

**REVISED VERSION OF THE CARITAS INTERNATIONALIS MANAGEMENT STANDARDS (CI MS) WITH
STRENGTHENED SAFEGUARDING COMPONENTS**

November 2020

Overview of the revision process

The Management Standards are the Caritas Internationalis' official and permanent tool for organisational assessment, aimed at providing each Member Organisation and the entire Confederation with a common framework for institutional development and capacity strengthening.

In 2019, Caritas Internationalis scaled-up its work on mainstreaming safeguarding across the Confederation in line with the governing body decisions. While Safeguarding already had a prominent place in the CI MS, some changes were required in order to meet the highest ethical and sector standards in this area and thereby to help ensure that our core Caritas values are put into practice. This, as part of an ongoing move to improve accountability and good governance at the service of the most vulnerable.

The CI MS were therefore revised as follows:

- All existing articles and good practices (GPs) related to Safeguarding have been identified and grouped together;
- The existing articles and good practices have been revised in light of the highest sector principles and standards;
- Additional good practices have been created to address existing gaps;
- These articles and good practices together, make the Standard on Safeguarding

Through the Standard on Safeguarding, all MOs are provided with a clear framework to meet all key safeguarding requirements. Ultimately, these changes also enhance the visibility and importance of safeguarding in the CI MS and strengthen the criteria for compliance in this critical area. The Standard on Safeguarding will be mandatory for all MOs.

Structure of the Management Standard on Safeguarding

The Safeguarding Standard is integrated throughout the four existing standards (MS 1 Laws and Ethical Codes, MS 2 Governance and Organisation, MS 3 Programme and Finance Accountability, MS 4 Stakeholder Involvement), but can also be extracted to be used as a stand-alone safeguarding assessment tool. This allows MOs to assess safeguarding compliance while maintaining the original structure and rationale of the CI MS tool.

Concretely, the Organisational Review Tool appears as follows:

- The tool includes a separate overview (a new worksheet is created) bringing together 14 Safeguarding-related GPs, that are belonging to 8 articles¹: this is the 5th Management Standard on Safeguarding;

¹ These 14 good practices are also kept as components of each of the four Standards to which they belong to.

- The scoring system of the Safeguarding Standard uses the same approach of the four other Standards: the scores are weighted, and the weight of each score reflects the importance of each safeguarding-related article;
- The essential elements of the Safeguarding policy and procedures are brought together in the mandatory article 4.1 (this now includes also three new GPs);
- The 'Final results' table will indicate that in order to be compliant with safeguarding requirements, MOs must meet the following conditions:
 1. the total weighted average score of the Standard on Safeguarding must be 3 or higher;
 2. the individual scores of the articles included in the Safeguarding Standard on Ethics (GP 1.3.1), Complaints Handling (GPs 1.7.1, 1.7.2), Human Resource Management (GPs 2.4.3 - 2.4.5) and Safeguarding policy and systems (GPs 4.1.1 – 4.1.4) must be 3 or higher. These cover key areas of Safeguarding.

The final score on the 5th Standard determines the level of safeguarding compliance. This (new) table will be filled automatically when a MO is doing the CIMS assessment, or can be used as a separate tool to assess only Safeguarding compliance (in that case the MO will fill directly the score for each GP).

In addition to the adjustments/improvements in the scoring guidelines (general guidance, examples of supporting evidences, scores), the results of the revision process are the following:

- From now on, in order to be compliant with the Management Standards, each Member Organisation must be compliant with the four Standards (Laws and Ethical Codes, Governance and Organisation, Programme and Finance Accountability, Stakeholder Involvement), the 5th Standard on Safeguarding and the seven mandatory articles (Catholic Identity, Law of the Land, Ethics and Staff conduct, Constitution, Governance structure, Auditing, Safeguarding);
- The CI Management Standards are composed of 77 good practice statements instead of 74. The main changes are the following:
 - ✓ + 1 GP (3.1.6) on community engagement under article 3.1 (project management)
 - ✓ - 1 GP (4.2.3 on measures to safeguard staff) under article 4.2 on transparency and accountability; its content is now included under the GPs on human resource management and safeguarding;
 - ✓ + 3 GPs under the mandatory article 4.1 (safeguarding policy and systems) on: investigations (4.1.2), referrals (4.1.3), partnership agreements and contracting service providers (4.1.4).
- Some adjustments have been brought in the Standards in order to better adapt some GPs to the safeguarding requirements:
 - ✓ MS 1: - GP 1.7.2 (whistleblower policy) formulation revised;
 - ✓ MS 2: - GP 2.4.3 formulation revised with focus on staff recruitment;
- GP 2.7.1 (risk management) formulation slightly modified;
 - ✓ MS 3: - GP 3.1.2 has been modified in order to focus only on project design; its scoring guidelines and the ones of the GP 3.1.4 have been adjusted in order to avoid an overlap with the new GPs on community engagement;
 - ✓ MS 4: - GP 4.1.1 (safeguarding policy) formulation modified, with addition of anti-harassment policy;
- GPs 4.2.2 (meaningful access) formulation modified.

The Safeguarding Standard is composed of 14 GPs belonging 8 articles as follows (new good practices and modifications in green):

Management Standard on Safeguarding	
1.3	Ethics (key area)
1.3.1	A Code of Ethics and a Code of Conduct for staff equal to or consistent with those of Caritas Internationalis exist and are applied
1.7	Complaints Handling (key area)
1.7.1	Formal and appropriate complaints handling procedures for staff, participants and other stakeholders are in place and applied
1.7.2	The Organisation has a documented and enforced (where there have been cases) whistle-blower policy that establishes a commitment to protecting whistle-blowers from retaliation
2.4	Human Resource Management (key area)
2.4.3	The Organisation's recruitment and human resource systems are inclusive, fair, consistent, transparent, and in line with safeguarding global minimum standards
2.4.4	Staff policies and procedures respect the dignity of staff, promote equity, staff retention and are fair, transparent, non-discriminatory and compliant with the local labour law
2.4.5	Staff know the vision, mandate, policies and procedures of the Organisation and adhere to them
2.7	Risk Management
2.7.1	Risk management mechanisms are in place to identify, assess, prioritize and mitigate internal and external risks (including natural and man-made disasters, safeguarding) and other emerging issues
3.1	Community Engagement
3.1.6 (new GP)	There is active and inclusive community engagement in all stages of the programme cycle that builds on and strengthens existing community structures, resources and capacities
4.1	Safeguarding policy and systems (key area)
4.1.1	The organisation has a safeguarding policy equal to or consistent with CI's Children and Vulnerable Adults Safeguarding Policy and Anti-harassment policy
4.1.2 (new GP)	The Organisation has a process for investigating safeguarding allegations and can provide evidence that it has appropriately dealt with past safeguarding allegations, if any, through investigation and corrective action
4.1.3 (new GP)	The Organisation has a system to refer survivors of safeguarding violations to available services, based on their needs and consent
4.1.4 (new GP)	The Organisation has mechanisms in place to prompt partners and service providers contracted by the Organisation to prohibit trafficking, sexual exploitation and abuse, including child abuse, and to take measures to prevent and respond to such matters
4.2	Meaningful Access
4.2.2	The Organisation's programmes seek to prioritise the needs of the most vulnerable community members and to address any barriers they may face that hinder their participation
4.7	Data Protection
4.7.1	The Organisation implements a data protection policy which safeguards the integrity of its stored information, and which protects the personal data of stakeholders including staff, donors and participants