### **TEATool 4.1: Safeguarding checklist for contractors and subcontractors**

**Description:** This checklist contains the minimum standards recommended where your project/activity includes contact with, or working with vulnerable groups, to make an assessment of your safeguarding/protection policy and procedures.

These minimum standards align with FCDO’s minimum standards and due diligence processes. For more information refer to resources on page 41 of the GEDSI Toolkit.

If you currently do not meet all of the minimum standards, this checklist can be used to support the development of a capacity building plan to align with best practices.

Please note that a list of useful terms can be found at Page 4 of the GEDSI Toolkit.

**Name of contractor/subcontractor:**

**Date checklist is completed:**

**Name of person completing checklist:**

| **Minimum standards**  | **Yes/No/In progress/ I don’t know** | **Next steps** |
| --- | --- | --- |
| A written safeguarding policy is in place that is subject to regular review, at least every 5 years. This policy includes stating standards of conduct, including acts of sexual exploitation and abuse towards vulnerable groups, from misconduct or poor practice, including both in-person and online. | – |  |
| The policy is accompanied with a work plan to implement the policy. | – |  |
| The policy or/and standards of conduct have been shared with current staff at all levels of the organisation on repeated occasions (such as inductions and trainings). | – |  |
| The partner’s policy includes a commitment to preventing a person working with vulnerable groups if they pose an unacceptable risk to them. | – |  |
| Partner has a process in place to share the policy with children, vulnerable adults and caregivers, in a child friendly, inclusive and accessible format. | – |  |
| A Safeguarding Code of Conduct that outlines safe and professional behaviour with vulnerable groups and use of their images for work related purposes is in place. It is signed by all personnel and subcontractors with contact with vulnerable groups. | – |  |
| Internal reporting procedure for abuse and exploitation allegations, Code of Conduct and Policy breaches in place. | – |  |
| Partner creates a safe and trusted environment and an organisational culture that prioritises safeguarding, so that it is safe for those affected to come forward, and to report incidents and concerns with the assurance they will be handled sensitively and properly. | – |  |
| Partner provides safeguarding/protection training for personnel. | – |  |
| Trained department or focal points have overall responsibility for the development and implementation of the safeguarding policy and activities. This focal point or department heads report directly to senior leadership and safeguarding is part of their job description. | – |  |
| Partner has safe recruitment and screening processes for all personnel in contact with children, people with disabilities and other vulnerable groups, including criminal record checks and verbal referee checks. | – |  |
| Partner has additional screening measures such as targeted safeguarding interview questions, when candidates are applying for positions that involve working with vulnerable groups. | – |  |
| Partners' employment contracts contain provisions for suspension or transfer to other duties of any employee who is under investigation and provisions to dismiss any employee after an investigation. | – |  |
| Partner undertakes risk assessment to reduce the risk of people being harmed as a result of operations or activities. | – |  |
| Partner has effective communication in place between the field and HQ around the expectations of the safeguarding policy. | – |  |
| Partner has a community-based complaints mechanism, including: written guidance on survivor support and regular monitoring and review processes. | – |  |
| Partner has conducted a mapping exercise of local child/vulnerable adult protection services and has a referral process in place, if an incident occurs. | – |  |
| Where applicable, partner has comparable safeguarding minimum standards for any downstream partners it engages on TEA-funded projects. | – |  |

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| **Useful Terms for Section 4 (GEDSI Safeguarding,** [**Screening and Reporting**](https://docs.google.com/document/d/1c0KG1-IAaCsrirHyUr9wHVXbgw-LDgABFSl0Yy5sgsE/edit#heading=h.ytfoc522h43k)**)** |
| --- |
| **Term** | **Definition** |
| **Abuse**  | Physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviours that frighten, intimidate, terrorise, manipulate, hurt, humiliate, blame, injure, or wound someone. |
| **Exploitation** | The act of taking advantage of something or someone, in particular the act of taking unjust advantage of another for one's own benefit (e.g. sexual exploitation, forced labour or services, slavery or practices similar to slavery, or servitude). |
| **Sexual abuse** | Any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including profiting monetarily, socially or politically from the sexual exploitation of another.[[1]](#footnote-0) |
| **Sexual exploitation** | The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with children sexual abuse, regardless of the age of maturity or consent locally. Mistaken understanding of the age of a child is not a defence. |
| **Safeguarding** | The set of responsibilities, preventative, responsive and referral measures that we undertake to protect vulnerable groups of people, ensuring that no-one is subject to any form of harm as a result of their association with the TEA platform. This includes ensuring that their contact with us and those associated with us and/or their participation in our activities, interventions and operations is safe. Where there are concerns over someone´s welfare or where a person has been subject to violence, appropriate and timely actions are taken to address this and incidents are analysed so as to ensure continued learning for the TEA platform. |
| **Vulnerable groups and people** | Any person (child or adult) who may be restricted in capacity to guard themselves against harm or exploitation or to report such harm or exploitation. This specifically includes but is not limited to: children, young people and people with disabilities. |
| **Violence against vulnerable groups/people** | This includes all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, emotional ill-treatment or psychological violence, sexual abuse and exploitation, harassment, and commercial or other exploitation of a person. Acts of violence can also take place online through, for example, the internet, social media or mobile phones. It may be an intentional act involving the use of physical force or power or it may be failing to act to prevent violence against a person. Violence consists of anything which individuals, groups, institutions or organisations do or fail to do, intentionally or unintentionally, which either results in or has a high likelihood of resulting in actual or potential harm to the person’s wellbeing, dignity and survival and development.  |

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This tool is part of the TEA Gender Equality, Disability & Social Inclusion (GEDSI) Toolkit. For further details on this tool please refer to the GEDSI Toolkit Overview and Guide. If you have any questions on this specific tool or want to know more about the full toolkit, please contact TEAadmin@carbontrust.com.

This material has been funded by UK aid from the UK government; however the views expressed do not necessarily reflect the UK government's official policies.

This project was funded with UK aid from the UK government via the Transforming Energy Access Platform (TEA).

TEA works via partnership to support emerging clean energy generation technologies, productive appliances, smart networks, energy storage, and more. It increases access to clean, modern energy services for people and enterprises in sub-Saharan Africa, South Asia and the Indo Pacific, improving their lives, creating jobs and boosting green economic opportunities.

1. IFC. “[Supporting Companies to Develop and Manage Community-Based Grievance and Feedback Mechanisms Regarding Sexual Exploitation, Abuse and Harassment](https://www.ifc.org/content/dam/ifc/doc/mgrt/ifc-communitybasedgrievancemechanism-toolkit.pdf).” *IFC*. 2022. [↑](#footnote-ref-0)