

Safeguarding Policy Statement

Introduction

This is a Safeguarding Policy Statement explaining the Equalities Resource Hub's commitment to safeguarding. It sets out what safeguarding measures are implemented, how are they managed, and how safeguarding concerns can be reported.

What is safeguarding?

Safeguarding means preventing harm (such as sexual exploitation, abuse and harassment (SEAH), physical violence, discrimination, bullying, harassment, emotional and psychological abuse), to people in the delivery of development and humanitarian assistance. We understand safeguarding as taking all reasonable steps to prevent harm from occurring – both to the recipients of project services and to people delivering it – and responding appropriately when harm occurs.

Creating an **Equalities Resource Hub** that is accessible and safe is important to ensure users are not harmed when using or engaging with it.

Prevention

To ensure that people are not harmed while using the Hub, the following preventive measures are in place:

- **Safety-by-design:** the Hub was designed in a way that prioritises the safety of users and considers potential risks users may encounter while using the Hub before they occur. This includes risks related to areas such as cyber security, general Hub design, information management, data protection and privacy amongst others.
- **Continuous risk management:** we continuously monitor and review the risks related to the functionality of the Hub. This includes risks identified at the design stage, as well as new risks related to the website activities and new related functionalities (e.g. newsletter).
- **Guidance on using the Hub safely:** we provide some guidance on how to safely engage with the Hub. This includes information on how to leave the platform quickly, potential triggers, personal data we store when you visit our website and information on accessibility. Full details are available on the [How to use the website safely](#) page.
- **Community guidelines:** as our digital community is not a formal or organised group, the guidelines are applicable to all users of the Hub, recipients of any materials and newsletters, people who engage with us on social media and those who attend related online events. We consider that, together, these individuals make up a community interested in gender and equalities. To mitigate harm caused by users of the Hub, we put in place [community guidelines](#), which explain core values, rules and restrictions applicable to the use of the Equalities Resource Hub.

- **Trigger warnings:** we recognise that some of the content on the Hub may be distressing for some users. To mitigate this issue, we included a trigger warning in the libraries containing particularly distressing content. We also recommend starting with the resource summaries before delving into the full content. The [How to use this website safely](#) page provides additional guidance on navigating sensitive content.

Reporting

If you have concerns about potential harm that is caused through engaging with the Hub and associated activities, we encourage you to make a report.

How to report a concern?

You can share a report by emailing us at info@equalitieshub.org. If you prefer to send us a message anonymously, you can use [this form](#) on the website. Please include as much information as possible to allow us to investigate your concern fully. This includes the nature of the complaint, your concerns and if you reported this to another entity. Please note that including contact details makes it easier for us to follow up on any reports.

The 'response' section below outlines what happens with the report once it's received.

Response

The report will be sent to the SDDirect Promoting Equalities Regional Programme Team, who manages the Hub, and they will respond to you directly (unless the report is made anonymously). Safeguarding concerns will be escalated to the Safeguarding Lead within 48 hours.

Data protection and privacy

We take security of Hub users' personal data seriously. We provide information on what data is being stored and why and what choices users have when it comes to managing their data. This information is available in our [Privacy Policy](#). Additionally, you can see what information we collect about each user's engagement with, and activity on the Hub and why, in our [Cookies statement](#).

Safe communications

We take a risk-based approach to our communications, prioritising respect, dignity, privacy and confidentiality. This approach includes, but is not limited to, ensuring that consent is gathered for all personally identifiable information and images collected and used, messages and images are respectful and balanced, and that current and future scenarios (within reason) are considered when creating content. We welcome feedback on our communications and any concerns regarding the inappropriate use of images and communications content can be reported using [this form](#).