



## UK Public Health Rapid Support Team Safeguarding and Protection Reporting Process

SOP Reference: UK-PHRST/Safeguarding/Reporting
Version Number: 5
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Effective date: 26.01.2021
Review by: 29/03/2021

### Purpose

The purpose of this document is to describe each step for reporting safeguarding and protection issues that may occur when UK-PHRST staff work abroad.

The aims of this document are to:

- Support our team members from different institutions to report safeguarding issues as they arise through a clear pathway
- Aid managers to efficiently and promptly respond to raised concerns and investigate as required
- Clarify responsibilities and duty of care for all team members
- Facilitate mainstreaming of the reporting and investigating of safeguarding issues
- Establish processes that are streamlined and easily trackable and auditable to have the best interest of those concerned (including the potential victim, reportee and those alleged against)
- Align these processes to overall PHE and LSHTM policies and procedures

### Responsibilities

- The UK-PHRST Director and Programme Manager should be made immediately aware of all **safeguarding or protection concerns regardless of the purpose of travel** (Figure 1). They will ensure that the issue is escalated and reported appropriately.
- In absence of the Director and Programme Manager, the Deputy Directors and Operations & Deployments Manager will take on the respective responsibilities.
- All persons working with the UK-PHRST must undergo appropriate safeguarding training prior to overseas travel.
- Academic and other partners (i.e. non-full-time UK-PHRST personnel) should nevertheless follow these reporting procedures if a safeguarding or protection concern is raised during a trip overseas, regardless of whether oriented toward

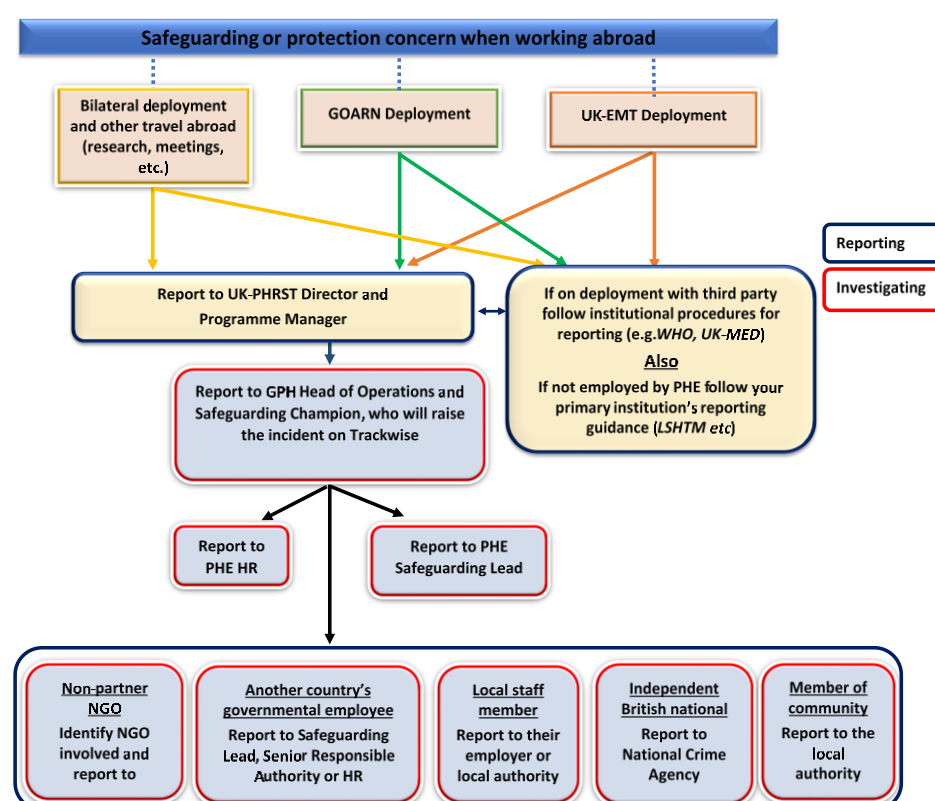
outbreak response, research, or capacity development. They should also follow reporting procedures from their home contracting institution.

## Definitions

**Protection:** “Protecting people’s health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.” (NHS England, 2017)

Or, in a humanitarian context: “All activities aimed at obtaining respect for the rights of the individual in accordance with the letter and the spirit of relevant bodies of law, including international human rights, international humanitarian and refugee law.” (IASC 2017)

**Safeguarding:** Safeguarding is the responsibility of organisations to make sure their staff, operations, and programmes do no harm to children and adults nor expose them to abuse or exploitation.” (Bond Solon Executive level 4 training)



**Figure 1. UK-PHRST processes for reporting safeguarding and protection concerns when working abroad.** Reporting should be done immediately by phone and by emailing the UK-PHRST incident report form (password protected). The UK-PHRST Programme Manager will lead on the investigation and follow up with senior colleagues at partner organisations and will assist in supporting you. In addition to reporting through the UK-PHRST, persons not directly employed by PHE should also report to their home institution following their institutional procedures for reporting and ensure that the relevant incident manager knows UK-PHRST are aware and will be in contact. Confidentiality will be maintained throughout the process.

**Incident Report Form** – the Incident Report Form can be found in the Deployment Handbook Annexes within the [Travel and Deployments page of the UK-PHRST Sharepoint site](#).

Abbreviations:

*EMT: Emergency Medical Team*

*FCDO: Foreign, Commonwealth & Development Office*

*HR: Human Resources*

*GOARN: Global Outbreak Alert and Response Network*

*GPH: Global Public Health*

*NGO: Non-governmental Organisation*

*WHO: World Health Organisation*