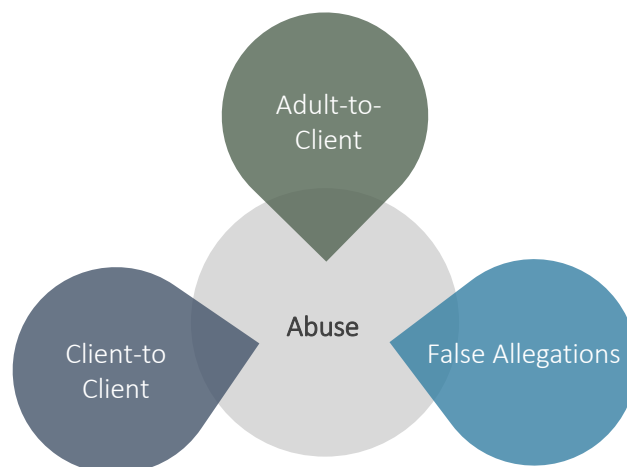


April 2021 Safeguarding Series: A Roadmap for Developing Your Safeguarding Policy

Presented by
PRAESIDIUM
In partnership with FADICA

1

Important Risks to Safeguard Against

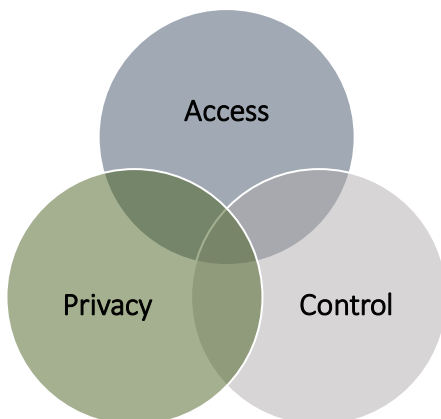


2

Types of Abuse

- Physical
- Sexual
- Verbal/Emotional
- Mental/Psychological
- Exploitation
- Neglect
- Financial/Economic

How Adult Offenders Operate

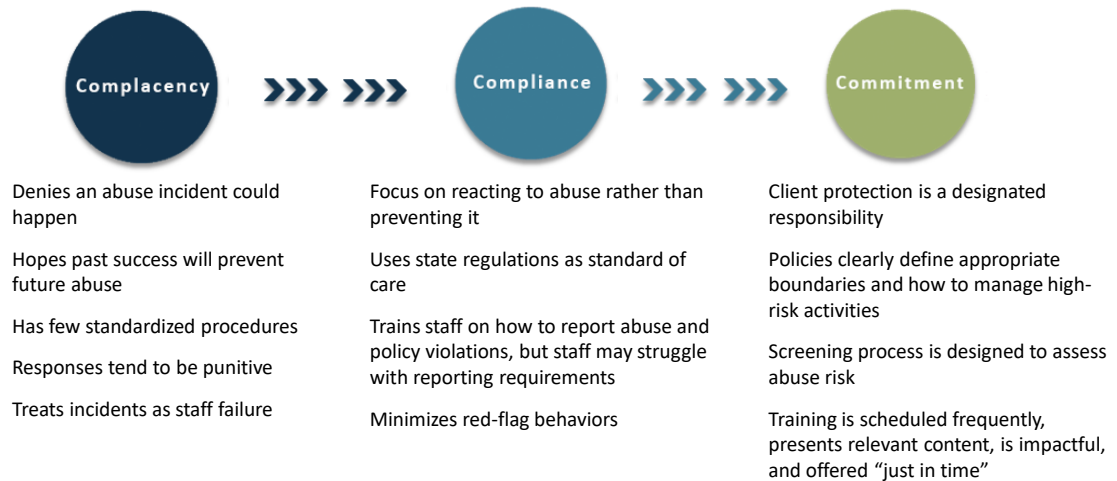


✓ Access

✓ Privacy

✓ Control

Continuum of Commitment



Safeguarding Policy Framework: Key Components



Decision Points

- ✓ Scope of the Policy
- ✓ Code of Conduct / Boundary Guidelines
- ✓ Screening and Hiring
- ✓ Onboarding and Training
- ✓ Supervision and Support
- ✓ Responding and Reporting
- ✓ Governance and Accountability

Policy Structure Considerations

Organization-level policies

Define minimum expectations that apply to everyone

- ✓ Zero tolerance
- ✓ Screening
- ✓ Training
- ✓ Response

Program-specific policies

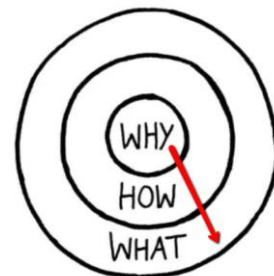
- ✓ Boundaries
- ✓ High-risk activities
- ✓ Response



Safeguarding Policy – Component 1

Introduction to the Organization's Purpose and Mission / Zero Tolerance for Abuse / Organizational Culture

- Describe why the organization is committed to preventing and responding appropriately to any harm against vulnerable clients (children & adults)
- Describe how safeguarding efforts promote and sustain the organization's mission and values
- Outline the organization's zero tolerance for abuse



Safeguarding Policy – Component 2

Behavioral Expectations and Interactions with Vulnerable Clients

- Describe defined expectations for safely and appropriately interacting with vulnerable clients
- Include the organization's Code of Conduct
- Outline both appropriate and inappropriate interactions to define the bandwidth of acceptable behavior

Boundaries to Define

- Physical affection
- Verbal interactions
- Electronic communication
- Contact outside of program activities
- One-on-one interactions
- Gift giving and receiving



11

Create Institutional Memory

- ✓ The safety of clients depends on **standardized** policies and procedures and an **institutional culture – not personnel.**
- ✓ Employees and volunteers **come and go.** You need the **same** level of policy adherence and understanding regardless of individuals.



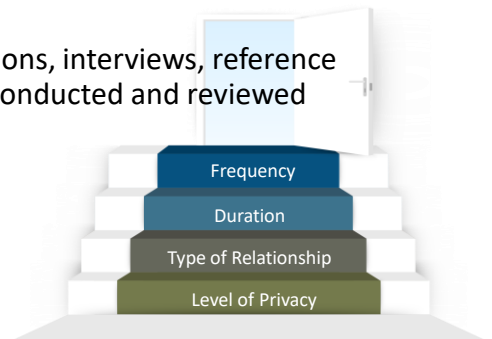
12

12

Safeguarding Policy – Component 3

Screening and Hiring Processes

- Describe the comprehensive and standardized process for screening and hiring individuals who will have access to vulnerable clients
- Identify whether process changes based on the position's level of access to vulnerable clients
- Identify whether and to what extent applications, interviews, reference checks, and criminal background checks are conducted and reviewed through an abuse prevention lens

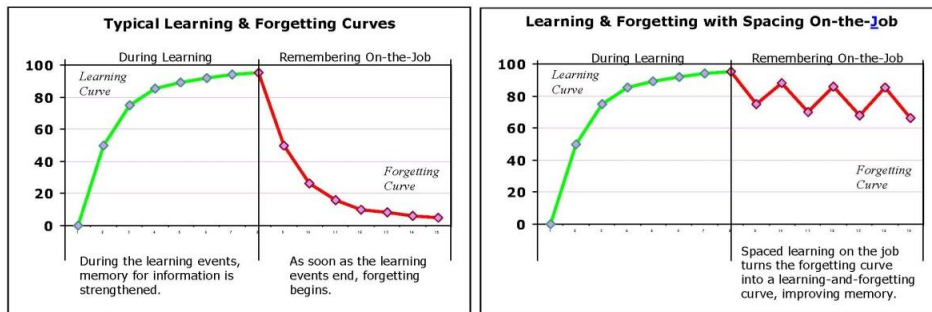


Safeguarding Policy – Component 4

Onboarding and Training Requirements

- Describe onboarding and training requirements to equip staff with abuse prevention and safeguarding knowledge and skills
 - Content might include discussions on organization's zero tolerance for abuse, maintaining appropriate boundaries with clients, identifying and managing high-risk interactions and activities, internal and external responding and reporting procedures
 - Describe frequency (initial onboarding, annual, monthly staff meetings) and delivery systems (formal orientation, in-person discussion, online modules, group/team meetings) in which information and training will be delivered
- Identify whether requirements change based on the position's level of access to vulnerable clients
- Describe how the organization will maintain and verify compliance with defined training requirements

Spacing Effect



Source: Thalheimer, W. (2006, February). *Spacing Learning Events Over Time: What the Research Says*. Retrieved October 23, 2013, from <http://www.work-learning.com/catalog/>

Safeguarding Policy – Component 5

Supervision and Support

- Describe the variety of ways in which the organization monitors and supervises:
 - Staff (employees and volunteers)
 - Vulnerable clients (peer interactions)
 - High-risk activities (overnight/residential, transportation, one-on-one interactions)
 - High-risk locations and architectural risks (bathrooms, bedrooms, isolated areas)
- Describe how the organization intervenes and supports staff and clients (supervision meetings, performance evaluations, progressive discipline process, implementation of safety or supervision plans)

Safeguarding Policy – Component 6

Systems for Responding and Reporting

- Define the organization's internal response procedures for:
 - Red flag behaviors and policy violations
 - Suspicions or allegations of abuse
 - Client to client inappropriate behaviors
- Describe internal procedure for conducting investigations or incident reviews
- Describe how the organization seeks to remove barriers to reporting concerns or incidents
- Identify mechanisms for supporting victim-survivors

17

Safeguarding Policy – Component 7

Governance Involvement and Accountability

- Describe how the organization's governing body is involved in supporting and enforcing the safeguarding policy and its initiatives for keeping staff and clients safe:
 - Identify when and under what circumstances the governing body is to be notified of concerns/incidents
 - Outline what kind of trending information is regularly presented to the governing body
 - Define how often the governing body reviews and gives feedback on program development, quality improvement, and leadership of safeguarding efforts
 - Explore how the safeguarding policy and its initiative overlay with external partners and third-party relationships

18

Summary Considerations

19



20

Decision Points

- ✓ Scope of the Policy
- ✓ Code of Conduct / Boundary Guidelines
- ✓ Screening and Hiring
- ✓ Onboarding and Training
- ✓ Supervision and Support
- ✓ Responding and Reporting
- ✓ Governance and Accountability

Safeguarding Best Practices

- ✓ Written policies regarding interactions and boundaries
- ✓ Criminal background and reference checks
- ✓ Annual abuse prevention training
- ✓ Written procedures for managing high-risk activities (1:1, bathroom, transportation)
- ✓ Written supervision requirements of staff and volunteers
- ✓ Analysis of trends or patterns to impact decision making and risk reduction
- ✓ Education and empowerment of vulnerable populations
- ✓ Written procedures for responding and reporting
- ✓ Board involvement/awareness
- ✓ Demonstrated commitment from leadership
- ✓ Low tolerance for drift from standards

Sample Abuse Prevention Policies and Procedures

Post-Webinar PDF Resource

List of Appendices

- Appendix 1. Sample Zero Tolerance Policy Prohibiting the Abuse of Mistreatment of Youth
- Appendix 2. Sample Policy that Defines Appropriate and Inappropriate Physical Interactions Between Adults and Youth
- Appendix 3. Sample Policy that Defines Appropriate and Inappropriate Verbal Interactions Between Adults and Youth
- Appendix 4. Sample Procedures for Managing the Risk When One Youth is Alone with One Adult
- Appendix 5. Sample Electronic Communication and Social Networking Policy
- Appendix 6. Sample Gift Giving Policy
- Appendix 7. Sample Policy on Written Statement of Cooperation with Investigations
- Appendix 8. Sample Screening Checklist for Adults



KEEP IN TOUCH

Colleen Crawford
Program Manager, Child and Vulnerable Adult
Safeguarding Initiative
CCrawford@fadica.org
FADICA

Laura Hardin Aceves, LMSW
Senior Risk Consultant
LHardin@PraesidiumInc.com
Praesidium