

CLAN Safety and Security Policy

Version No: 1.0 (March 2017, March 2020)

Date updated: February 2024

Date Approved: February 2024

Date Review Scheduled: March 2026

1. Introduction

CLAN is a not for profit, non-government organization whose mission is to maximise the life for children and their families who are living with chronic health conditions in resource-poor settings of the world. CLAN's mission includes advocacy roles at national and international levels and participation in conferences and meetings around the world.

2. Purpose

This policy outlines the responsibilities and procedures to be implemented by CLAN to maintain the safety and security of CLAN personnel, volunteers and visitors involved in CLAN projects, and CLAN personnel involved in conferences and meetings with partners around the world. This policy is to read and applied in conjunction with CLAN's Work Health and Safety Policy, Child Protection Policy and the Preventing Sexual Exploitation, Abuse and Harassment Policy.

3. Scope

This policy applies to all Committee members, staff, volunteers and partner organizations of CLAN whilst in the delivery of CLAN programs and other activities.

4. Definitions

Term	Definition
Safety and security	"Human security can be said to have two main aspects. It means, first, safety from such chronic threats as hunger, disease and repression. And second, it means protection from sudden and hurtful disruptions in the patterns of daily life – whether in homes, in jobs or in communities. Such threats can exist at all levels of national income and development." (UNDP 2001)

5. Policy and Guidelines/Procedures

Security for a project is achieved when delivery and implementation is successful, and CLAN's reputation is maintained with integrity.

Security risk management is an integral part of CLAN activities, particularly projects undertaken in resource poor settings. CLAN must decide what projects and activities are necessary, appropriate and able to be supported by partnerships. For each project, CLAN's decision making framework and risk management assessment for each project will incorporate risks to safety and security to identify and manage such risks in order to provide a safe, secure and supportive environment for all those involved in CLAN programs.

6. Framework to review risks

The following risks are to be assessed for a CLAN project. However, as each project is unique, research will need to identify and assess other risks associated with each project.

Minimum areas to be assessed for risks to safety and security include:

- I. Country and timeframe and how this may affect safety and security for CLAN personnel and programs and participants
- II. Goals and outcomes aligned to CLAN's strategy and relation to cultural practices and potential impact on CLAN's program and activities
- III. Assessment of human and non-human resources required, including capacity of personnel if resources are limited
- IV. Assessment of safety risks to personnel prior to, during and following implementation of a CLAN project
- V. Evaluation of safety and security risks on potential results of a project
- VI. Final decision for strategies to manage risk or to make decision to not accept a project.

7. Management of risks to safety and security

Management strategies to manage risks may include, but are not limited to:

- I. Forward planning to mitigate risk including procedures to respond to potential scenarios and changes
- II. Training for project and in-country personnel about their responsibilities for providing a safe and secure environment and to conduct themselves accordingly
- III. Research, training and information about the resource poor country for personnel involved in a project in that country including the culture of the country
- IV. Training for managing change and potential unsafe situations.

8. Management of personnel

Before travelling overseas, CLAN staff should:

- I. Access 'smart traveller' on the dfat.gov.au site for advice on country specific safety and security
- II. Register travel plans on the DFAT website and 'Register your travel plans'
- III. Have appropriate travel insurance, passport and visas (where required)
- IV. Ensure all documents are copies and held securely in Australia
- V. Have information about the relevant in-country Australian embassy or consulate
- VI. Ensure all necessary vaccinations have been obtained.

9. Partner roles

CLAN expects and will require evidence that its partners will provide safe and secure accommodation and will provide advice and assistance with implementing a CLAN project.

10. Review

CLAN will undertake reviews on the safety and security provisions and outcomes for personnel at the conclusion of each project or activity. Outcomes may underpin and guide further planning for more effective strategies to cover safety and security of personnel involved in CLAN's projects or activities.

Associated Documents

Child Protection & Safeguarding Policy

Preventing Sexual Exploitation, Abuse and Harassment Policy

Project Design, Monitoring and Evaluation Policy

Code of Ethics and Professional Conduct Policy
Risk Management Policy
Work Health and Safety Policy

Legislation

Work Health and Safety Act 2011 No 10 (NSW)
Workplace Health and Safety Regulation 2011 (NSW)