

# SAFEGUARDING & PROTECTION POLICY

## 1. PURPOSE

The purpose of this Safeguarding & Protection Policy is to ensure that all children, students, young people, and vulnerable adults engaged in or affected by the activities of the Wilson Erhun Foundation for Pharmacy Administration (WEFPA) are protected from abuse, exploitation, neglect, harassment, and harm.

WEFPA is committed to creating and maintaining safe environments across all programmes, partnerships, research activities, training engagements, and community interactions.

## 2. SCOPE

This policy applies to:

- Members of the Board of Trustees
- Members of the Advisory Board
- Executive Management
- Employees and consultants
- Volunteers, fellows, interns, and trainees
- Partners, contractors, and third parties acting on behalf of WEFPA

Safeguarding responsibilities apply **regardless of location**, including physical, virtual, and online environments.

## 3. DEFINITIONS

### 3.1 Safeguarding

Measures taken to prevent and respond to abuse, exploitation, neglect, or harm to children, students, and vulnerable persons.

### 3.2 Child

Any person under the age of 18 years.

### 3.3 Vulnerable Adult

An individual who may be unable to protect themselves from harm due to age, disability, illness, dependency, or social circumstances.

### 3.4 Abuse

Includes physical, sexual, emotional, psychological abuse, exploitation, neglect, or harassment.

## 4. POLICY STATEMENT

WEFPA:

- Maintains **zero tolerance** for abuse, exploitation, harassment, or neglect
- Takes all safeguarding concerns seriously and acts promptly
- Prioritises the safety, dignity, and rights of affected persons
- Ensures safeguarding is integrated into governance, programmes, and partnerships

## 5. SAFEGUARDING PRINCIPLES

WEFPA's safeguarding approach is guided by:

- Do No Harm
- Best Interests of the Child and Vulnerable Persons
- Confidentiality and Respect
- Accountability and Transparency
- Survivor-Centred Response



## **6. CODES OF BEHAVIOUR**

All covered persons shall:

- Treat all beneficiaries and participants with dignity and respect
- Maintain appropriate professional boundaries
- Avoid any form of inappropriate physical, verbal, or digital interaction
- Never engage in sexual activity with children or vulnerable persons
- Never exploit power imbalances for personal benefit

## **7. RECRUITMENT & SCREENING**

- WEFPA shall take reasonable steps to ensure that individuals engaged in sensitive roles are suitable.
- Background checks may be conducted where appropriate and lawful.
- Safeguarding obligations shall be included in contracts and engagement letters.

## **8. REPORTING SAFEGUARDING CONCERNS**

### **8.1 Duty to Report**

All covered persons have a responsibility to report:

- Suspected or actual safeguarding incidents
- Allegations of abuse or misconduct
- Breaches of this policy

### **8.2 Reporting Channels**

Concerns may be reported to:

- The Executive Director
- The Chair of the Board of Trustees
- A designated safeguarding focal person

Reports may be made confidentially and without fear of retaliation.

## **9. RESPONSE & CASE MANAGEMENT**

- All reports shall be assessed promptly and handled sensitively.
- Immediate steps shall be taken to ensure safety and prevent further harm.
- Investigations shall be conducted fairly, confidentially, and professionally.
- Where required, cases shall be referred to appropriate authorities in accordance with the law.

## **10. CONFIDENTIALITY & INFORMATION MANAGEMENT**

- Information relating to safeguarding cases shall be handled with strict confidentiality.
- Details shall be shared only on a need-to-know basis or where legally required.

## **11. PARTNER & THIRD-PARTY SAFEGUARDING**

- WEFPA expects partners and contractors to adhere to safeguarding standards consistent with this policy.
- Safeguarding requirements shall be included in partnership agreements and MoUs.

## **12. TRAINING & AWARENESS**

- Safeguarding awareness shall be provided to relevant staff, volunteers, and partners.
- Training shall be proportionate to roles and responsibilities.

## **13. NON-RETALIATION**

WEFPA strictly prohibits retaliation against any individual who reports safeguarding concerns in good faith.



## **14. BREACHES & SANCTIONS**

Breaches of this policy may result in:

- Disciplinary action
- Termination of engagement
- Referral to law enforcement or regulators
- Other corrective measures as appropriate

## **15. ROLES & RESPONSIBILITIES**

### **Board of Trustees**

- Oversight of safeguarding governance and accountability

### **Executive Management**

- Implementation and monitoring of safeguarding measures

### **All Covered Persons**

- Compliance with this policy and reporting obligations

## **16. MONITORING & REVIEW**

This policy shall be:

- Reviewed every three (3) years or earlier if required
- Updated to reflect legal, ethical, and organisational developments

## **17. RELATED POLICIES**

- Code of Ethics & Conduct
- Whistleblowing & Anti-Fraud Policy
- Gender Equity, Diversity & Inclusion Policy
- Partnership & Collaboration Policy

