

GLEPHA

Safeguarding Policy and Code of Conduct

1. Purpose

GLEPHA is committed to providing a safe, respectful and inclusive environment in all association activities. This policy explains the standards expected of everyone involved in GLEPHA and how concerns will be reported and managed.

Safeguarding includes preventing and responding to:

- sexual exploitation, abuse and harassment;
- child abuse or exploitation;
- bullying, harassment or discrimination;
- abuse of power, trust or authority; and
- misuse of personal information, images or stories.

2. Scope

This policy applies to all people involved in GLEPHA activities, including:

- Directors;
- members;
- volunteers;
- Special Interest Group convenors and working group participants;
- speakers, moderators and event organisers; and
- partners, contractors or collaborators when engaged in GLEPHA work.

It applies to GLEPHA activities that are in person, online or hybrid, including meetings, conferences, research, publications, communications and networking activities.

3. Policy Statement

GLEPHA has zero tolerance for sexual exploitation, abuse and harassment, child abuse, bullying, discrimination and abuse of power.

All concerns will be taken seriously and handled as promptly, fairly and confidentially as possible. GLEPHA will apply safeguarding measures that are proportionate to the size of the association, its volunteer structure and the level of risk in the activity.

4. Guiding Principles

GLEPHA will apply this policy in line with the following principles:

- **Safety first:** the safety and wellbeing of affected people comes first.
- **Respect and inclusion:** everyone must be treated with dignity and fairness.
- **Do no harm:** GLEPHA will seek to reduce the risk of harm in all activities.
- **Confidentiality:** information will be shared only with those who need to know.
- **Procedural fairness:** concerns will be considered impartially and appropriately.
- **Proportionate action:** responses should fit the seriousness of the issue and GLEPHA's capacity.
- **No retaliation:** no person should be disadvantaged for raising a concern in good faith.

5. Key Risks for GLEPHA

As a small, volunteer-run association, GLEPHA's main safeguarding risks are likely to arise in:

- conferences, meetings and social or networking settings;
- online events, email, messaging platforms and social media;
- unequal professional or academic power relationships;
- international partnerships or cross-cultural engagements; and
- use of photos, personal stories or research materials without proper consent.

6. Responsibilities

6.1 Board of Directors

The Board is responsible for governance of safeguarding. In practice, the Board will:

- approve and review this policy;
- appoint a Safeguarding Lead or delegated contact person;
- ensure there is a simple reporting pathway;
- decide any serious or complex matters that need Board oversight; and
- consider safeguarding risks in major events, partnerships and projects.

6.2 Safeguarding Lead

GLEPHA should nominate one Board member or senior volunteer as the Safeguarding Lead. The Safeguarding Lead will:

- receive safeguarding concerns, or arrange for them to be received safely;
- keep confidential records;
- coordinate an appropriate response;
- escalate serious matters to the Chair, the Board or external authorities where required; and
- support event organisers and convenors on safeguarding issues.

If the concern involves the Safeguarding Lead, the report should be made in accordance with the GLEPHA Complaints, Investigations and Resolutions policy.

6.3 Event Organisers, Convenors and Volunteer Leaders

People leading GLEPHA activities must:

- promote respectful behaviour;
- make participants aware of this policy and reporting options where appropriate;
- respond to immediate safety issues; and
- pass concerns promptly to the Safeguarding Lead.

6.4 All Members, Volunteers and Participants

Everyone covered by this policy must:

- comply with this policy and the Code of Conduct;
- behave respectfully and maintain appropriate boundaries;

- report safeguarding concerns as soon as practicable; and
- cooperate with any fair and lawful response process.

7. Code of Conduct

7.1 Expected behaviour

All persons involved in GLEPHA activities must:

- treat others with dignity, courtesy and professionalism;
- contribute to an environment free from bullying, harassment and discrimination;
- maintain appropriate professional and personal boundaries;
- respect cultural difference and inclusion;
- obtain consent before using or sharing another person's image, story or personal information, except where otherwise required by law; and
- speak up about behaviour that may breach this policy.

7.2 Prohibited behaviour

All persons involved in GLEPHA activities must not:

- engage in sexual exploitation, abuse or harassment;
- bully, harass, intimidate or unlawfully discriminate against any person;
- abuse a position of trust, influence or authority;
- engage in inappropriate conduct with a child or vulnerable person;
- use GLEPHA activities, platforms or events to threaten, humiliate or exploit others;
- share confidential or sensitive information improperly;
- use photos, recordings or stories without appropriate permission; or
- retaliate against a person who makes a report or participates in a process under this policy.

8. Reporting Concerns

1. GLEPHA will maintain a Complaints, Investigations and Resolutions policy applicable to all GLEPHA policies.

A safeguarding concern should be reported as soon as practicable to the Safeguarding Lead. If that is not appropriate, the concern may be reported following the reporting procedures in the Complaints, Investigations and Resolutions policy.

12. Implementation and Review

To keep this policy workable for a volunteer-run association, GLEPHA will implement practical measures such as:

- nominating a Safeguarding Lead;
- sharing behavioural expectations for events and online activities;
- including safeguarding considerations in major event planning and partnerships where relevant; and
- reviewing this policy periodically, and after any serious incident, to identify improvements.

Appendix A: Simple Safeguarding Checklist

Use this checklist for conferences, meetings, online events and other higher-risk activities.

- Has a Safeguarding Lead or contact person been identified?
- Have expected standards of behaviour been communicated?
- Is there a simple way for participants to raise a concern?
- Have any specific risks been considered, such as power imbalance, online conduct, alcohol service, children, or vulnerable participants?
- Is there a plan for responding if a concern is raised during the activity?
- Have consent and privacy issues been considered for photos, recordings and personal stories?

Appendix B: Basic Incident Handling Guide

If a safeguarding concern is raised:

1. Listen calmly and take the concern seriously.
2. Prioritise immediate safety.
3. Do not investigate the matter yourself.
4. Record the key facts as soon as possible.
5. Report the concern promptly to the Safeguarding Lead, Chair or another nominated Director.
6. Consider whether external reporting is legally required or otherwise necessary.

Version: Final

Approval date: May 28th, 2026

Next review: May 2029