



# **IDDC Safeguarding Policy**

June 2025

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Responsible officer: IDDC Executive Officer

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## Purpose

The purpose of this safeguarding policy is to outline our approach and commitment to safeguarding. This includes managing any safeguarding concerns regarding our own staff and volunteers, signposting any safeguarding concerns from our members and protecting any representatives or people who come into contact with IDDC through our task groups' meetings, conferences or activities.

## Scope

All IDDC's representatives and member organisations<sup>1</sup> should be aware of and adhere to the policy when acting on behalf of the IDDC. IDDC's representatives are defined as board members; employees (permanent or temporary) and volunteers. Members are defined as any employee working for a member organisation.

In addition to complying with the policy, all staff, representatives and members must sign and will be held accountable to IDDC's Safeguarding Code of Conduct when representing the IDDC or attending IDDC events and will be asked to sign the code of conduct when joining the IDDC.

It is expected that members will have sufficient policies and procedures in place covering safeguarding, in order for IDDC to accept them as a member.

## Mission and Values

The International Disability and Development Consortium (IDDC) is a grouping of civil society organisations coming together around a common objective: promoting inclusive international development and humanitarian action with a special focus on the full and effective enjoyment of human rights by all people with disabilities.

A broad consortium, our membership includes organisations of Persons with Disabilities (OPDs), non-governmental development organisations, national networks and international member-based networks.

In this diversity, we find our strength. Member-driven, our activities are defined and run by members through thematic task groups.

For IDDC, safeguarding means promoting and protecting people's health, wellbeing, and human rights, and enabling them to live free from harm, harassment, exploitation, and abuse. A safeguarding concern can be any concern of harm, exploitation or abuse that has occurred or will occur if no action is taken.

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<sup>1</sup> The list of IDDC can be found on the [IDDC website](#)

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## Aims and objectives

In pursuit of our vision, our network focuses on three objectives:

Promoting disability inclusion and appropriate disability-specific approaches in all development or humanitarian policies and practices.

Collaborating and sharing experiences about policy and practice among members.

Disseminating information and knowledge about inclusive development and humanitarian action.

The safeguarding policy also acknowledges our commitment to the following:

### Safe recruitment

All recruitment of staff, Board members or volunteers will include a full induction to the safeguarding policy and code of conduct, including procedures to follow should any safeguarding concern arise. This induction will be conducted by the Secretary or Inclusive Safeguarding Task Group Coordinators.

When recruiting staff and volunteers, IDDC will make sure that questions regarding safeguarding are included in any relevant job interviews. Where possible, references should be sought from previous employers to get more information on the suitability of candidates.

### Code of Conduct

All IDDC staff, volunteers, members and representatives will be required to acknowledge receipt of and compliance to the Safeguarding Policy and sign up to the Code of Conduct to have their membership approved.

Any violation of the Code of Conduct when a member is representing the IDDC or attending an IDDC event may result in suspension of membership in addition to any relevant legal action. To give maximum protection to the organisation and staff, the Code of Conduct is to be applied both within and outside of working hours and whether or not the representative or member is representing the IDDC at the time of the incident.

### Awareness

IDDC will ensure all members, supporters and media representatives involved with IDDC work have access to the Safeguarding Policy through its website and will take appropriate steps to communicate that availability.

IDDC will also hold annual safeguarding training sessions for representatives and members.

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## Complaints and Reports

IDDC will not be held responsible or liable for any incidents or the outcome of any concerns, as the member organisation themselves should have a safeguarding reporting process already in place. As above, members can also contact the administration mailbox if they wish to receive signposting advice regarding a concern their organisation has or if they believe their IDDC membership might be affected by a concern.

In the circumstance that any representatives wish to report a concern involving IDDC, or members wish to receive advice, the following mechanisms can be used:

Report a concern to the mailbox, currently managed by the Executive Officer, Angélique Hardy: [Coordinator@iddcconsortium.net](mailto:Coordinator@iddcconsortium.net).

If the concern is regarding a member of the staff team or the Executive Officer is absent, report by email to the Chair, Mary Keogh: [chair@iddcconsortium.net](mailto:chair@iddcconsortium.net)

If the concern is regarding the Chair, report instead to the Secretary: [safeguardingreport@iddcconsortium.net](mailto:safeguardingreport@iddcconsortium.net)

Members have a responsibility to inform IDDC of any **serious safeguarding concerns** that their organization is handling. Any incident which involves actual or suspected harm, exploitation or abuse to a vulnerable adult or a child. If in doubt, report. While the specific details of the concern should not be shared, IDDC needs to be aware of such situations. When reporting a concern, members should provide:

- The **nature of the concern**, for example, abuse, neglect, or exploitation, and whether it involves an adult or a child.
- The **timeframe** of the concern, including when it was reported and what action is needed or if immediate action is required.

Assurance that the survivor is safe or what action will be taken to ensure their safety.

Furthermore, members are responsible for reporting any investigations taking place concerning representatives (such as Board members or task group coordinators) or individuals actively representing IDDC.

There should be an open flow of information between members and the IDDC secretariat regarding safeguarding concerns and reporting. Failure by members to share necessary information could result in the suspension of their membership. Information shared will be kept confidential, and only information that allows IDDC to ensure the safety of individuals and activities will be shared.

## Confidentiality

All reports and the information herein will be handled with strictest confidentiality to protect the identity of the individuals concerned, the informer and the accused, both appropriately and in accordance with relevant EU legislation. In cases where someone is deemed to be a risk to themselves or others, IDDC may need to disclose someone's identity in order to report the concern to an appropriate body for support.

**Representatives:** If an employee or volunteer has been under investigation by IDDC or by official law enforcement authorities for any area of harm, exploitation or abuse as defined under this policy, they will be subject to employee disciplinary procedures. Under these procedures they may be temporarily suspended during the investigation. If an employee is dismissed for proven harm, exploitation, or abuse, IDDC will inform the relevant authorities, disclose this to prospective future employers and/or refuse a reference, depending on details.

**Member organisations:** Appropriate action will be taken up to and including immediate termination or suspension of a membership.

## Investigations

IDDC is committed to addressing safeguarding concerns promptly and thoroughly. We will manage concerns or reports about our own staff and volunteers and conduct investigations where needed. These investigations will typically be led by the Safeguarding Lead on the Board, the Coordinator, and other senior members of the Board, depending on who the concern involves.

For concerns regarding member organisations, these will be signposted back to the members for their internal processes. This includes investigations concerning individuals representing IDDC as board members or task group coordinators from member organisations. During such an investigation, their IDDC membership as individual employees or as an organisation might be temporarily suspended, and those representing IDDC in these roles may also be suspended from their IDDC duties.

Key aspects of our investigations will include:

- **Fair and Impartial Process:** We'll ensure all investigations are conducted fairly, impartially, and with respect for all parties involved.
- **Accessible and Inclusive Approaches:** We'll ensure that our investigation processes are accessible and inclusive for all participants, adapting our approach as needed.
- **Timelines:** We'll strive for timely resolution of concerns while ensuring thoroughness.
- **Documentation:** We'll maintain accurate and confidential records of all reports, investigations, and outcomes.
- **Support:** We'll provide appropriate support to individuals involved in the investigation process.
- **Reporting to Authorities:** We'll collaborate with relevant authorities when legally required or deemed necessary for the safety of individuals.
- **Review and Learning:** We'll use findings from investigations to inform and improve our safeguarding policies and practices.

## **Adhering to IDDC's Policies**

- IDDC Code of Conduct