



NATIONAL SAFE FROM HARM POLICY

GUIDELINES ON HOW TO BUILD A SAFE FROM
HARM STRATEGY IN NATIONAL SCOUT
ORGANIZATIONS AND ASSOCIATIONS



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SAFE FROM HARM



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SAFE FROM HARM
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S A F E

F R O M

H A R M



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Safe from Harm is Scouting's main priority

World Scouting is committed to build and maintain a safe environment for young people in the Scout Movement, and beyond. A safe environment enables the self-development of young people as well as the creation of positive and healthy interpersonal relationships.

The commitment to protect children and young people is a responsibility shared by every individual involved in the Movement.

The World Safe from Harm Policy aims to keep Scouts safe from harm, targeting young people but also including all adults at any time throughout their life in the Scout Movement.

National Scout Organizations (NSOs) and Associations should develop national strategies that support:

- The development of a National Safe from Harm Policy;
- The implementation of the Safe from Harm goals/measures in different areas such as the Youth Programme, Adults in Scouting, organisational structures and national events for young people and adults;
- The monitoring and evaluation of all measures in place to achieve the impact and progression of the system through time.

It is the responsibility of each NSO to ensure that all systems and measures are effectively used at local and national levels in order to support the well-being, development, and safety of all young people and adults.



World Safe from Harm Policy

The World Safe from Harm Policy defines a safe environment as an absence of any form of harm and abuse. Furthermore, the World Safe from Harm Policy facilitates the actions in NSOs such as:

- Development and implementation of a National Safe from Harm Policy aligned with the World Safe from Harm Policy,
- Definition of systems and procedures for the implementation and monitoring of the National Safe from Harm Policy at the local level and production of supporting educational/ training materials and tools,
- Identification of a Committee responsible for Safe from Harm reporting to the National Committee, Executive Board, or its equivalent. The Committee responsible for Safe from Harm should also be linked to a network covering all territories where Scouting is available.

National Safe from Harm Policy

The National Safe from Harm Policy is a statement of intent and is implemented as a procedure or protocol. It specifies the rules, guidelines, measures and procedures that the organisation requires from all involved and in all areas of work. The policy also reflect the values and ethics of the NSO.

It sets a minimum level of implementation consistent with the expected performance of the organisation for the World Safe from Harm Policy. The policy should complement other National policies, guidelines, and procedures.



Elements to implement Safe from Harm

- Creating or reviewing National Safe from Harm Policy;
- Implementing National Safe from Harm Policy
- Monitoring and evaluation of the National Safe from Harm Policy implementation

It is essential to note that this is a continuous process that needs to be followed and updated regularly. Even when the organisation is settled in Safe from Harm, there are always things to monitor and evaluate to see how the organisation can improve and champion this very complex issue. Support can be requested at all times at the regional or global level through a [WOSM SfH Service Request](#).

Creating or Reviewing National Safe from Harm Policy



Appoint a SfH Coordinating team.

Members involved in the team developing a National SfH policy, should be from the organisation's National committee, members of the Executive Board, or members of other national structures relevant to this topic. It is important that all involved have a clear understanding of the importance of Safe from Harm and have the decision-making power to enable its implementation.

Guiding questions:

- Why Safe from Harm is important for your organisation?
- Why is it urgent to make progress in this area?
- Is the organisation aware of any serious issues or incidents in this area?
- How can we make it relevant for all?
- How strong is the commitment to make changes?
- What kind of organisational values and ethics can support this process?
- Who can coordinate the team, who is accountable for the implementation?

Guidelines/resources available:

- [Safe from Harm introduction Video](#)
- [World Safe from Harm Policy](#)



Gather a team of SfH Experts

The team will put all the knowledge and practices on the table and discuss relevant aspects such as the legal framework in the country, established procedures in other organisations and institutions, terminology used in the field, required knowledge and an established training system. Partnerships can be developed to share some practices and for direct support.

Guiding questions:

- Who are experts that can support us in the development of the SfH strategy and National Policy e.g. psychologists, legal advisors, child protection experts, Governmental representatives etc?
- What resources do we have in the organisation?
- What resources are we able to invest in this matter taking into consideration the priorities of our organisation?
- Which are external organisations, bodies, agencies who can support us with the expertise? Who are individuals that will bring a strong knowledge and expertise?
- Does the Scout Movement already have partners that could support us in this area?

Guidelines/resources available:

- [The partnership process](#)
- [Guidelines on partnership](#)
- [The Civil Society Organisation Forum on Violence against Children](#)



Examine the World SfH Policy

And the references linked to the policy e.g. UN Universal Declaration of Human Rights or UN Convention of the Rights of the Child. In “school-based” Scouting, NSOs should examine “Duty of Care” developed by their respective Ministries of Education. It is equally important to take into consideration good practices of other NSOs.

Guiding questions:

- What aspects from the World Safe from Harm Policy is relevant when developing National Safe from Harm Policy?
- What are essential elements of our National Policy?
- What resources from others involved e.g. other NSOs, youth organisations can be used for developing our National Policy?
- How will you consider other guidelines or regulations which already regulate Safeguarding e.g. school environment?

Guidelines/resources available:

- [World Safe from Harm Policy](#)
- [UN Convention on the Rights of the Child](#)
- [WOSM Code of Conduct](#)



Analyse of the organisation and national SfH reality.

It is important to examine it from the four policy perspectives: Youth Programme, Adults in Scouting, Structures, and Events. It is also important to take into account external positions e.g. how external stakeholders like parents, society governmental structures, and the media may see us. The district or local level have to be considered in this analysis so as to create a policy that will support them in making steps forward.

Guiding questions:

- What is the situation/reality in your organisation regarding procedures, training, support to the local level, incidents in this area?
- What elements do you already have in place? What are the results, impact from them?
- What are the challenges that your organisation has been facing with SfH?
- What are the major threats to physical and emotional safety at the moment?
- Are strong rules and procedures put in place in the organisation? Do all adults and young people know these rules and procedures?
- How are they being promoted and implemented in the organisation?

Guidelines/resources available:

- [SfH Self-Assessment tool](#)
- [Global Support Assessment Tool \(GSAT\)](#).



Define the organisation's goals in the area of SfH

Based on the reality check, create goals for different SfH areas like the Youth Programme, Adults in Scouting, Events, Structures, reporting, communicating, and evaluating. One of the main goals should be targeting the development or regular renewal of your National SfH Policy. Other examples of goals can be creating the basic procedures and requirements towards Scouts and leaders, reviewing the Youth Programme educational objectives or developing the SfH recruitment criteria and training for adults, or developing a SfH communication strategy etc.

Guiding questions:

- What are important overall and specific goals we want to achieve?
- How are the goals connected/interdependent with each other?
- How can we create goals to be SMART (Specific, Measurable, Attainable, Relevant, and Time-Bound)?
- Who will (and should) participate in the goals setting?
- How we can set priorities; what comes first, second etc...?
- Do the goals for the organisation include previous analysis, and are they realistic for your organisation in current times?

Guidelines/resources available:

- [Strategic Planning, Monitoring and Evaluation Toolkit 2023](#)
- [Strategic Planning, Monitoring and Evaluation Infographic](#)



Develop an action plan for implementation.

This action plan should ensure that all goals have measurable outcomes. For example, the procedures are developed, the constitution or organisational structure is adjusted, and the programme activities are brought to the level of youth members. However, this also includes that the Safe from Harm training courses for adults are implemented, and that events are managed under the Safe from Harm rules and procedures.

Guiding questions:

- What are the elements needed for our organisation to develop and strong and credible action plan?
- What are the tools and procedures which will support the implementation of Safe from Harm?
- Who is involved in the implementation of different elements?
- What other resources do we need for the implementation (material, human, financial)?
- What are the factors of success and how we will measure it in the course of time?
- What further actions can the organisation take to ensure the implementation of the plan?

Guidelines/resources available:

- [Scouts Create a Safe from Harm World - Poster](#)
- [GSAT Action plan template](#)



Establish organisation implementation structures.

This structure will support the development of tools and importance around SfH issues at the national level. It can involve a Safe from Harm committee, task groups, and support units and staff if needed to take over the task of preparing a plan and implementing the policy. Do not hesitate to engage various structures such as Youth Programme Committee, Adults in Scouting Committee, Organisational Development structures, etc. and present your Safe from Harm action plan.

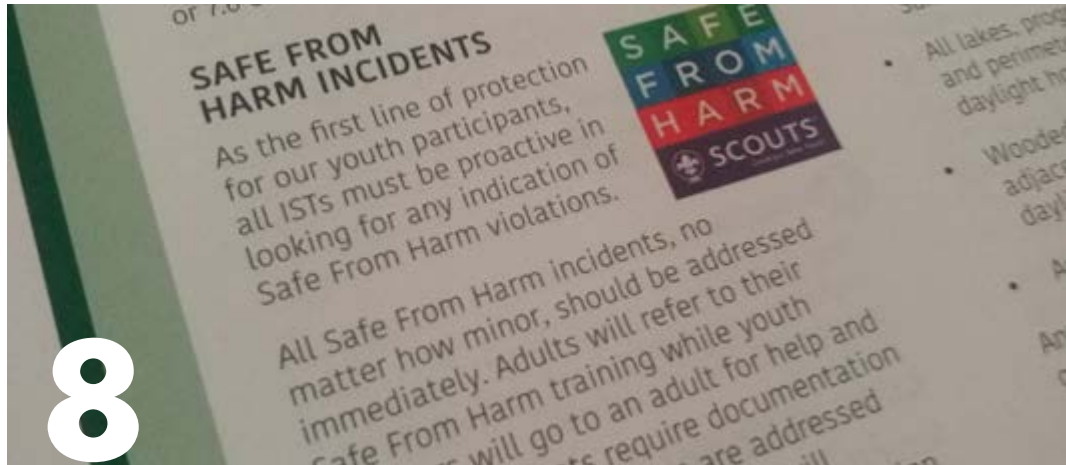
Guiding questions:

- Who is involved in the decision-making process or in the executive structure?
- How do we empower the Youth Programme or Adults in Scouting committee, Organisational Development team, Events teams etc. to implement the plan? What kind of support will they need?
- What human resources and structures need to be developed to have successful implementation at the national, regional and local level?
- How will this team and structure work together? How will the SfH work be divided and managed?

Guidelines/resources available:

- [Building Effective Teams – Video and learning guide \(Scouts UK\)](#)
- [Team charter canvas \(plays-in-business.com\)](#)

In case that the organisation develops or reviews the National SfH Policy, continue with step 8 to 10. If not, you can continue with step 11.



Write a draft National SfH Policy

Including all the rules, guidelines and regulations that your organisation is required to follow. The National policy should contain all elements defined by the World SfH Policy guidelines and any governmental requirements defined in your country. It is essential to note that the World Safe from Harm Policy is considered as the minimum standard in terms of child protection in the Scout Movement. All measures defined in a National Safe from Harm Policy need to follow these requirements at the very least.

Guiding questions:

- What are the essential elements that need to be in the policy?
- What will be the format of the policy (aligned with other documents and relevance to the matter)?
- Who has the mandate and capacity to write the draft?
- Does the policy protect all involved, including adults?
- What are the procedures implemented by the policy to ensure this protection?
- What kind of language will be used in the policy?
- Does the policy include all the mandatory elements defined by the government?
- Does the policy include a plan to be regularly reviewed?

Guidelines/resources available:

- [Child Protection Policies and Procedures Toolkit \(ChildHope and supported by UNICEF\)](#)
- [World Safe from Harm Policy](#)



Verify the draft National SfH Policy with experts

Ask for “proofreading” and support from the Scout regional or global level. Seek feedback from local (or national) authorities to ensure that the policy complies with local laws and addresses the local need. Join the Regional Safe from Harm network, find external partners with expertise in the area of Safe from Harm, and establish partnerships. Together, examine national laws and legislations and make the necessary alignments.

Guiding questions:

- Who are the experts?
- Who can support us on the regional and global level?
- Which authorities, agencies, governmental bodies can we partner for support?

Guidelines/resources available:

- [WOSM SfH Service request](#)
- [Stakeholder mapping \(GroupMap\)](#)



Write the final National SfH Policy proposal

Communicate it at every level with a background document explaining the reason of this policy and vote for endorsement on the General Assembly. Disseminate and promote the policy for various target groups and do not forget to send it to the regional and global level.

Guiding questions:

- How can we share and communicate the policy proposal and ensure it can be understood by decision-makers prior to any decision making process?
- Who can help in supporting the policy endorsement?
- How we be can ensure that all members will truly adopt and trust the policy?
- What kind of “language” and means of communication we will use for various target groups e.g. young people, leaders, external audience (parents, public institutions, social media etc.)?

Guidelines/resources available:

- [Strategy for Communication and Strategic Engagement \(Presentation\)](#)

Implementing a National Safe from Harm Policy



For the purpose of the implementation of a National Safe from Harm Policy, NSOs should have the National Safe from Harm Policy document adopted (step 10).

The organisation should continuously work on the implementation of Safe from Harm based on the following key points:

- *Define the organisation's goals in the area of SfH (step 5),*
- *Develop an action plan for implementation (step 6).*
- *Establish the organisation implementation structures (step 7).*

After which, the organisation can continue with the implementation (step 11).



Implement your plan of action.

Use the tools and positive practices already existing at the national, regional and global level (e-learnings, consultant trainings, safety cards, toolkits etc.). Check if all implementation structures have a clear idea about the tasks required and that they have all the required resources. Design regular implementation reporting procedures and appoint leaders who will be in charge of the follow-up of the overall process.

Guiding questions:

- What are the existing practices that work well?
- What other good external practices are in place, that only require quick adjustments for implementation?
- Who is in charge of the implementation and how will they be supported?
- What resources can be created to simplify or support a more efficient implementation?

Guidelines/resources available:

- [Strategic Planning, Monitoring and Evaluation Toolkit 2023](#)
- [Strategic Planning, Monitoring and Evaluation Infographic](#)
- [Safe from Harm webpage](#)



Involve districts and local groups

Support local groups to implement the policy on the ground. Create guidelines on how to implement SfH in districts and local groups for each age group (Cubs, Scouts, Rovers).

Guiding questions:

- What is the reality at the local level?
- How can we support our everyday leaders to implement Safe from Harm in Scouting Activities?
- What training needs to be created for our leaders?
- How can we harmonise the implementation of SfH with adapting to different realities?
- Does the global level or regional level have developed resources we can use on this matter?

Guidelines/resources available:

- [Safe from Harm training modules for adults \(in preparation\)](#)
- [Anti-Bullying Toolkit](#)

Monitoring and evaluation of the National Safe from Harm Policy implementation





Create effective tools

To monitor and evaluate the results of the policy implementation. It is important that we identify parameters for monitoring and evaluation at the point of defining goals and actions, so as to ensure that the organisation will have means to check and follow up on the evolution and development of the full process.

Guiding questions:

- How frequently will we monitor the progress; on a monthly, quarterly basis?
- What elements do we want to evaluate?
- How are we measuring the evaluation?
- Who will be in charge of the evaluation process; can we be supported by the regional or global level?
- How will the evaluation be conducted at the local and national level?

Guidelines/resources available:

- [Using the GSAT Self-Assessment Tool](#)
- [SfH Self-Assessment tool](#)



Monitor progress

Monitor progress through regularly checking the SfH self-assessment tool, GSAT and the different standards at the regional and global level. Use the National SfH Policy and readings to create guidelines on monitoring the implementation of SfH measures in the organisation. Conduct a field visit or send surveys to all involved; separately to the working groups, district and local groups to monitor and evaluate their actions. If needed, make necessary changes to your plans. Ensure that everyone involved is informed and updated on changes.

Guiding questions:

- What would be the format of reporting?
- How do we gather the information?
- How do we make sure that the information we receive is valid?
- How do we make sure the organisation is equally represented across our members in the report?
- Which partners or experts could support us in the process?

Guidelines/resources available:

- [GSAT Self-Assessment Guidelines](#)
- [GSAT Self-Assessment Scoresheet](#)



Collect feedback and make a final evaluation

Based on the outcomes, create a concrete follow-up plan, prioritising the weaknesses or gaps of the organisation in Safe from Harm and push for further the actions linked to your strengths. The final evaluation opens a new cycle of reflection to elevate your stand on Safe from Harm, increase your actions and even review the organisation's policy or Constitution if necessary.

Guiding questions:

- How do we spread this report?
- Who is the target audience for this report?
- What are the consequences of this report?
- What are the next steps we need to take to continuously improve SfH?

Guidelines/resources available:

- [10 top reporting tips from the experts \(GreenBiz\)](#)
- [Strategic Planning, Monitoring and Evaluation Infographic](#)



Available resources

- [WOSM World SfH Policy](#). Aims to keep Scouts safe from harm by supporting the development of National frameworks with local effectiveness that will promote the wellbeing, healthy development and safety of children and young people.
- [The WOSM Code of Conduct](#). Acts as guidelines on how members of the WOSM Team are expected to behave with other Scouts, and also when attending non-Scouting events and representing WOSM. It also serves as an example for the NSOs to develop their own NSO Code of Conduct.
- [WOSM SfH service and service support](#). The Safe from Harm service area provides a wide range of resources ranging from policies, toolkits, guidelines, e-learning courses, in-person support (both online and in-person), workshops, and training courses. These include also NSO best practices and relevant external resources.
- [SfH Self-assessment tool](#). Provides guidance to NSOs in assessing the level of development and consistency of their national practices with the Safe from Harm rules and procedures introduced in the World Safe from Harm Policy.
- [SfH online e-learning modules](#). Aims to help adults to understand how to recognise, prevent and act towards inappropriate behaviour and gives some guidance on the expected behaviour to ensure a safe environment, and also covers issues of online safety.
- [SfH Anti-bullying toolkit](#). Intends to guide adult leaders on how to empower young people on the issue of bullying by offering educational tools for all age groups. It sets learning objectives, suggested topics to address in groups and offers fun learning activities.
- [SfH training modules for adults](#). The purpose of this training material is to support NSO structures responsible for development of a safe environment (AiS National committee, training team, SfH committee, teams or working units) to provide a minimum level of implementation of the SfH measures with a focus on Adults in Scouting.
- [Regional and national workshops](#). The purpose of the workshops is to exchange useful information, different approaches and practices in addressing the issues of SfH. Some regions have regional networks dedicated to SfH and have occasional meetings.



**Global organisations and institutions
where they can be assisted and get help
(useful resources)**

<https://www.end-violence.org/>

Website of the Civil Society Organisation Forum on Violence against Children provides information on partner organisations working in this field at the national, regional and global level.

<https://violenceagainstchildren.un.org/>

Website of the UN Special Representative of the Secretary General on Violence Against Children collates world updates on actions taken in this field. The SRSG is the main partner of Safe from Harm in WOSM.

<https://www.unicef.org/end-violence>

Website of UNICEF focusing on ending violence against children through their campaign #ENDviolence with a lot of resources and ideas on how to act for child and youth protection.

https://www.who.int/violence_injury_prevention/media/news/2016/12_07/en/

Website of WHO presenting the INSPIRE strategy, consisting of seven steps toward ending violence against children.



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