

O1 Partnership Safeguarding Agreement

Minimum safeguarding standards and procedures for all project partners

Project name	[Insert]
Reference number	[Insert]
Agreement date	[Insert]
Review date	[Insert]
Lead organisation	[Insert]
Partner organisations	[Insert all partner names]

How to use this agreement

This agreement establishes the minimum safeguarding standards all partners commit to before any project activity begins. It does not replace each organisation's own safeguarding policy, but ensures a consistent, shared baseline across the partnership. All partners must sign before activities begin. Monitor compliance throughout the project using O2 (Monitoring Safeguarding in Partnerships).

1. Purpose and Scope

This agreement applies to all activities within [Project name], including: project meetings; training and workshops; participant activities; residential and travel activities; online and digital activities; and all communications with participants.

It applies to all organisations signing it and to all their staff, volunteers, contractors and mentors engaged in the project.

2. Shared Principles

All partners commit to the following principles, consistent with the Safe Spaces Safeguarding Policy Framework (F0):

- Participant safety and wellbeing is the primary consideration in all project decisions.
- Safeguarding is everyone's responsibility — not only the DSL's.
- All concerns are taken seriously, documented and acted upon.
- All participants are treated as rights-holders with the right to safety, information and support.
- Confidentiality means controlled, need-to-know information sharing — not secrecy.

3. Minimum Safeguarding Requirements for All Partners

Each partner organisation commits to meeting the following minimum requirements before and throughout the project:



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Requirement	
Safeguarding policy	A written safeguarding policy adopted and approved by the board or governing body within the last 3 years. Very small partners (Tier 1) may use F1 (Safeguarding Policy Template) with the agreement of the lead organisation.
Designated safeguarding contact	Every partner must have a named safeguarding contact before activities begin. The required structure depends on the partner's size: - Tier 1 (1-3 staff/volunteers): one named safeguarding contact plus a named external backup. - Tier 2 (4-15): one named DSL and one named Alternate DSL. - Tier 3 (16+): named primary DSL, Alternate DSL, and where applicable a support pool. Very small or first-time partner organisations that cannot yet meet this requirement must agree a minimum viable approach with the lead organisation before signing. The minimum is always a clearly identified safeguarding contact point.
Staff and volunteer induction	All staff, volunteers and contractors engaged in project activities have completed safeguarding induction (P3 or equivalent) before working with participants.
Code of conduct	All staff, volunteers, contractors and partners have signed a code of conduct (F2 or equivalent) before working with participants.
Incident reporting	Any safeguarding concern arising in the partner's context is reported to the partner's safeguarding contact as soon as possible, and to the lead organisation's DSL within 24 hours (or immediately in urgent situations).
Participant information	All participants receive safeguarding information in their language before project activities begin (F4 or equivalent).

4. DSL Contact Details — All Partners

Organisation	Named safeguarding contact
[Lead organisation name]	[Name]
[Partner 1 name]	[Name]
[Partner 2 name]	[Name]



[Partner 3 name]	[Name]
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5. Cross-Border Incident Procedure

When a safeguarding concern arises involving participants in another country or at a partner site:

- The organisation on site ensures the person's immediate safety and informs their safeguarding contact immediately.
- The host organisation contacts the sending or lead organisation's DSL within 24 hours (or immediately if urgent).
- The host organisation leads the safeguarding response, because they have physical access to the person at risk and know local services.
- External referrals (to police, child protection services or other statutory authorities) are made in the country where the incident occurred.
- Both organisations inform their own programme or funding body where required by their agreement — after taking safety action, not instead of it.

6. Confidentiality and Data Sharing

Confidentiality: information about safeguarding concerns is shared between partners only on a strict need-to-know basis, and only by the named safeguarding contacts.

Cross-border data sharing: in urgent safeguarding situations, sharing personal data across partner organisations and across national borders is lawful under GDPR Article 6(1)(d) and 9(2)(c) — vital interests (protecting life and physical safety). The person at risk is told what is being shared and why, before sharing where possible. See O3 (GDPR and Safeguarding Data Handling) for full guidance.

Confidentiality does not prevent sharing where there is a duty of care to protect a person from harm. This principle applies to all partners and cannot be used to justify withholding information from the lead organisation's DSL.

7. Information Sharing with the Alleged Perpetrator

The alleged perpetrator is entitled to be informed that a concern has been raised about them, at an appropriate point in the process. Partners agree:

The lead organisation's DSL coordinates all communication with the alleged perpetrator.

No partner independently informs the alleged perpetrator before the lead DSL has made a triage decision and agreed the approach with the Alternate DSL or external backup.

The alleged perpetrator is treated fairly, with dignity, and as a person who is alleged — not proven — to have caused harm.

8. Monitoring and Review

The lead organisation monitors partner safeguarding compliance throughout the project using O2 (Monitoring Safeguarding in Partnerships). Partners cooperate with monitoring visits, documentation requests and compliance assessments.



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This agreement is reviewed at minimum annually and updated whenever safeguarding contacts change. See O2 for the full monitoring and compliance review process.

9. Signatures

Organisation	Authorised signatory
[Lead organisation]	
[Partner 1]	
[Partner 2]	
[Partner 3]	

References

O2 Monitoring Safeguarding in Partnerships. O3 GDPR and Safeguarding Data Handling. F0 Section N (Safeguarding in Partnerships). I3 Response Flow Charts (Chart 4 — Travel and Partner Site). Country Legal Supplement.
Glossary of Key Terms (Safe Spaces) — for definitions of all bolded terms in this document.

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