OXFAM

Budgeting for Safeguarding

Safeguarding in Oxfam is a set of procedures, measures, and practices to ensure that Oxfam upholds its commitment to prevent, respond to, and **protect individuals from harm committed by staff and related personnel**. In Oxfam, we focus on (a) Sexual exploitation & abuse (b) Sexual harassment and (c) Child abuse. We do this by listening to those who are affected; responding sensitively and safely when harm or allegations of harm occur; learning from every case.
For the definitions of safeguarding misconduct, please see COMPASS

Safeguarding is core to Oxfam's values and a key priority across all teams, offices, projects and operations to ensure safe, quality, accountable programming. Safeguarding must be embedded within all areas of Oxfam's work and a dedicated budget for safeguarding activities is critical to this.

In line with Oxfam's Safeguarding Core Standards, this document provides guidance on associated costs to support budgeting for safeguarding activities. This is not an exhaustive list, and costs will differ across country, regional and affiliate platforms. There is some duplication on costs across the Standards (e.g., training – while the country has one budget line for training, this document provides examples of what might be set aside within the training budget).

When bidding for funds, do include funding (full or partial resources) for Safeguarding work. This would contribute to a shared resource that will have a Safeguarding lens on new projects, ongoing monitoring of existing work, and for training.

Please reach out to the Safeguarding Team (Regional Advisors, EA Teams) for further discussion and support to adapt to your context and needs.

Core Standard 1. A Safeguarding Plan is established

- Annual country strategic and operational planning events integrate the safeguarding plan or priorities or develop a specific stand-alone safeguarding plan.
  Suggested costs: Training materials, meeting costs, travel.
- Regular workshops and learning events with different stakeholders for collaborative planning; learning; assessing Safeguarding risks and gaps; interagency advocacy & influencing.
  Suggested costs: Training materials, meeting costs, travel expenses.
  Key considerations to include : Number of locations, number of trainees, cost of travel for trainer and trainees.

Core Standard 2. Trained Safeguarding Focal Points (SGFP) are present in all offices

- Optimally, ensure a minimum of two trained (gender balanced) Safeguarding Focal Points per office / sub-office in each country team based on size of operations, context, geography and risks.
  Suggested costs: Travel for SGFPs to attend induction and refresher training, learning and professional development events in country or internationally, including costs of trainers from external organisations or Regional Safeguarding Advisors. Joint workshops, meeting and training events with Oxfam and partner SGFPs.

- Optimally establish a full time and dedicated Country Safeguarding Coordinator or advisor position to plan, monitor, coordinate and implement the safeguarding strategy across the country programme. (*For high-risk contexts, this is strongly recommended. *)
  Suggested costs: Payment for a full-time salaried position plus costs suggested above for SGFPs and activities. Key considerations to include: Reference to Oxfam salary scales and Oxfam consultancy scales for trainers from external organisations.

Core Standard 3. The Oxfam Code of Conduct is signed by all employees and related personnel

- Support HR to develop, contextualise and translate materials promoting Oxfam's Code of Conduct, values and behaviours to display in all offices, sub-offices and field locations.
  Suggested costs: Testing, printing and disseminating materials across offices/field locations (e.g. posters, pocket cards), transport costs, enumerator costs.
- Support HR in regular training and learning events to embed the Code of Conduct in daily practice, fostering workplace environments that promote Oxfam's values.
  Suggested costs: Training materials, meetings costs, travel costs.
  Key considerations to include: When budgeting for IEC (Information, Education & Communication) materials, look to use existing PSEAH or GBV networks for testing (ensuring guidelines on testing and capturing data). Set aside some costs including transport and cost of enumerators if testing is done inhouse.

Core Standard 4. Safe Recruitment and Screening processes are in place

- Support HR in undertaking criminal/police checks or statutory declarations (for recruitment purposes)
  Suggested Costs: Stamp paper, travel, postage, and any other relevant fees.
  Key considerations to include: Costs associated with criminal history checks are to be covered by the country office or reimburse candidates for this expense.

Core Standard 5. Regular and appropriate SG training is provided to all employees and related personnel

- Regular safeguarding face to face sessions throughout the year for new and current employees.
  Suggested costs: Training materials, meeting costs, travel expenses for staff and trainers (e.g., travel to/from remote locations).
- Regular workshops, learning events and community of practice sessions involving staff, partners and I/NGOs.
  Suggested costs: Training materials, meeting costs, travel, internet costs for online courses.
- Focussed training for different teams to adapt Safeguarding to specific work functions.
  Suggested costs Regional Safeguarding Advisors, HSPs and/or external consultants (e.g., GBV or Child protection specialist) to develop and deliver specialist tailored training (travel, accommodation, consultancy fees and other associated training costs). Translations where not included in the One Oxfam suite of languages (English, French, Spanish & Arabic).

Core Standard 6. Safeguarding reporting and responding procedures are in place in all offices

- Contextualise and translate the Case Management SOP materials outlining reporting and responding procedures relevant to different groups (e.g., reporting channels for staff, partners, and communities are often different).
  Suggested Costs: Designing, printing, and disseminating materials (e.g., posters, pocket cards, handouts).
- Learning events with staff and partners to improve understanding of survivor centred responses and application to different contexts.

Suggested costs: Training materials, meeting costs, travel, specialist consultancy (e.g., GBV/Mental Health Psychosocial experts); travel expenses for Regional Safeguarding Advisor, HSP or SG shared services personnel

- Participation in Safeguarding interagency events & networking across I/NGOs – collaborative work to map context, risks, resources, referral pathways; create joint reporting & responding systems.
  Suggested costs: Meeting expenses and/or costs to attend meetings (travel and accommodation), Internet costs for online participation.

Core Standard 7. Community based feedback and complaint mechanisms are established

- Consultation with community members (including community focal points) partners and stakeholders in the form of workshops, meetings and focus groups to understand contextual risk factors and needs for set up, monitor and review of safeguarding complaint and feedback mechanisms.
  Suggested costs: Meeting expenses (appropriate, safe location for SEA based discussions); travel expenses for staff/facilitators to travel to different locations to increase accessibility (ensuring facilitators/trainers are adequately trained for SEA based discussions and staff numbers/gender balance is appropriate).
  Key considerations to include: Ensure consultation meetings are as diverse, inclusive and accessible as possible, e.g., addressing requirements for persons with disabilities or women participants in an extremely patriarchal environment etc. may need additional resources.
- Design, develop, test, implement, and review Community Based Feedback and Complaints Mechanisms suited to each community/project. Regular monitoring visits for ongoing risk assessment, consultation, and review.
  Suggested costs: Costs associated with specific mechanisms (e.g., box, padlock, pens & paper, translation of label on box, purchase of dedicated phone and credit, cost of dedicated personnel to manage the phoneline, consultation/engagement with third party provider for applications), Internet Costs for online interactions, costs to gather and consolidate information, community visits for installation, testing, risk assessment, review; M&E input to analyse data.
- Develop, contextualise, and translate written materials and other communication methods to ensure awareness of the mechanisms amongst staff, partners, and communities.
  Suggested costs: Developing, testing printing and disseminating materials (e.g. posters, handouts, radio/tv/online messaging). Translation costs and testing, review with communities and stakeholders, external consultant (eg for developing digital content).

Core Standard 8. Partners adhere to One Oxfam Safeguarding Policies and Safeguarding Core Standards

- Developing joint action plans with partners– e.g., development and adoption of SG policies, training on Code of Conduct, strengthening Community Based Complaints Mechanisms.
  Suggested costs: Meeting costs, consultancy costs, travel and salary costs for Regional advisors, HSPs, shared services personnel
- Training, workshops, learning events and forums with partners to strengthen mutual accountability on safeguarding and share knowledge. Contribution to Internet for online engagement.
  Suggested costs: Meeting costs, travel for staff in remote locations, travel expenses for trainers.
- Monitoring visits to partner offices and project locations to monitor safeguarding and progress on action plans.
  Suggested costs: Travel expenses, meeting expenses.

Core Standard 9. Safeguarding risk assessment and management practices are established

- Initial project meetings with project team, partners, and community members to identify risks and design mitigation measures specific to the project and community.
  Suggested costs: Meeting costs, travel; consultancy costs for specialist support (including staff available within Oxfam) Internet costs for online transactions.

Key considerations to include: Apart from programme staff, other teams such as HR (safe recruitment), procurement (screening), finance (anti-fraud, corruption, bribery), security and government liaison (any risks working with government entities etc), MEAL, IT, should participate.

- Monitoring visits by staff to identify and monitor risks and safety, review implementation of mitigation measures.
  Suggested costs: Travel expenses, meeting costs.
  Key considerations to include: The SG risk assessment should be aligned with the overall country risk assessment, be updated throughout project cycle and at the end of the project, to form part of learning and best practices.
- Adapt programmes to minimise safeguarding related risks and ensure that programmes can be accessed safely.
  Suggested costs: Additional staff to make home visits safe, change location of project activity, hire security personnel, provide transport to ensure safe accessibility, increase outreach activities to increase accessibility, cost of Satellite phone in hard-to-reach areas, both hardware and credit cost, cost of ordinary phones and credit.
  Key considerations to include: Even where there is no hotel or meeting place, it is important to provide water for participants when collecting data.

Core Standard 10. Procedures for handling images and personal information are established

- Work with other teams e.g. HR, programmes, IT, MEL to promote the safeguarding aspects in data protection, consent and ethical content practices.
  Suggested costs: Training materials for safeguarding aspects related to other teams.
- Support in the design, testing, contextualisation and translation of IEC materials related to ethical content and safeguarding.
  Suggested costs: Printing, testing and disseminating costs for these materials (e.g. posters, pocket cards).
- Contextualise and test consent forms, in collaboration with other functions (e.g., media and communication, IT).
  Suggested costs: Translation, testing, printing, and disseminating these materials (e.g., posters, pocket cards).

Please contact the safeguarding teams (Regional Safeguarding Advisors, EA Safeguarding or OI Safeguarding) for further support and guidance.

For further information, please go to Safeguarding Community on COMPASS .

Also please refer to policies such as
PSEA Policy ; Child Safeguarding Policy; Youth Safeguarding Policy; Digital Safeguarding Policy and Safe Recruitment Guidelines