



CARE International
Safety and Security Standards
Approved June 2013

CARE International Safety and Security Standards

Principle¹ 1: All CI members will hold themselves accountable for maintaining and respecting the CI Safety and Security Principles through their policies, protocols and procedures.

Standards:

1. CI members at all levels will have updated organisational safety and security policies and plans that reflect the CI Safety and Security Principles. CI members shall conduct and document the risk assessment of their operating environments at minimum annually, or after any major incident, and shall review the above mentioned policies and plans and apply corrective measures where applicable. Policies and plans shall comply with local laws or prescriptions.
2. Safety and security plans will be consistent with the approved Safety and Security Management Plan Template.
3. All offices² shall have updated visitors briefings and shall supply them to all visitors prior to arrival. Visitors to all offices shall receive a safety and security briefing as soon as possible after arrival³.
4. All key safety and security plans, policies and documents shall be conveyed to staff in an understandable manner⁴.
5. Employment contracts. All staff shall confirm in writing that they have read, understood and shall comply with safety and security policy, plans and guidelines.

Principle 2: Safety and Security is everyone's responsibility within CI through full compliance and accountability.

Standards:

1. All Job Descriptions and Annual Appraisal Processes shall include the individual's accountability for their own safety and security.
2. Each office shall maintain safety and security management structures, including for critical incident management, relevant to their context. Critical incident management structures and plans shall be rehearsed at a frequency consistent with identified risk levels.
3. All offices shall have a Safety and Security Focal Point (SSFP) with clear responsibilities, authority and reporting lines included in their job description. The SSFP shall be adequately resourced, trained and supported. High risk CO's shall employ a full-time SSO/SSM.
4. All CO's shall participate in inter agency safety and security coordination at all levels, where relevant.

¹ The "Principles" stated in this document are as per the CARE International Code, Section 12, CI Safety and Security Principles

² All offices refers to every location where CI has a presence and includes HQs, RMUs, Cos and any other location

³ CARE International Code, Section 12, Guidelines & Procedures for Safe Travel to Country Offices par II, 1, f

⁴ In the local language where necessary

CARE International Safety and Security Standards

Principle 3: Programme and programme support decisions must be informed by appropriate safety and security considerations at all levels.

Standards:

1. Safety and security will be included as an agenda item at all relevant programme or programme support meetings.
2. Safety and security considerations shall be included in all phases of programme cycle including identification, design, planning, implementation and evaluation.
3. Safety and security will be supported by adequate material resources at all levels appropriate to the context. Safety and security costs shall be determined and included in the annual budget and programme/project proposals of all offices and programmes.
4. All staff shall be covered by insurance consistent with CI policy.
5. All vehicles will be maintained adequately⁵, all drivers will be adequately trained and in possession of a valid driving license, and all drivers and passengers will use seatbelt, helmets (on motorcycles) and life jackets (on boats) at all times. National traffic regulations shall be adhered to and vehicles will not speed.
6. Adequate⁶ communication equipment and back-up communication equipment will be maintained by all offices, locations and vehicles.
7. Sensitive safety and security information shall be protected.

Principle 4: There must be clear lines of authority and decision making mechanisms that underpin safety and security.

Standards:

1. Safety and security plans at all levels will include clear lines of authority and decision making mechanisms that underpin safety and security.

Principle 5: All CI members will comply with the MOSS.

Principle 6: Staff will be equipped, trained and supported in the area of safety and security, appropriate for the conditions of their assignment.

Standards:

1. All staff shall receive safety and security briefings and training relevant to the risk levels in their working environment. Staff shall be informed of and understand all safety and security plans, policies and guidelines.
2. All travelers shall comply with the CI Travel guidelines and procedures⁷.

⁵ Adequate maintenance to meet national standards at a minimum. Where national standards are absent or deemed insufficient, the applicable CI office shall set their own standards according to their analysis of risk

⁶ As determined by a risk assessment

⁷ CARE International Code, Section 12, Guidelines & Procedures for Safe Travel to Country Offices par II, 1, f

CARE International Safety and Security Standards

3. All staff shall be adequately supported post incident including medical and psychosocial support.
4. All offices, locations, vehicles etc. shall comply with local safety codes at a minimum, and must have adequate safety equipment including fire prevention, first aid and other relevant supplies.
5. The presence of weapons in offices, locations and vehicles is strictly prohibited⁸.

⁸ Unless there is no other available option and in accordance with the provisions of the Policy Framework for CI's Relations with Military Forces as contained in the CARE International Code, Section 12.