



KUMA INTERNATIONAL

SAFEGUARDING POLICY 2026

Introduction

Kuma International is a non-profit research and educational organization dedicated to exploring the role of art, memory, and culture in post-conflict societies. Through educational programs, artist residencies, research projects, exhibitions, youth exchanges, publications, and public events, Kuma brings together participants, artists, researchers, educators, and communities from diverse cultural and social backgrounds.

Because many of Kuma's activities engage with themes such as war, genocide, displacement, migration, memory, trauma, and social justice, the organization recognizes its responsibility to foster environments that are safe, respectful, inclusive, and supportive for everyone involved.

Kuma International understands safeguarding as both an organizational responsibility and an ethical commitment that underpins its work with art, memory, education, dialogue, and post-conflict societies.

For the purposes of this policy, safeguarding refers to the actions taken to protect individuals from harm, abuse, exploitation, harassment, discrimination, neglect, and any misuse of power, while promoting safe, respectful, inclusive, and trauma-informed environments.

This policy applies to all Kuma International activities regardless of location and should be read in conjunction with all relevant organizational policies, procedures, and applicable laws.

1. Purpose

Kuma International is committed to creating and maintaining safe, respectful, inclusive, and trauma-informed environments for all people involved in its activities.

This Safeguarding Policy sets out Kuma International's commitment to protecting children, young people, vulnerable adults, participants, staff, volunteers, artists, researchers, partners, visitors, and community members from harm, abuse, exploitation, harassment, discrimination, and any misuse of power.

The purpose of this policy is to provide clear principles, responsibilities, and procedures for preventing, identifying, reporting, and responding to safeguarding concerns across all Kuma International programs and activities.

Given Kuma International's work with art, memory, war, genocide, displacement, trauma, and post-conflict societies, safeguarding is understood not only as a legal and organizational obligation, but also as an ethical commitment central to Kuma's mission. Kuma recognizes that many participants and collaborators may carry lived experiences of violence, loss, migration, discrimination, or trauma, and therefore commits to working with care, sensitivity, accountability, and respect.

This policy aims to ensure that everyone who takes part in Kuma International's work can do so in an environment that protects their dignity, wellbeing, rights, and safety.

2. Scope

This policy applies to all activities, programs, projects, and partnerships organized, facilitated, funded, or supported by Kuma International, whether they take place in person, online, or in hybrid formats.

The policy applies to all individuals involved in Kuma International's work, including:

- staff members and consultants;
- volunteers and interns;
- board members and advisors;
- artists, curators, researchers, educators, speakers, and facilitators;
- participants in Kuma programs and activities;
- partner organizations and collaborating institutions;
- contractors, service providers, and suppliers working on behalf of Kuma;
- visitors attending Kuma events and activities.

This policy covers, but is not limited to:

- the Kuma International Summer School;
- artist and researcher residency programs;
- workshops, seminars, conferences, and public talks;

- exhibitions, performances, screenings, and cultural events;
- educational programs for schools and universities;
- youth exchanges and community-based projects;
- research activities, interviews, fieldwork, and documentation projects;
- study visits and travel organized by Kuma;
- online learning activities, digital events, social media engagement, and virtual meetings;
- partnerships, collaborations, and projects implemented with external organizations.

All individuals covered by this policy are expected to comply with its principles and procedures and to contribute to creating safe, respectful, and inclusive environments across all Kuma International activities.

3. Principles

Kuma International is committed to maintaining safe, respectful, inclusive, and trauma-informed environments across all its activities.

The following principles guide the implementation of this policy:

3.1 Zero Tolerance

Kuma International maintains zero tolerance for all forms of abuse, exploitation, harassment, discrimination, bullying, intimidation, retaliation, neglect, coercion, and misuse of power.

3.2 Respect and Dignity

Every individual has the right to be treated with dignity, respect, fairness, and sensitivity, regardless of age, gender, ethnicity, nationality, religion, disability, sexual orientation, socio-economic background, political affiliation, or migration status.

3.3 Trauma-Informed Practice

Given Kuma International's engagement with themes of war, genocide, displacement, memory, and post-conflict societies, all activities should be designed and implemented with an awareness of trauma and its potential impacts. Kuma seeks to create environments that prioritize emotional safety, informed consent, choice, and mutual respect.

3.4 Participation and Inclusion

Kuma International is committed to fostering inclusive spaces where diverse perspectives and experiences are welcomed and valued. Particular attention should be paid to ensuring

meaningful participation by individuals and communities that may face barriers to access or representation.

3.5 Accountability

All individuals involved in Kuma International's activities share responsibility for safeguarding. Concerns, allegations, or incidents must be taken seriously, reported appropriately, and addressed in a timely, fair, and confidential manner.

3.6 Do No Harm

Kuma International recognizes that cultural, educational, and research activities can unintentionally cause harm if not conducted responsibly. All projects, partnerships, and public engagements should be planned and implemented in ways that minimize risks and prioritize the wellbeing of participants and communities.

3.7 Consent and Confidentiality

Kuma International respects the right of individuals to make informed decisions regarding their participation, personal information, images, testimonies, and creative contributions. Confidentiality must be maintained whenever safeguarding concerns are reported or investigated, except where disclosure is necessary to protect an individual from harm.

4. Safeguarding Structure

Kuma International is committed to ensuring clear safeguarding responsibilities and accountability across the organization.

4.1 Designated Safeguarding Lead (DSL)

Kuma International shall appoint a Designated Safeguarding Lead (DSL) responsible for overseeing the implementation of this policy and acting as the primary point of contact for safeguarding concerns.

The DSL is responsible for:

- promoting awareness of safeguarding within the organization;
- receiving and documenting safeguarding concerns and reports;
- coordinating appropriate responses to safeguarding incidents;
- maintaining confidential safeguarding records;
- providing guidance to staff, volunteers, facilitators, and partners;
- ensuring safeguarding considerations are integrated into programs and activities;
- reviewing safeguarding procedures and recommending updates when necessary.

4.2 Deputy Designated Safeguarding Lead

Kuma International shall appoint a Deputy Designated Safeguarding Lead who can support the DSL and assume their responsibilities when required.

4.3 Responsibilities of Staff and Representatives

All staff members, consultants, volunteers, board members, artists, researchers, facilitators, and other individuals working with or on behalf of Kuma International share responsibility for safeguarding.

All individuals covered by this policy are expected to:

- act in accordance with this policy and the Code of Conduct;
- contribute to creating safe and respectful environments;
- report safeguarding concerns promptly;
- cooperate with safeguarding procedures and investigations when required.

4.4 Review of Responsibilities

The names and contact details of the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead shall be reviewed and updated annually, and communicated clearly to all individuals participating in Kuma International activities.

5. Code of Conduct

All individuals representing or participating in Kuma International activities are expected to uphold the values of respect, dignity, inclusion, accountability, and care.

The following standards apply to staff, consultants, volunteers, board members, artists, researchers, educators, facilitators, participants, and partners involved in Kuma International programs and activities.

5.1 Expected Behavior

Individuals involved in Kuma International activities are expected to:

- treat all people with dignity, respect, fairness, and sensitivity;
- respect personal, cultural, religious, and social differences;
- obtain informed consent before collecting, sharing, recording, photographing, filming, or publishing personal stories, testimonies, images, or creative work;
- maintain appropriate professional and personal boundaries;
- contribute to creating safe, inclusive, and welcoming environments;
- communicate respectfully both in person and online;
- act with honesty, integrity, and accountability;

- respect confidentiality and privacy;
- be mindful of the potential impact of discussions related to war, genocide, displacement, trauma, violence, and personal loss;
- support the wellbeing and safety of participants and colleagues.

5.2 Unacceptable Behavior

The following behaviours are not tolerated:

- any form of physical, emotional, psychological, verbal, or sexual abuse;
- sexual harassment, unwanted sexual attention, or inappropriate comments;
- discrimination based on age, gender, ethnicity, nationality, religion, disability, sexual orientation, socio-economic background, political beliefs, or migration status;
- bullying, intimidation, humiliation, threats, or coercion;
- exploitation of power imbalances or professional relationships;
- retaliation against individuals who report concerns or incidents;
- sharing confidential information without authorization;
- photographing, recording, or publishing personal information without consent;
- any behaviour that may place another person at risk of harm.

5.3 Professional Boundaries

Individuals representing Kuma International should maintain appropriate boundaries in their interactions with participants, particularly when working with young people, vulnerable adults, or individuals sharing personal experiences related to trauma and conflict.

Relationships based on trust should never be used to obtain personal, professional, financial, or sexual advantage.

5.4 Online Conduct

The principles outlined in this Code of Conduct apply equally to online communication, social media engagement, email correspondence, virtual meetings, messaging platforms, and digital learning environments.

5.5 Breaches of the Code

Breaches of this Code of Conduct may result in appropriate action, including removal from activities, termination of collaboration, referral to partner institutions, or reporting to relevant authorities where necessary.

6. Recruitment and Vetting

Kuma International is committed to ensuring that individuals representing the organization understand and uphold its safeguarding responsibilities.

All staff members, consultants, volunteers, interns, facilitators, researchers, and long-term collaborators shall be informed about Kuma International's Safeguarding Policy and Code of Conduct and are expected to comply with their principles and requirements.

6.1 Recruitment and Selection

When recruiting staff, consultants, volunteers, or long-term collaborators, Kuma International will take reasonable steps to assess their suitability for the role and their commitment to working in safe, respectful, and inclusive environments.

The selection process may include:

- reviewing relevant qualifications and experience;
- conducting interviews or discussions regarding the role;
- requesting references when appropriate;
- assessing the individual's ability to work responsibly with participants, communities, and sensitive subject matter.

6.2 Safeguarding Awareness

Individuals working on behalf of Kuma International shall receive information about:

- the Safeguarding Policy and Code of Conduct;
- reporting procedures and safeguarding responsibilities;
- expectations regarding professional boundaries and respectful behaviour;
- trauma-informed approaches relevant to Kuma's work.

6.3 Roles Involving Children and Vulnerable Adults

For activities involving children, young people, or vulnerable adults, Kuma International may require additional safeguarding measures, including reference checks, background screening, or other procedures permitted under applicable national legislation.

6.4 Partner Organizations and External Contributors

Where appropriate, Kuma International may request confirmation that partner organizations, facilitators, speakers, artists, researchers, or service providers maintain safeguarding standards consistent with the principles outlined in this policy.

6.5 Ongoing Responsibility

Safeguarding is an ongoing responsibility. Appointment, recruitment, or collaboration with Kuma International does not exempt any individual from complying with this policy. Concerns regarding conduct may be reviewed at any stage of a collaboration and may result in appropriate action where necessary.

7. Risk Assessment

Kuma International recognizes that all activities may involve safeguarding risks that should be identified, assessed, and managed before and during implementation.

Safeguarding considerations should be integrated into the planning, delivery, and evaluation of all programs and activities.

7.1 Risk Assessment Process

Appropriate safeguarding risks should be considered when planning:

- workshops, lectures, seminars, and conferences;
- exhibitions, performances, screenings, and public events;
- artist and researcher residencies;
- youth exchanges and educational programs;
- study visits, field trips, and travel activities;
- accommodation arrangements;
- online activities and digital platforms;
- research projects, interviews, and documentation initiatives;
- photography, filming, and media production;
- partnerships and collaborative projects.

Where necessary, risk assessments should be documented and reviewed prior to the activity.

7.2 Types of Risks

Potential safeguarding risks may include:

- physical safety risks;
- emotional or psychological distress;
- exposure to traumatic content or testimonies;
- inappropriate behaviour, harassment, discrimination, or abuse;
- breaches of privacy or confidentiality;
- risks associated with travel and accommodation;
- risks related to online communication and digital participation;
- unequal power dynamics between participants, facilitators, researchers, and project partners.

7.3 Trauma-Informed Considerations

Because Kuma International frequently works with themes related to war, genocide, displacement, migration, memory, and loss, particular attention should be given to the potential emotional impact of activities.

Facilitators, educators, researchers, and project leaders should take reasonable steps to:

- provide appropriate context for sensitive material;
- respect individual boundaries and levels of participation;
- avoid unnecessary retraumatization;
- create environments that encourage safety, choice, and mutual respect;
- provide information about available support when appropriate.

7.4 Shared Responsibility

Risk assessment is a shared responsibility. Staff, consultants, facilitators, volunteers, and project partners are expected to identify potential safeguarding concerns and take reasonable steps to reduce risks whenever possible.

Safeguarding risks should be reviewed throughout the duration of an activity and addressed promptly if new concerns arise.

8. Reporting and Response

Kuma International is committed to ensuring that safeguarding concerns are taken seriously, addressed promptly, and handled in a fair, confidential, and survivor-centred manner.

Any individual who experiences, witnesses, suspects, or receives information about a safeguarding concern is encouraged to report it.

8.1 Reporting Concerns

Safeguarding concerns may be reported to:

- the Designated Safeguarding Lead (DSL);
- the Deputy Designated Safeguarding Lead;
- a member of the Board;
- a designated representative of a partner organization;
- relevant external authorities where appropriate.

Reports may relate to actual incidents, suspected incidents, breaches of the Code of Conduct, inappropriate behaviour, abuse, exploitation, harassment, discrimination, or any situation that may place an individual at risk of harm.

8.2 Confidentiality

All safeguarding reports will be handled confidentially and shared only with individuals who need the information in order to assess and respond to the concern.

Confidentiality may be limited where there is a legal obligation to report, where a person is at immediate risk of harm, or where disclosure is necessary to protect the safety and wellbeing of others.

8.3 Response Procedures

Upon receiving a safeguarding report, Kuma International will:

- acknowledge receipt of the concern;
- document relevant information in a secure manner;
- assess any immediate risks to safety and wellbeing;
- determine appropriate next steps;
- seek advice from relevant professionals or authorities when necessary;
- take reasonable measures to protect individuals from further harm.

All reports will be treated seriously, regardless of the identity, position, or status of the individuals involved.

8.4 Protection from Retaliation

No person should suffer retaliation, intimidation, discrimination, or adverse consequences for reporting a safeguarding concern in good faith.

Kuma International is committed to creating an environment in which individuals feel able to raise concerns without fear of negative repercussions.

8.5 Record Keeping

Safeguarding concerns, reports, and actions taken shall be documented and stored securely in accordance with applicable data protection requirements.

Access to safeguarding records shall be restricted to authorized individuals only.

9. Trauma-Informed Practice

Kuma International recognizes that many of the themes explored through its activities—including war, genocide, displacement, migration, loss, memory, and social violence—may evoke strong emotional responses and, in some cases, reactivate traumatic experiences.

For this reason, Kuma International is committed to adopting a trauma-informed approach across its educational, artistic, research, and public programs.

9.1 Guiding Principles

A trauma-informed approach recognizes the widespread impact of trauma and seeks to create environments that promote safety, trust, dignity, choice, and empowerment.

Kuma International aims to ensure that participants are treated with sensitivity and respect, and that activities are designed in ways that minimize the risk of unnecessary distress or retraumatization.

9.2 Program Design and Facilitation

Facilitators, educators, researchers, artists, and project leaders are encouraged to:

- provide appropriate context before engaging with sensitive material;
- communicate clearly about the nature and content of activities;
- respect personal boundaries and different levels of participation;
- recognize that individuals may respond differently to discussions of conflict, violence, loss, and memory;
- avoid pressuring participants to share personal experiences;
- create opportunities for reflection, discussion, and voluntary engagement;
- remain attentive to signs of emotional distress and respond appropriately.

9.3 Participation and Choice

Participation in discussions, workshops, interviews, artistic activities, research projects, and public events should be based on informed and voluntary consent.

Participants should feel free to decline participation in specific activities, discussions, or exercises without fear of judgment or negative consequences.

9.4 Testimonies, Interviews, and Personal Narratives

When working with personal stories, testimonies, oral histories, or experiences related to trauma, conflict, displacement, or violence, Kuma International is committed to ensuring that contributors are treated with dignity, respect, and care.

Individuals sharing personal experiences should be informed about how their contributions may be used, documented, exhibited, published, or archived.

9.5 Collective Care and Wellbeing

Trauma-informed practice is a shared responsibility. Kuma International seeks to foster environments where participants, facilitators, and collaborators support one another through empathy, active listening, mutual respect, and care.

While Kuma International is not a therapeutic or clinical institution, it recognizes the emotional dimensions of its work and strives to create conditions that support participant wellbeing throughout its activities.

10. Communications and Media

Kuma International recognizes the importance of ethical communication and responsible representation, particularly when working with personal stories, testimonies, images, artistic practices, and experiences related to war, genocide, displacement, migration, memory, and trauma.

All communications and media activities should be guided by the principles of dignity, respect, informed consent, accuracy, and the "Do No Harm" approach.

10.1 Informed Consent

Photography, filming, audio recording, interviews, and other forms of documentation should only be undertaken with the informed consent of the individuals involved.

Participants should be informed about:

- the purpose of the documentation;
- how photographs, recordings, interviews, or testimonies may be used;
- where materials may be published, exhibited, archived, or shared;
- their right to ask questions, decline participation, or withdraw consent where reasonably possible.

Special consideration should be given when working with children, young people, vulnerable adults, survivors of violence, refugees, and individuals sharing sensitive personal experiences.

10.2 Ethical Representation

Kuma International seeks to represent individuals and communities with dignity, accuracy, and respect.

Communications, publications, exhibitions, films, podcasts, websites, and social media content should avoid:

- sensationalism;
- stereotyping;
- exploitation of personal suffering;
- misrepresentation of individuals or communities;
- unnecessary disclosure of personal information;
- imagery or narratives that may expose individuals to harm, stigma, or retraumatization.

10.3 Privacy and Confidentiality

Personal information, testimonies, interviews, photographs, recordings, and safeguarding-related information should be handled responsibly and in accordance with applicable data protection requirements.

Where anonymity or confidentiality has been requested, Kuma International will take reasonable steps to protect the identity of individuals involved.

10.4 Working with Sensitive Content

Particular care should be taken when documenting or presenting content related to conflict, genocide, war crimes, displacement, trauma, discrimination, or personal loss.

Staff, researchers, artists, facilitators, and collaborators should consider the potential impact that images, testimonies, and narratives may have on both contributors and audiences.

10.5 Online Communications and Social Media

The principles outlined in this policy apply equally to websites, newsletters, online platforms, digital publications, podcasts, social media channels, and virtual events.

All individuals representing Kuma International are expected to communicate respectfully and to avoid content that could cause harm, harassment, discrimination, or reputational damage to participants, partners, or communities.

11. Data Protection

Kuma International is committed to protecting the privacy, confidentiality, and security of personal information collected through its activities.

Personal data shall be collected, processed, stored, and shared only when necessary and in accordance with applicable data protection and privacy legislation.

11.1 Confidentiality and Privacy

Kuma International recognizes that safeguarding concerns, personal testimonies, interviews, photographs, recordings, and participant information may contain sensitive personal data.

Reasonable steps shall be taken to ensure that such information is handled confidentially and only accessed by individuals with a legitimate need to know.

11.2 Safeguarding Records

Safeguarding reports, incident records, risk assessments, and related documentation shall be stored securely and protected from unauthorized access, disclosure, alteration, or loss.

Access to safeguarding records shall be restricted to the Designated Safeguarding Lead (DSL), Deputy DSL, and other authorized individuals where necessary.

11.3 Collection and Use of Personal Data

Personal information should only be collected for legitimate organizational purposes, including:

- participation in programs and activities;
- communication with participants and partners;
- safeguarding and risk management;
- research, documentation, and evaluation activities;
- legal, contractual, or reporting obligations.

Individuals should be informed about how their personal information will be used and stored.

11.4 Retention and Disposal

Personal data shall not be retained longer than necessary for the purpose for which it was collected, unless required by law, contractual obligations, or legitimate safeguarding considerations.

When information is no longer required, it should be securely deleted, destroyed, or anonymized where appropriate.

11.5 Photography, Audio, and Visual Materials

The collection, storage, publication, and archiving of photographs, audio recordings, video materials, interviews, and personal testimonies shall be carried out in accordance with informed consent procedures and the principles outlined in this policy.

Special care should be taken when materials relate to children, vulnerable individuals, survivors of violence, or sensitive personal experiences.

12. Partnerships

Kuma International is committed to promoting safeguarding principles across all partnerships, collaborations, and jointly implemented activities.

Kuma recognizes that safeguarding is a shared responsibility and seeks to work with organizations and individuals who demonstrate a commitment to creating safe, respectful, and inclusive environments.

12.1 Expectations of Partners

Partner organizations, institutions, consultants, service providers, and collaborators are expected to:

- uphold safeguarding principles consistent with those outlined in this policy;
- comply with applicable laws and regulations related to safeguarding, child protection, anti-harassment, and non-discrimination;
- take reasonable measures to prevent harm, abuse, exploitation, and misconduct within activities delivered in partnership with Kuma International;
- cooperate in addressing safeguarding concerns that may arise during joint activities.

12.2 Joint Activities

When activities are implemented in partnership with other organizations, Kuma International will seek to clarify safeguarding responsibilities in advance, including:

- roles and responsibilities of each partner;
- reporting procedures and points of contact;
- risk management measures;
- participant safety and wellbeing considerations;
- consent, privacy, and data protection arrangements where relevant.

12.3 Partner Safeguarding Policies

Where appropriate, Kuma International may request that partner organizations provide information regarding their safeguarding policies, codes of conduct, or related procedures.

In cases where a partner does not maintain its own safeguarding policy, the partner may be asked to formally agree to comply with the principles and requirements outlined in Kuma International's Safeguarding Policy for the duration of the collaboration.

12.4 Concerns Involving Partners

Safeguarding concerns involving partner organizations, contractors, consultants, or external collaborators should be reported and addressed in accordance with the reporting procedures outlined in this policy.

Kuma International reserves the right to suspend or terminate collaborations where serious safeguarding concerns arise or where partners fail to meet reasonable safeguarding standards.

13. Monitoring and Review

Kuma International is committed to ensuring that this Safeguarding Policy remains relevant, effective, and responsive to the evolving nature of its activities and partnerships.

13.1 Ongoing Monitoring

The implementation of this policy shall be monitored on an ongoing basis by the Designated Safeguarding Lead (DSL), the Deputy DSL, and the Board.

Kuma International will seek to identify safeguarding risks, lessons learned, and areas for improvement through:

- regular reflection on programs and activities;
- feedback from participants, staff, volunteers, and partners;
- review of safeguarding concerns, incidents, and responses;
- changes in organizational activities, partnerships, or operating contexts;
- developments in safeguarding good practice.

13.2 Policy Review

This policy shall be formally reviewed at least once every two years.

An earlier review may be undertaken where necessary, including in response to:

- changes in relevant legislation or regulatory requirements;
- significant organizational developments;
- new safeguarding risks or emerging concerns;
- recommendations arising from safeguarding incidents or investigations;
- changes in the nature or scope of Kuma International's activities.

13.3 Responsibility for Review

The Designated Safeguarding Lead and the Board are responsible for overseeing the review process and recommending any necessary revisions.

Updated versions of the policy shall be communicated to staff, volunteers, consultants, facilitators, board members, and relevant partners.

13.4 Approval and Publication

Following review and approval, the most recent version of the Safeguarding Policy shall be made available to all individuals working with or on behalf of Kuma International and published through appropriate organizational channels.

Policy adopted: May 2022

Last reviewed: May 2026

Next scheduled review: May 2028

APPENDIX A

CODE OF CONDUCT ACKNOWLEDGEMENT FORM

I confirm that I have read and understood the Kuma International Safeguarding Policy and Code of Conduct.

I understand my responsibilities to:

- contribute to safe, respectful, and inclusive environments;
- uphold the principles outlined in the Safeguarding Policy;
- maintain appropriate professional boundaries;
- report safeguarding concerns when they arise;
- respect confidentiality and privacy;
- act in accordance with Kuma International's values and standards.

I agree to comply with the Safeguarding Policy and Code of Conduct during my involvement with Kuma International.

Name:

Role/Position:

Organization (if applicable):

Signature:

Date:

APPENDIX B

SAFEGUARDING INCIDENT REPORT FORM

1. Person reporting the concern

Name:

Role:

Contact details:

Date of report:

2. Person(s) involved

Name(s) of person(s) affected:

Name(s) of person(s) alleged to have caused concern (if known):

3. Description of concern

Please describe what happened, including relevant dates, times, locations, and individuals involved.

4. Immediate actions taken

5. Is anyone currently at risk of harm?

- Yes
- No
- Unsure

If yes, please provide details:

6. Additional information or evidence

7. Submitted to

- Designated Safeguarding Lead
- Deputy Safeguarding Lead
- Board Representative
- Other

Name:

Date:

APPENDIX C

**CONSENT FORM FOR PHOTOGRAPHY,
VIDEO, AUDIO AND MEDIA USE**

Kuma International regularly documents its activities through photography, video, audio recordings, interviews, publications, websites, exhibitions, and social media.

Please indicate your preferences:

I consent to:

- Photography
- Video recording
- Audio recording
- Interviews and quotations
- Publication on Kuma International's website
- Publication on social media channels
- Use in publications, reports, exhibitions, documentaries, or educational materials

I understand that:

- participation is voluntary;
- I may decline specific forms of documentation;
- my consent may be withdrawn where reasonably possible before publication;
- Kuma International will use materials respectfully and in accordance with its Safeguarding Policy.

Name:

Signature:

Date:

APPENDIX D

CONFIDENTIALITY STATEMENT

Individuals involved in safeguarding processes are expected to treat all information received in a confidential and responsible manner.

Information relating to safeguarding concerns, incident reports, personal testimonies, participant records, and investigations shall only be shared with individuals who have a legitimate need to know.

Confidential information must not be discussed, copied, distributed, or disclosed without authorization, except where disclosure is required by law or necessary to protect an individual from harm.

All individuals handling safeguarding information are expected to comply with applicable data protection requirements and the principles outlined in Kuma International's Safeguarding Policy.

APPENDIX E

RISK ASSESSMENT GUIDELINES

Kuma International recognizes that safeguarding risks may vary depending on the nature of the activity, participants involved, location, and subject matter.

When planning activities, organizers should identify potential risks, assess their likelihood and potential impact, and consider appropriate measures to reduce or manage those risks.

Examples of safeguarding risks may include:

- Emotional distress caused by exposure to sensitive material related to war, genocide, displacement, trauma, or personal loss.

Possible mitigation measures:

- Provide appropriate context and content warnings.
 - Ensure participation is voluntary.
 - Allow participants to take breaks or withdraw from activities.
 - Apply trauma-informed facilitation practices.
- Inappropriate behaviour, harassment, discrimination, bullying, or abuse during activities.

Possible mitigation measures:

- Communicate the Code of Conduct clearly.
 - Ensure participants know how to report concerns.
 - Maintain active supervision and oversight during activities.
- Risks related to travel, field visits, and accommodation.

Possible mitigation measures:

- Provide participants with relevant safety information.
 - Share emergency contact details.
 - Identify responsible staff members or coordinators.
 - Ensure accommodation arrangements are appropriate and safe.
- Risks associated with photography, filming, interviews, and documentation.

Possible mitigation measures:

- Obtain informed consent.
 - Respect requests for anonymity or confidentiality.
 - Clearly explain how materials may be used and shared.
- Online safety risks during virtual activities and digital communication.

Possible mitigation measures:

- Use secure communication platforms.
 - Moderate online discussions when appropriate.
 - Protect participant privacy and personal information.
- Risks arising from unequal power relationships between facilitators, researchers, artists, organizers, and participants.

Possible mitigation measures:

- Maintain professional boundaries.
- Promote transparency and accountability.
- Ensure participants have access to reporting mechanisms.

For activities involving children, young people, vulnerable adults, or particularly sensitive subject matter, additional safeguarding measures may be required.

Risk assessments should be reviewed before activities begin and updated if circumstances change or new safeguarding concerns emerge.

APPENDIX F

REFERRAL CONTACTS AND EMERGENCY PROCEDURES

Internal Safeguarding Contacts

Designated Safeguarding Lead (DSL)

Name: Claudia Zini

Email: claudia.zini@kumainternational.org

Phone: 00387 61233860

Deputy Designated Safeguarding Lead

Name: To Be Appointed

Email:

Phone:

Emergency Contacts (Bosnia and Herzegovina)

Emergency Number: 112

Police: 122

Ambulance: 124

Fire Brigade: 123

Emergency Procedures

If an individual is believed to be at immediate risk of harm:

1. Prioritize the safety and wellbeing of the individual involved.
2. Contact emergency services if urgent assistance is required.
3. Inform the Designated Safeguarding Lead (or Deputy DSL if the DSL is unavailable) as soon as possible.
4. Record the incident using the Safeguarding Incident Reporting Form.
5. Preserve relevant information and documentation.
6. Maintain confidentiality and share information only with individuals who have a legitimate need to know.

7. Follow the safeguarding procedures outlined in this policy.

External Referrals

Where appropriate, safeguarding concerns may be referred to relevant authorities, social welfare services, healthcare providers, educational institutions, partner organizations, legal representatives, or other specialist support services.

Any referral should prioritize the safety, dignity, wellbeing, and rights of the individuals involved.

Review of Contacts

The contact information contained in this appendix shall be reviewed and updated annually to ensure accuracy and accessibility.

APPENDIX G

TRAUMA-INFORMED FACILITATION GUIDELINES

Purpose

Kuma International works extensively with themes related to war, genocide, displacement, migration, memory, identity, loss, and post-conflict societies. Many participants, collaborators, artists, researchers, and community members may have direct or indirect experiences of trauma.

These guidelines are intended to support facilitators, educators, researchers, artists, and project leaders in creating safe, respectful, and trauma-informed environments throughout Kuma International activities.

Core Principles

Trauma-informed practice at Kuma International is guided by the following principles:

- Safety
- Trust and transparency
- Choice and autonomy
- Respect and dignity
- Inclusion and accessibility
- Collaboration and mutual care
- Cultural sensitivity
- Do No Harm

Before an Activity

Facilitators should:

- consider potential emotional impacts when designing activities;
- identify content that may be distressing or triggering;
- provide participants with clear information about the nature of the activity;
- ensure participation is voluntary and based on informed consent;
- create opportunities for participants to ask questions in advance;
- consider accessibility, language, cultural context, and individual needs.

During an Activity

Facilitators are encouraged to:

- establish respectful group agreements and expectations;
- communicate clearly and transparently;
- acknowledge that participants may have different experiences and perspectives;
- avoid pressuring individuals to share personal experiences;
- respect silence, withdrawal, or non-participation;
- allow breaks when needed;
- remain attentive to signs of emotional distress;
- encourage active listening and respectful dialogue;
- create space for reflection without requiring disclosure.

Working with Personal Testimonies and Sensitive Histories

When engaging with stories related to conflict, violence, displacement, discrimination, loss, or trauma, facilitators should:

- prioritize the dignity and agency of contributors;
- avoid sensationalism or unnecessary exposure to traumatic details;
- provide appropriate context for difficult material;
- ensure contributors understand how their stories may be used;
- respect requests for anonymity, confidentiality, or withdrawal whenever possible.

Responding to Distress

If a participant becomes distressed:

- remain calm and supportive;
- offer the participant the option to take a break or leave the activity;
- avoid forcing conversation or disclosure;
- respect the participant's wishes and boundaries;
- seek support from the Designated Safeguarding Lead if appropriate;
- consider whether additional support or referrals may be needed.

Facilitator Wellbeing

Kuma International recognizes that artists, educators, researchers, and facilitators may also be affected by repeated exposure to difficult histories, testimonies, and emotionally demanding content.

Facilitators are encouraged to:

- reflect on their own wellbeing and emotional capacity;
- seek support when needed;
- maintain healthy professional boundaries;
- engage in peer support and reflective practice.

Commitment

Trauma-informed facilitation is not a therapeutic intervention. Rather, it is an approach that seeks to create conditions in which participants can engage with difficult histories, artistic practices, and social realities in ways that promote safety, dignity, reflection, and meaningful dialogue.