



SAFEGUARDING POLICY

THE HERITAGE MANAGEMENT ORGANIZATION

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Safeguarding Policy

Currently our safeguarding officer is Maria Kagkelidou
(safeguarding@heritagemanagement.org)
Our deputy safeguarding officer is Roula Gkika

Please contact your tutor if a tutor has been appointed in your program of training.

Purpose

This policy aims to safeguard individuals, particularly employees, consultants, partners and students (including those involved with the Heritage Management Organization for consultation, research, co-creation, or other), from any harm resulting from their interaction with the organization. This includes harm caused by:

- The behavior of staff or associated personnel
- The design and execution of the organization's programs and activities.

The policy details the Heritage Management Organization's commitments and outlines staff and associated personnel responsibilities regarding safeguarding.

What is Safeguarding?

Safeguarding involves proactive measures to prevent harm, particularly sexual exploitation, abuse, and harassment; protecting vulnerable adults and children from such harm; and responding appropriately if harm occurs. In our field, it pertains to the safety and well-being of those involved in receiving training or during their participation in projects that we are responsible for.

Scope

- All staff employed by the Heritage Management Organization
- Associated personnel engaged with the organization, including consultants, volunteers, contractors, and visitors such as journalists and photographers.

Policy Statement

The Heritage Management Organization is committed to ensuring that everyone we engage with, whether in person or online, is protected from all forms of harm, abuse, neglect, and exploitation. The organization will not tolerate any abuse or exploitation by staff or associated personnel.

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This policy covers child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse, with specific procedures outlined in related policies.

Prevention

Organization's Responsibilities

- Ensure all staff are aware of and understand their duties under this policy.
- Design and implement programs that minimize harm risks from interactions with the organization.
- Ensure adherence to the Safeguarding Code of Conduct by all staff.
- Act promptly and appropriately on any safeguarding concerns.
- Appoint a Safeguarding officer and a deputy

Staff Responsibilities

Child Safeguarding

Staff and associated personnel must not:

- Engage in sexual activity with individuals under 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional, or psychological abuse or neglect, either in person or online
- Participate in exploitative activities involving children, such as child labor or trafficking

Adult Safeguarding

Staff and associated personnel must not:

- Sexually abuse or exploit at-risk adults
- Subject an at-risk adult to physical, emotional, or psychological abuse or neglect, either in person or online

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Protection from Sexual Exploitation and Abuse

Staff and associated personnel must not:

- Exchange money, employment, goods, or services for sexual activity
- Enter into sexual relationships with beneficiaries of assistance due to inherent power imbalances

Additionally, staff and associated personnel are required to:

- Foster a safe environment that prevents safeguarding violations and upholds the Safeguarding Policy.
- Report any safeguarding concerns or suspicions regarding staff or associated personnel to the appropriate authority.

Enabling Reports

The Heritage Management Organization will provide safe and accessible reporting channels for safeguarding concerns. All reports will be protected under GDPR.

The Heritage Management Organisation will appoint one regular and one deputy safeguarding officer.

How to Report a Safeguarding Concern

Staff should report concerns to their line manager or, if uncomfortable, to the safeguarding officer or their deputy. External individuals can report concerns via email to safeguarding@heritagemanagement.org, as detailed on the About Us page, or to their tutor if that role has been appointed at their program (the Certificate for Digital Tools for instance appoints a tutor to all students).

Response

The Heritage Management Organization will address safeguarding reports according to established procedures. Disciplinary action will be taken against staff who breach the policy. Support will be offered to the victims based on their needs.

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Confidentiality

Confidentiality is crucial at all stages of handling safeguarding concerns. Information should be shared on a need-to-know basis and kept secure.

Glossary of Terms

- People receiving assistance: Individuals receiving goods or services from the organization, including those engaging online.
- Child/Underage Person: A person under 18.
- Harm: Any infringement of an individual's rights, including psychological and physical harm.
- Psychological Harm: Emotional abuse, such as humiliation or isolation.
- Protection from Sexual Exploitation and Abuse (PSEA): Prevention of sexual exploitation and abuse by staff or associated personnel, per the UN Secretary-General's Bulletin.
- Safeguarding: Actions to prevent harm, protect individuals, and respond to harm appropriately.
- Sexual Abuse: Actual or threatened sexual intrusion, either by force or under coercive conditions.
- Sexual Exploitation: Exploiting a position of trust or vulnerability for sexual purposes, including profiting from such exploitation.
- Victim: An individual who has been subjected to abuse or exploitation.
- At-Risk Adult: An individual needing care due to disability, age, illness, or other factors, who may be unable to protect themselves from harm.