

SAFEGUARDING POLICY

The LGBTI Youth Fund (hereafter the Fund) is hosted by Swiss Philanthropy Foundation (SPF), as such the Fund is not a legal and independent entity and LGBTI Youth Fund staff are also bound by SPF safeguarding policy. Safeguarding measures regarding Steering Committee (SC) members, advisors to the Steering Committee, Youth Group members, consultants, other contractors and grantees are assessed by the Fund.

1. INTRODUCTION

The LGBTI Youth Fund puts youth at the centre of its mission and grant-making. The Fund has a zero tolerance towards any forms of violence, abuse and discrimination and for inaction in response to any safeguarding concerns. LGBTIQ children and youth face the same risks as all children and young people, but they are at greater risks of some types of abuse, such as homo/bi/transphobia, discrimination, bullying or hate crime, and (online) sexual abuse and exploitation.

The Fund recognises its responsibility and duty of care to safeguard and protect children, LGBTIQ children and youth in contact with us and our grantee partners.

Signatories to this safeguarding policy commit to respecting and promoting the rights of children, LGBTIQ children and youth, and protecting them at all times.

The LGBTI Youth Fund's Steering Committee approved this policy on 29 February 2024.

The LGBTI Youth Fund carefully monitors the implementation of its safeguarding policy, and continuously learns from the handling of each safeguarding concern to identify areas of improvements. The safeguarding policy is reviewed every two years.

Date of next review: February 2026

For definitions of the terminology used in this policy, see annex 1.

1.1 Policy Statement

The LGBTI Youth Fund defines safeguarding as the actions taken to:

- prevent harm, any forms of abuse or violence and promote the welfare and well-being of children, LGBTIQ children and youth;
- ensure any allegations of any forms of abuse and violence are taken seriously and action taken to ensure the welfare and well-being of children, LGBTIQ children and youth.

This safeguarding policy provides a framework of principles, standards and guidelines which sets out our expectations on how we, as an independent fund, prevent and respond to safeguarding concerns. The safeguards apply to all individuals irrespective of age, gender, gender identity, gender expression, ethnic or social origin, religious beliefs, political opinion, sexual orientation or disability.

This policy is underpinned by international standards, Swiss national and cantonal laws, and builds on the international child safeguarding standards developed by Keeping Children Safe, as well as the good work of multiple organisations and funders¹.

¹ Funder Safeguarding Collaborative, Oak Foundation, Ignite Philanthropy, Swiss Philanthropy Foundation, Tanya's Dream Fund, Terre des Hommes, Save the Children, and Dialogai

1.2 Safeguarding Values and Principles

We believe that:

- all individuals deserve respect and protection from harm, regardless of their sex, ethnic or social origin, language, religious beliefs, gender identity and sexual orientation;
- all forms of abuse and violence are unacceptable and all reasonable steps must be taken to prevent it;
- safeguarding is everybody's responsibility. All internal or external stakeholders of the Fund (staff, Steering Committee members, advisors to the Steering Committee, Youth Group members, consultants, and other contractors) and grantee partners have an obligation to ensure that their actions do no harm.

We expect that:

- All stakeholders of the Fund (staff, Steering Committee members, advisors to the Steering Committee, Youth Group members, consultants, other contractors) are fully aware of the safeguarding measures implemented at the LGBTI Youth Fund;
- Our grantee partners have safeguarding policies and procedures in place. If not, we support them, through our grant-making, in developing and implementing safeguarding policies;
- All stakeholders of the Fund to be vigilant on matters of safeguarding and encourage anyone to report any violations, suspected violations of this policy or safeguarding concerns to the LGBTI Youth Fund safeguarding focal point (florence.jacot@lgbtiyouthfund.ch).

1.3 Pledge and Scope

With this policy, the LGBTI Youth Fund commits to ensuring that, through its grant-making and participatory approach, it strives to prevent all forms of abuse and violence and to promote the safety, protection and well-being of children, LGBTIQ children and youth. This document therefore applies to:

- all staff working full-time, part-time, or temporarily for the Fund;
- members of and advisors to the Fund Steering Committee;
- members of the Fund Youth Groups;
- consultants and other contractors working for the Fund, who have been defined as "working directly with children, LGBTIQ children and youth" during their mandate for the Fund.

2. PREVENTION

Prevention is the cornerstone of the protection and safeguarding of children and youth. The LGBTI Youth Fund commits to preventing harm to children, LGBTIQ children and youth through the following areas.

2.1 Roles and Responsibilities

All LGBTI Youth Fund staff and key stakeholders (see section 1.3 on scope) are responsible for adhering to this policy. This includes:

- participating in inception and refresher training on safeguarding;
- familiarising themselves with this policy and complying fully with its standards and code of conduct;
- being aware of risks to children and LGBTIQ children and youth, and taking proactive steps to mitigate any identified risks;
- reporting any suspected or known concern about the safety of children, LGBTIQ children and youth as per the reporting procedure in section 3 and to participate fully in any safeguarding inquiry if requested.

Specific requirements for the Fund's grantee partners are detailed in chapter 2.6.

2.2 Safeguarding Focal Point

The LGBTI Youth Fund Director (Florence Jacot, florence.jacot@lgbtiyouthfund.ch) is the Fund safeguarding focal point, i.e. Responsibilities include:

- being the first point of contact to report any safeguarding concerns, and coordinating the response;
- ensuring the safeguarding policy is reviewed and up to date;
- acting as the first point of contact for advice and support around the implementation of the policy;
- ensuring safeguarding training is provided, as appropriate.

The Fund Steering Committee (SC) Chair (Brigette De Lay, brigette.delay@oakfnd.ch) is the safeguarding focal point for the Steering Committee and supports the Fund safeguarding focal point in handling any safeguarding concerns.

The internal safeguarding focal points at Swiss Philanthropy Foundation (SPF) are the General Director of SPF (Sabrina Grassi) and the Director of Finance and Administration of SPF (Olivier Ratel) and the external safeguarding focal point is Ms Claudine Weber Zulet. They are responsible for managing any safeguarding concerns about the Fund staff.

For reporting and response procedures, see section 3.

2.3 Safer Recruitment

2.3.1 Staff

In addition to the standard recruitment process, the following safeguarding measures are implemented in collaboration with Swiss Philanthropy Foundation who hires staff on behalf of the Fund.

- Safeguarding is discussed during interviews to assess the candidates' understanding of this issue and their commitment to the welfare and protection of all of those they may encounter.
- SPF and the Fund check references and criminal background, subject to local jurisdictions.
- All new staff read and acknowledge SPF safeguarding policy by signing their employment contract. All new staff must also read and sign the Fund safeguarding policy and code of conduct, as an integral part of their employment contract. Through their signature, new staff state that they understand, agree and abide by both safeguarding policies.
- Roles, responsibilities and safeguarding procedures are further discussed with the Fund safeguarding focal point during the onboarding process.

2.3.2 Steering Committee members, advisors to the Steering Committee, consultants and other contractors

The LGBTI Youth Fund applies safeguarding measures when selecting its Steering Committee members.

- Safeguarding is discussed with new SC members, advisors, consultants and other contractors to assess their understanding of this issue and their commitment to the welfare and protection of all those they may be in contact with.
- SC members, advisors, consultants and other contractors are subject to reference and criminal background check, subject to local jurisdiction, if they are in direct contact with children, LGBTIQ children and youth within their mandate for the Fund.
- SC members, advisors, consultants and other contractors read and sign the Fund's safeguarding policy, including the code of conduct. The safeguarding policy is added as an annex to the consultancy agreement or letter of engagement for the advisors.

- Roles, responsibilities and safeguarding procedures are further discussed during the onboarding process.

2.3.3 Youth Group members


The LGBTI Youth Fund commits to ensure the safety, well-being and safeguarding of the members of the youth group. This notably includes the implementation of safeguarding measures when selecting and managing members of the Youth Groups.

- The call for application includes a safeguarding statement, making it clear to applicants that the highest considerations for the safety and safeguarding of children, LGBTIQ children and youth are in place.
- The youth-friendly version of the Fund safeguarding policy is added as an annex to the letter of engagement. Members of the Youth Groups read and sign the Fund safeguarding policy as an integral part of their letter of engagement.
- During their onboarding, the Youth Groups members attend a safeguarding session where roles, responsibilities and reporting procedures are presented.
- The Youth Groups will develop its own code of conduct that will also include the Fund standards of behaviour (see 2.4 on Code of conduct).

2.4 Code of Conduct

The LGBTI Youth Fund code of conduct outlines standards of behaviour and specific actions required for all internal and external stakeholders of the Fund (see section 1.3 on scope). They must respect this code to protect children, LGBTIQ children and youth and should not behave in a way that would place a child or a LGBTIQ young person at risk or undermine the reputation of the LGBTI Youth Fund. Common sense prevails in applying this to their private lives.

A suspected or known breach of this code of conduct is considered a safeguarding concern and should be immediately reported to the LGBTI Youth Fund safeguarding focal point (see section 3 on procedures).

LGBTI Youth Fund Code of Conduct	
DO 	Ensure that any relationship with children, LGBTIQ children and youth remains professional. Always treat every individual with respect, dignity and equality regardless of their age, gender, gender identity, gender expression, ethnic or social origin, language, political opinion, religion or other beliefs, disability, sexual orientation or other status.
	Ensure that everyone is treated with respect in all forms of verbal and written communication. Always use language or behaviour that is appropriate and in no way harassing, abusive, sexually provocative, discriminatory or demeaning.
	Behave in a calm, positive, supportive and encouraging way with children, LGBTIQ children and youth.
	Ensure that another adult is present, wherever possible, when working in the proximity of children.
	Challenge unacceptable behaviour in accordance with this code of conduct.
	Immediately report any concerns, suspicions, incidents, allegations of actual or potential safeguarding concerns, or any breaches of this policy in accordance with the appropriate reporting procedures (see section 3 on Procedures).

DO NOT 

Exploit a child or adult. Never verbally, physically or psychologically abuse or commit any other form of abuse or violence against anyone.

Engage in sexual activity with a person under the age of 18, regardless of the age of consent, local customs or laws in effect.

Have sexual relations in exchange for money, a gift of any kind, work or any forms of assistance.

Photograph or film children, or LGBTIQ children and youth for which no prior consent has been sought. Inappropriate use of any computers, mobile phones, video/digital cameras or other electronic devices is prohibited. This includes accessing, viewing, creating, downloading or distributing online sex abuse materials

Agree to keep information related to safeguarding concerns, and never investigate any allegations or concerns yourself.

2.5 Training

For this safeguarding policy to be well understood and effectively implemented, it is essential that there is a high level of awareness and knowledge regarding this policy and that LGBTI Youth Fund staff and key stakeholders (see section 1.3 on scope) are clear and confident in putting this policy into practice. The Fund therefore commits to:

- disseminate the policy (e.g. website, emails, verbally);
- provide briefings and access to training as part of the induction process of new staff, SC members, advisors, consultants, contractors and Youth Group members;
- ensure that all Fund staff and safeguarding focal points are made aware of changes to the policy and its implementation and have access to refresher training.

2.6 Safeguarding in Grant-Making

The LGBTI Youth Fund ensures that children, LGBTIQ children and youth impacted by its grant-making are protected. The Fund is committed to taking all appropriate steps to ensure that the grantee partners have adequate safeguarding measures in place to prevent harm and to respond effectively, should safeguarding concerns arise.

The Fund assesses the potential safeguarding risks inherent in the proposed work and provides resources, such as examples of safeguarding policies and financial support, to enable grantee partners to develop a comprehensive safeguarding policy. The Fund integrates safeguarding considerations into its monitoring discussion with grantee partners, and closely follows the development of safeguarding measures included in the grant.

2.7 Safe communication

The LGBTI Youth Fund may, from time to time, use images or testimonies to illustrate the importance and impact of its grantees' work. To ensure its communication does no harm, the Fund ensures that:

- any images are approved by the grantee partner and that they in turn have gained the informed consent of children (or their caregivers) or LGBTIQ youth;
- images and stories are used in an appropriate manner, and do not reveal any sensitive or private information, including the name, sexual orientation, gender identity and location of the child or LGBTIQ youth;
- storage and removal of images complies with the Swiss Law on Data Protection.

3. PROCEDURES

The Fund is committed to responding to all reports or indications, including rumours, that suggest that a child, a LGBTIQ child or youth may be harmed or at risk of harm. **The LGBTI Youth Fund focal point (Florence Jacot, florence.jacot@lgbtiyouthfund.ch) is the first contact person for any safeguarding concerns.**

If the safeguarding concern relates to the Fund safeguarding focal point, staff or any stakeholder of the Fund must inform the Steering Committee safeguarding focal point, Brigitte De Lay (brigitte.delay@oakfnd.ch).

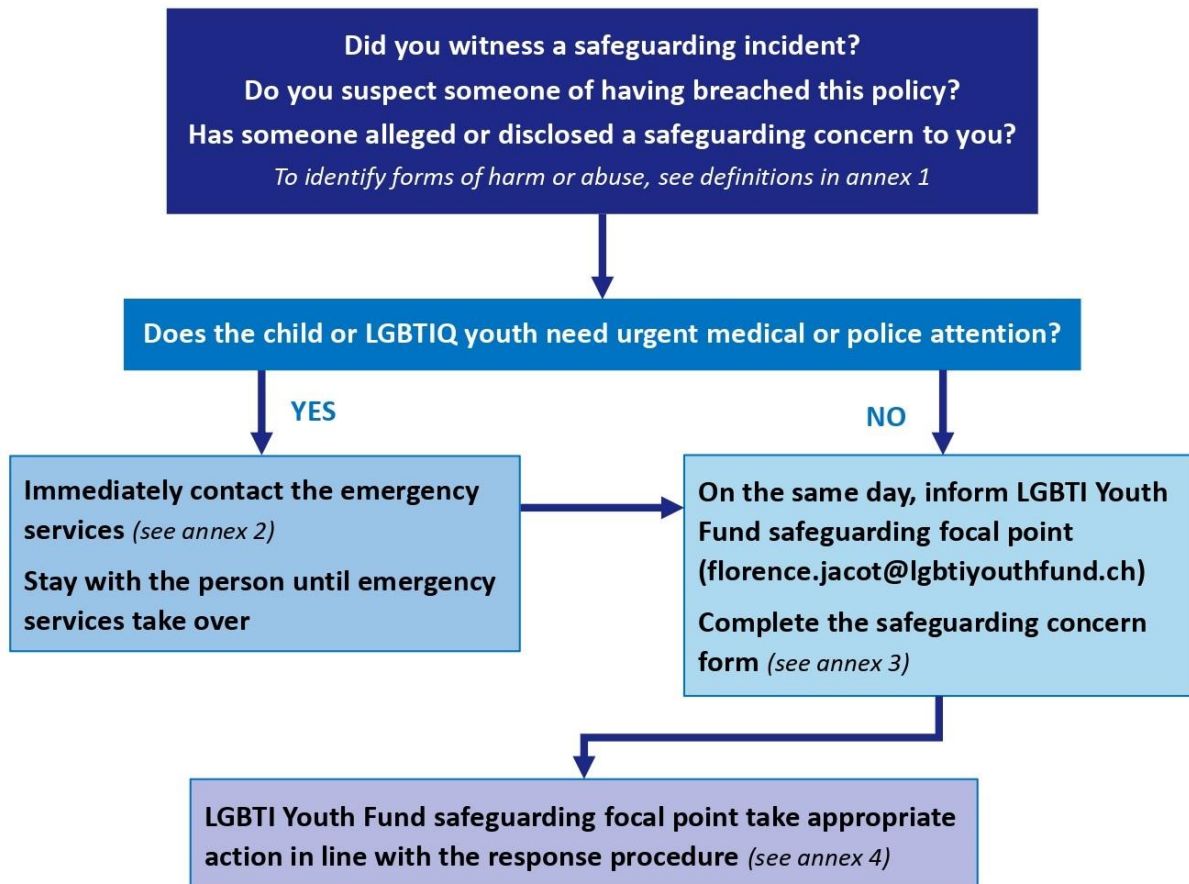
For detailed reporting procedures and accountability for safeguarding concerns related to the LGBTI Youth Fund, see hereafter and annex 4.

3.1 Confidentiality

Confidentiality is important for both the child/LGBTIQ youth and the person who the allegation is about during and after any actions taken within the procedure. Indiscretion and carelessness can have damaging consequences, for the child/LGBTIQ youth's dignity and self-respect, for the person who the allegation is about if it is subsequently found there is no case to answer, or for any potential legal action taken against an individual. It is everyone's responsibility to ensure that confidentiality is maintained throughout the process. Information is shared only on a need-to-know basis.

3.2 Reporting safeguarding concerns

The procedures in this section must be followed consistently in all instances, regardless of how the safeguarding allegation arises, from whom or how it is shared with the LGBTI Youth Fund.



When staff or any other key stakeholders of the Fund observe or suspect safeguarding concerns within the framework of the Fund activities, or if this is reported to them, they must:

- listen to and reassure the victim or to the person who shares the safeguarding concern;
- never ignore concerns;
- never confront the person or try to investigate themselves;
- never discuss the matter with others apart from those identified in this procedure, and
- never agree to keep secrets. It is important to report safeguarding concerns to the Fund safeguarding focal point in order that the Fund can take action to address the concern.

Staff member or stakeholder of the Fund, who raises concerns in good faith about the behaviour of another staff member or any stakeholder of the Fund, will not suffer adverse consequences whatever the outcome. Even if it turns out to be mistaken, it is better to discuss it and enable a proper assessment and response to happen than not to report it at all.

3.3 Response to safeguarding concerns about the Fund staff and stakeholders, and grantee partners

The LGBTI Youth Fund safeguarding focal point shares all safeguarding concern reports with the Steering Committee safeguarding focal point within one working day. If the report is about a Fund staff member, the Fund safeguarding focal point also informs Swiss Philanthropy Foundation internal safeguarding focal points.

The Fund safeguarding focal point ensures that all reported safeguarding concerns are taken seriously, and appropriate action taken in line with the response procedures outlined in annex 4.

The Fund safeguarding focal point informs the person who reported the safeguarding concern that the safeguarding concern has been handled, and, if no action will be taken, explains why.

3.3 Recording, reporting, retention and destruction of files

The LGBTI Youth Fund safeguarding focal point maintains a record of all safeguarding reports, actions and decisions taken (*see annex 5*), and reports once a year to the Steering Committee. This record is held confidentially with access restricted to the Fund safeguarding focal point and the Steering Committee safeguarding focal point.

The purpose of this record is to prevent unnecessary re-investigation, should an allegation resurface after time, to ensure that the Fund is accountable for decisions and actions taken, and to enable the LGBTI Youth Fund to review and improve its policy, procedures and practices.

The LGBTI Youth Fund follows the 2023 Swiss Law on Data Protection with regards to record retention. In principle, the Fund only keeps personal data and records for as long as necessary for the professional relationship between the Fund and the individual or grantee partner, with the exception of data which the Fund must retain in accordance with the 10-year legal retention period. Once the requisite retention period is reached, records are destroyed.

Annex 1. Definitions and Terms

Abuse² or maltreatment constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitations, resulting in actual or potential harm to the child's/youth's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

Bullying and cyberbullying³ is an intentional and aggressive behaviour occurring repeatedly against a victim where there is a real or perceived power imbalance, and where the victim feels vulnerable and powerless to defend himself or herself. It can be physical, including hitting, kicking and the destruction of property; verbal, such as teasing, insulting and threatening; or relational, through the spreading of rumours and exclusion from a group. Cyberbullying involves the posting or sending of electronic messages, including pictures or videos, aimed at harassing, threatening or targeting another person.

Child⁴ means every human being under the age of 18.

Child protection⁵ is a part of safeguarding and promoting welfare and refers to the activity that is undertaken to protect specific children who are suffering, or likely to suffer, significant harm.

Commercial or other exploitation of a child/youth⁶ refers to the use of if a child/youth in work or other activities for the benefit of others. This includes, but is not limited to, child labour and use of children/youth in prostitution. These activities are to the detriment of the child's/youth's physical or mental health, education, or spiritual, moral or socio-emotional development.

Concern, or safeguarding concern⁷, refers to a suspected or know breach of the code of conduct set forth in a safeguarding policy.

Contact with children and/or young people⁸ means working on an activity or in a position that involves or may involve any interaction with children and/or young people, no matter how minimal, either under the position description or due to the nature of the work environment. This includes indirect interaction with children and/or youth in the community.

Emotional abuse⁹ includes the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child/youth can develop a stable and full range of emotional and social competencies commensurate with his/her/their persona potential and in contact of the society in which the child/youth lives. There may also be acts towards the child/youth that cause harm, or have a high probability of causing harm to child's/youth's health or physical, mental, spiritual, moral or social development. These acts must be reasonably within the control of the parent or person in a relationship of responsibility, trust or power. Acts include restriction of movement, patterns of belittling, denigrating, scapegoating, threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

² World report on violence and health, WHO, 2002

³ [Bullying and cyberbullying](#), UN Special Representative of the Secretary-General on Violence Against Children

⁴ Convention on the rights of the child, article 1

⁵ Safeguarding children and child protection, NSPCC

⁶ World report on violence and health, WHO, 2002

⁷ Child safeguarding policy, Oak Foundation, 2020

⁸ DFAT Child protection Policy for the Australian Government's aid program, 2018

⁹ World report on violence and health, WHO, 2002

Grooming¹⁰ is when someone builds a relationship, trust and emotional connection with a child or a young person so they can manipulate, exploit and abuse them. Grooming can take place over a short or long period of time. Children and young people can be groomed online, in person or both, by a stranger or by someone they know. In the context of child sexual exploitation and sexual abuse, grooming is the short name for the solicitation of children or young person for sexual purposes¹¹.

Harassment is similar to bullying. The distinction between bullying and harassment is that when the bullying behaviour directed at the target is also based on a protected class, that behaviour is then defined as harassment. Protected classes include: race, colour, religion, sex, age, disability, national origin. While bullying is defined as *repeated* behaviour, a single action may be considered harassment.

Homophobia, biphobia, transphobia¹² is an irrational fear of, hatred or aversion towards lesbian, gay, bisexual, or transgender people. It is based on prejudice or negative attitudes, beliefs or views about people who are or are perceived to be LGBTIQ people. This kind of behaviour can take many forms such as name-calling, derogatory jokes, intrusive or hostile questioning, threatening to 'out' someone, as well as unwanted physical contact and violence. It can happen verbally, in writing, in person or virtually¹³.

LGBTIQ¹⁴ stands for lesbian, gay, bisexual, transgender, intersex and queer. It is commonly used to refer to people who are attracted to people of the same gender, people with gender identities that differ from the sex assigned at birth, people with nonbinary identities, and people whose sex characteristics do not fit typical definitions of female or male. The letter "Q" (queer) refers not only to the questioning of binary constructions of sex, gender and sexuality, but also emphasises the diversity and fluidity of affective and sexual orientations as well as gender identities and expressions¹⁵. Children and young people might identify as LGBTIQ in more than one way, for i.e. they could be gay and transgender. It is important to respect how they present/define themselves.

Neglect¹⁶ is the failure to provide for the development of the child/youth in all spheres: health, education, emotional development, nutrition, shelter, and safe living conditions, in the context of resources reasonably available to the family or carers and causes or has high probability of causing harm to the child's/youth's health or physical, mental, spiritual, moral or social development. This includes the failure to properly supervise and protect children and youth from harm as much as is feasible.

Physical abuse¹⁷ of a child/youth is that which results in actual or potential physical harm from an interaction or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power, or trust. There may be single or repeated incidents.

Safeguarding¹⁸ is the responsibility that organisations have, to make sure their staff operations and programmes do no harm to children and youth, and that they do not expose children and youth to the risk of harm, abuse and discrimination. Any concerns the organisation has about children's

¹⁰ [Grooming](#), NSPCC

¹¹ What works to prevent online and offline child sexual exploitation and abuse, Review of national education strategies in East Asia and the Pacific, UNICEF, 2020

¹² [Definitions](#), Free & Equal United Nations

¹³ [What is homophobia, biphobia, transphobia and acephobia?](#), Queen Mary University of London

¹⁴ [OHCHR and the human right of LGBTI people](#)

¹⁵ Definition by Caroline Dayer, PhD research and expert in LGBTIQ issues, Advisor to the LGBTI Youth Fund Steering Committee

¹⁶ World report on violence and health, WHO, 2002

¹⁷ Ibid.

¹⁸ Keeping Children Safe Standards, KCS, 2014

and/or youth's safety, within the communities in which they work, are reported to the appropriate authorities.

Sexual Abuse¹⁹ is the involvement of a child or youth in sexual activity with an adult or a peer who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to:

- The inducement or coercion of a child/youth to engage in any unlawful sexual activity;
- The exploitative use of child/youth in prostitution or other unlawful sexual practices; and
- The exploitative use of children/youth in pornographic performances and materials.

Working with children/youth²⁰ means being engaged in an activity with a child/young person where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid work.

Youth²¹ means every human being between 15 and 25 years of age.

¹⁹ World report on violence and health, WHO, 2002

²⁰ DFAT Child protection Policy for the Australian Government's aid program, 2018

²¹ UN Secretary-General's Report to the General Assembly, A/36/215, 1981

Annex 2. List of emergency and psycho-social support services at national and cantonal levels

Emergency numbers in Switzerland

- Ambulance: 144
- Police: 118

Hotlines

- [147.ch](https://www.147.ch) and calls to 147: 24h/24 help for young people with small and serious problems or questions, confidentially, by chat or telephone. The site also offers information and advice (available in German, French and Italian)
- [143.ch](https://www.143.ch) and calls to 143: 24h/24 help for adults with small or serious issues, confidentially. The helpline is open 24h/24 in French, German and Italian, and between 18:00 and 23:00 in English. Contact by chat or email is also possible, but at certain times.

Websites where you can find useful information for LGBTIQ youth and psycho-social support services for victims of violence at the regional and canton levels

- [Ciao.ch](https://www.ciao.ch): Help and information site for youth aged 13 to 20, where youth can anonymously ask questions on any topics, on any small and serious issues, and find useful information and address in case of emergencies (in French only)
- [Du-bist-du](https://www.du-bist-du.ch): Peer counselling to LGBTIQ youth and young people who are unsure of their sexual and/or romantic orientation and/or gender identity to promote their mental and physical health (in German only)
- [feel-ok.ch](https://www.feel-ok.ch): Help and information site for youth, where you find useful information on any small and serious issues and address in case of emergencies (in German only)
- [LGBTIQ Helpline](https://www.lgbtiq-helpline.ch): Hate crimes online reporting tool
- [Opferhilfe Schweiz](https://www.opferhilfe-schweiz.ch) (DE) – [Aide aux victimes Suisse](https://www.aide-aux-victimes-suisse.ch) (FR) – [Aiuto alle vitime Svizzera](https://www.aiuto-alle-vitime-svizzera.ch) (IT) ; website which lists all support services to victims of violence by canton, including LAVI (Law on assistance to victims) consultation centres (also available in [English](#))
- [Psy-Gesundheit.ch](https://www.psy-gesundheit.ch) (DE) - [Santépsy](https://www.santepsy.fr) (FR) - [Salutepsi](https://www.salutepsi.it) (IT): online platform to find mental health support in each canton

For a complete list of associations providing support services to LGBTIQ youth by canton, check the mapping commissioned by the Fund to the Swiss LGBTIQ+ Panel, available in [English](#), [French](#), [German](#) and [Italian](#).

Annex 3. Safeguarding policy reporting and recording form

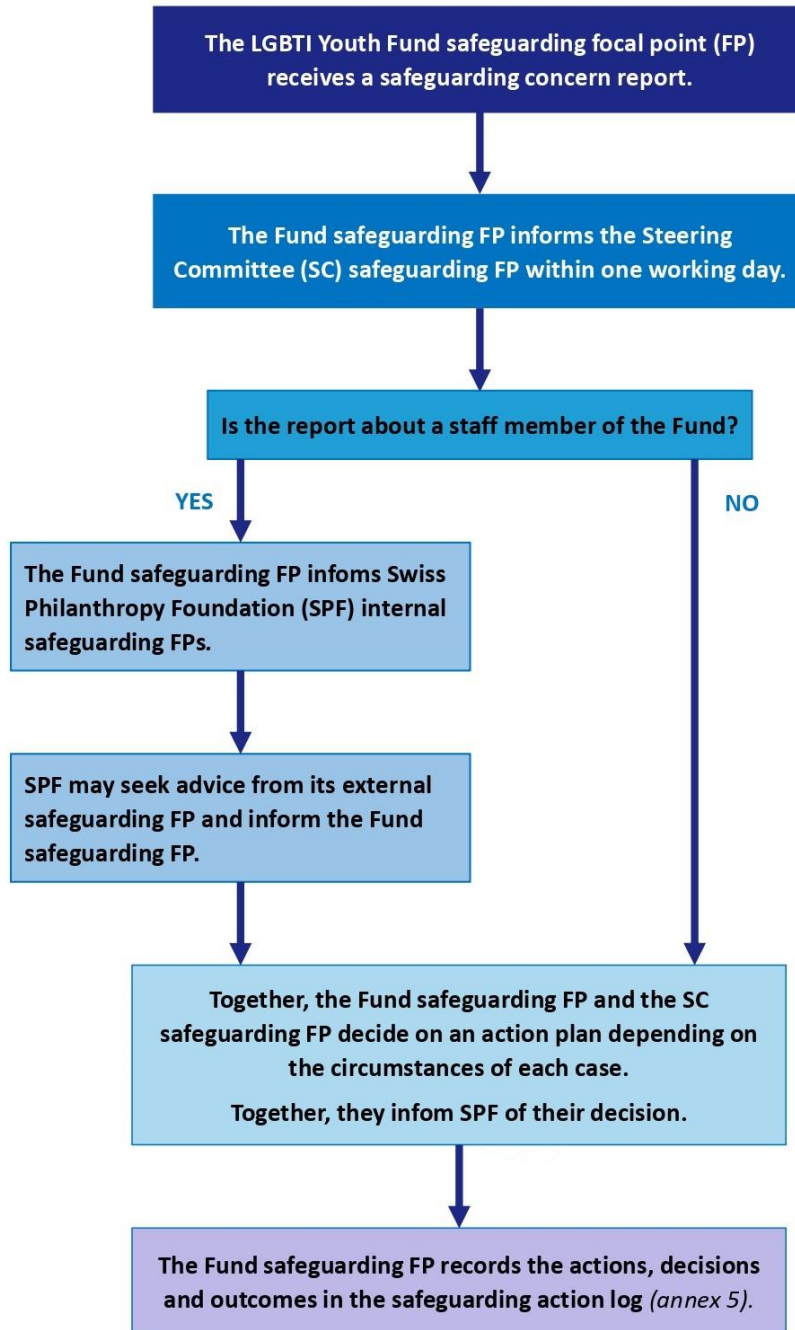
Complete as many details as you are able. Don't delay reporting even if there is information missing. Once completed, the form must be sent to the Fund safeguarding focal point, Florence Jacot (florence.jacot@lgbtiyouthfund.ch).

1. Your details		
Name/Pronouns:	Job title:	Organisation:
Contact details:		
2. Details about the child/youth you are concerned about (if known)		
Name/Pronouns:		
Age:	Any additional information (contact details, language, etc):	
3. Report		
Are you reporting your own concern or responding to concerns raised by someone else?		
If responding to concerns raised by someone else, please provide their name, job title, organisation and contact details (if known) and their role in the incident (victim, witness, etc.):		
Please describe the concern you are reporting. What took place? Where did it take place? When did it take place? Please make it clear whether you are giving a fact, expressing opinion or the opinion of someone else:		
Please provide the child's/youth's account of what happened (e.g. injury, disclosure, behaviour, etc.):		
Please provide the details of the person alleged to have caused the incident/injury/harm if known (name, role, organisation, contact details, relationships to the child/youth):		
Please provide details (name, role, organisation, contact details if known) of any witnesses to the incident:		
4. Actions taken		
State any action taken already to protect the child/youth (e.g. contact with the police, organisation, parents, etc.):		
Does the child/youth concerned know that a report has been made?		
Any further information or comments:		
Date and time of report being submitted:		
5. Immediate action and decision by the Fund safeguarding focal point		

Annex 4. Response procedures

Below you will find more information on the responsibilities about responding to safeguarding concerns within the framework of the LGBTI Youth Fund activities. The response slightly differs when a safeguarding concern about a grant partner is raised (*see point B for more information*).

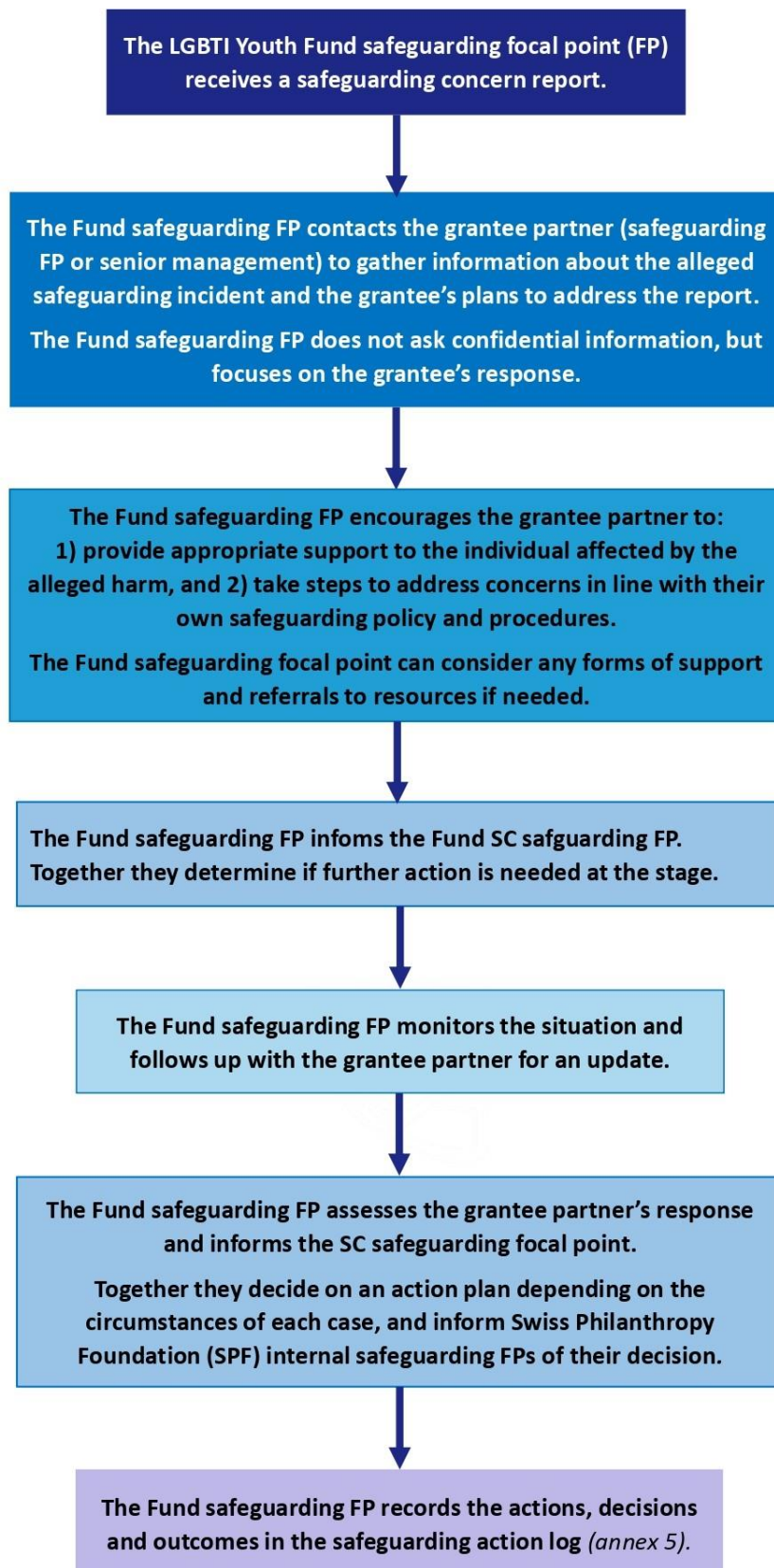
A. Managing safeguarding concern about a staff member or any other key stakeholders of the Fund



If the safeguarding allegation is about the Fund safeguarding focal point, the Steering Committee safeguarding focal point consults with Swiss Philanthropy Foundation internal safeguarding focal points. Together they make decisions on follow up and action.

If the safeguarding allegation is about the SC safeguarding focal point, the Fund safeguarding focal point consults the other members of the Steering Committee, and together they make decisions on follow up and action.

B. Managing safeguarding concern about a grantee partner



In both cases (A and B), the Fund safeguarding focal point informs the person who submitted a report that the safeguarding concern has been handled, and, if no action will be taken, explains why.

Annex 6. Declaration for Staff, Steering Committee members, Advisors to the Steering Committee, members of the Youth Groups, consultants and any other contractors of the LGBTI Youth Fund

To be appended to contract of employment or consultancy, for all LGBTI Youth Fund staff, advisors to the Steering Committee, members of the Youth Group, and for consultants or any other contractors in direct contact with children, LGBTIQ children and youth during their mandate for the Fund

I confirm that I have received and read the LGBTI Youth Fund safeguarding policy.

I confirm that I have read and understood my duties, obligations and responsibilities as they pertain to this policy.

I confirm that I have discussed the contents with the LGBTI Youth Fund safeguarding focal point and I agree to be bound by them.

I confirm that I am aware that if I have questions related to my duties, obligations and responsibilities set out in this policy, I will ask the LGBTI Youth Fund safeguarding focal point for support.

I also declare that I have disclosed to the LGBTI Youth Fund any issue which could give rise to any safeguarding concern – real or perceived – regarding my suitability for employment, consultancy or mandate.

I confirm that I have no criminal prosecution pending, nor have I been previously convicted of any offence involving inappropriate conduct with children and LGBTIQ youth.

By my signature below, I certify that the above statements are true and correct.

Name and Signature

Location and Date
