board subcommittee – Health, Safety, Security and Safeguarding Committee (HSC).
Mandatory Reporting	If contract, regulation, or law requires, complaints will be reported to donors, the UK Charity Commission, and relevant local authorities. Numbers of safeguarding complaints received and how they are addressed are included in MAG's Annual Report.
Risk management	Risks are managed through the MAG Risk Framework.
Legislation and codes of conduct	MAG expects to meet the standards in safeguarding required by relevant legislation, regulatory authorities, donor contracts and best practice guidance. We adhere to international principles and standards covering protection from sexual exploitation and abuse which includes the Inter-Agency Standing Committee IASC Six Core Principles relating to sexual exploitation and abuse, and are embedded within MAG's Code of Conduct. <u>Internal policies:</u> MAG Code of Conduct MAG Safeguarding Policy and Procedure MAG Dignity at Work Policy and Procedure MAG Protection of Children and Vulnerable Adults Policy and Procedure MAG Equal Opportunities Policy MAG Complaints Policy and Procedure MAG Whistleblowing Policy and Procedure MAG Grievance Policy and Procedure MAG Disciplinary Policy and Procedure MAG is a member of the Disclosure of Misconduct Scheme The Misconduct Disclosure Scheme and an endorser of CAPSEAH - Home CAPSEAH.