

Sathi All For Partnerships (SAFP)

Safeguarding Handbook

To be read along with a Safeguarding Policy and Procedure Document



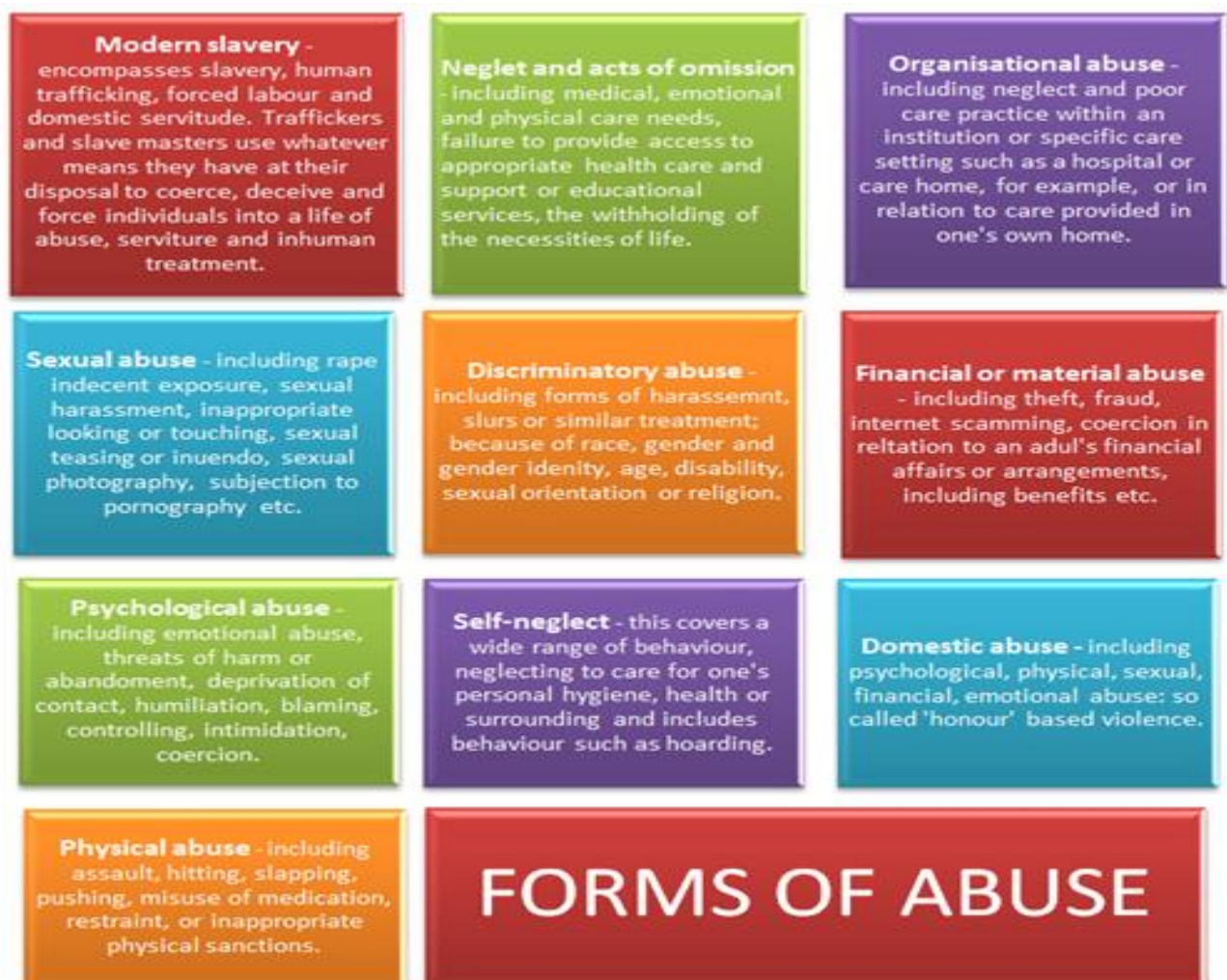
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Handbook to set up and strengthen safeguarding systems in an organization

This hand book presents the way to apply the safeguarding policy in your job. You have to prevent harm and abuse to children and vulnerable adults you work with and also those you come in contact with. For this you should read the context each of the sections in this handbook and understand what you should do to prevent harm and abuse in the organization. Use the checklist to see if systems are developed and constantly improved as you are a safeguard. The visual below gives examples of forms of abuse.



The formats and information in the annex are provided for you to use to implement the safeguarding procedures.

Introduction to concepts

This handbook will accompany a Safeguarding Policy and Procedures (SPP) document approved by the board of your organization as they are responsible to govern in a manner that the people within the organization do no harm and no harm is done to them. It aims to assist managers and staff members to set up, implement mechanisms and strengthen safeguarding system by monitoring the system in an organization.



Safeguarding is the prevention system that includes activities undertaken to protect specific children and vulnerable adults who are suffering or are at a risk of suffering significant harm like ill-treatment, including physical, sexual and other forms of abuse, or the impairment of health or development.

Safeguarding promotes the welfare of children and vulnerable adults is defined as:



- Preventing impairment of children and vulnerable adults' health and development
- Ensuring that children are growing up with safe and effective care through the work of the organization
- Protecting children and vulnerable adults from maltreatment
- Ensuring that vulnerable adults receive safe and effective care
- Monitoring that children to have optimum life chances and enter adulthood successfully and vulnerable adults to have optimum life chances.

Child and vulnerable adults safeguarding

This is the term used to describe the responsibilities and activities undertaken to prevent or to stop children and vulnerable adults being abused or ill-treated.



All children and vulnerable adults deserve the opportunity to achieve their full potential. The following outcomes are central to their wellbeing.

- safe
- nurtured
- healthy
- active
- respected
- responsible
- achieving.



To achieve this, children and vulnerable adults need to feel loved and valued, and be supported by a network of reliable and affectionate relationships, principally within their family groups. If they are denied the opportunity and support, they need to achieve these outcomes, children are at increased risk not only of an impoverished childhood, but also of disadvantage and social exclusion in adulthood. Abuse and neglect pose particular problems. Local customs and cultural beliefs are often abusive and accepted. The family or a person of reverence may be misusing their power.

The children and adults who have been through neglect and abuse have already experienced harm and they need to be dealt with empathy. Similarly, the accused may have harmed due to some

insecurity. Though adequate disciplining should be attempted but emphasis should be to monitor behavior through self-improvement. Behavior change is the goal for the safeguarding system.

Effective safeguarding is essential as part of wider work to safeguard and promote the welfare of every one. However, all agencies and individuals should aim proactively to safeguard and promote the welfare of children and vulnerable adults so that the need for action to protect them from all risk of harm and abuse is reduced. Organizations must take full responsibility that their people do not cause harm or abuse to children or adults they come in contact with due to its work. Thus you as a manager and staff members will endeavor to evolve behavior of your team members to safeguard all.

Safeguarding is a culture of vigilance to protect adults and children to be safe from harm or damage or abuse with appropriate measure to mitigate risks in any given context. It aims to be inclusive and is gender, age and ability sensitive. Safeguarding is the system within which protection operates. For example, the traffic rules and helmet are protection mechanism of the travel safety system. Child protection, whistle blowing, emergency relief operations, organizational health and safety standards are the mechanism of safeguarding policy and procedures.



Safeguarding shapes the organization’s approach, practice and culture. It ensures a comprehensively safe environment for all people that the organization engages with. Most of the Aid agencies in India, like Plan International, Caritas India, Sight Savers and Save the Children have scoped safeguarding to sexual abuse, harassment and exploitation with children and adults they come in contact with. Others like World Bank, OXFAM and DFID

include safeguarding sustainability, natural resources, worker’s rights, and exclusion of geographies, marginalized people, abilities, sexual orientation and age. Civil society groups have worked in different sectors to deal with discrimination in policies to make change at the level of procedure. For example, in Australia, the elderly can work till any age as the country has recognized age discrimination and worked on it actively.

Safeguarding Approach in India

Organizations in India need to abide by international developments to be responsible to safeguard children, vulnerable adults they work with that include the following:

- i. Staff in India employed on full/part time or for short positions, consultants on contracts and volunteers.
- ii. Vendors, visitors
- iii. Partner organizations.
- iv. Community serviced.



The organization sets up the safeguarding system to build a culture of safeguarding for **Prevention, Protection, and Promotion** of safeguarding systems and safeguarding capacities. These capacities are to be monitored in each staff member. The staff and partners are to be trained to make the community aware to identify, report and redress harm and abuse through a healing process. SAFP can tailor make training tools, deliver training and complete a process by submitting training reports can be utilized to develop Induction and refresher modules to revise and replicate organizational learning on safeguarding.

Safeguarding system The diagram on safeguarding systems depicts graphically the different components of safeguarding systems that can exist within an organizational context.

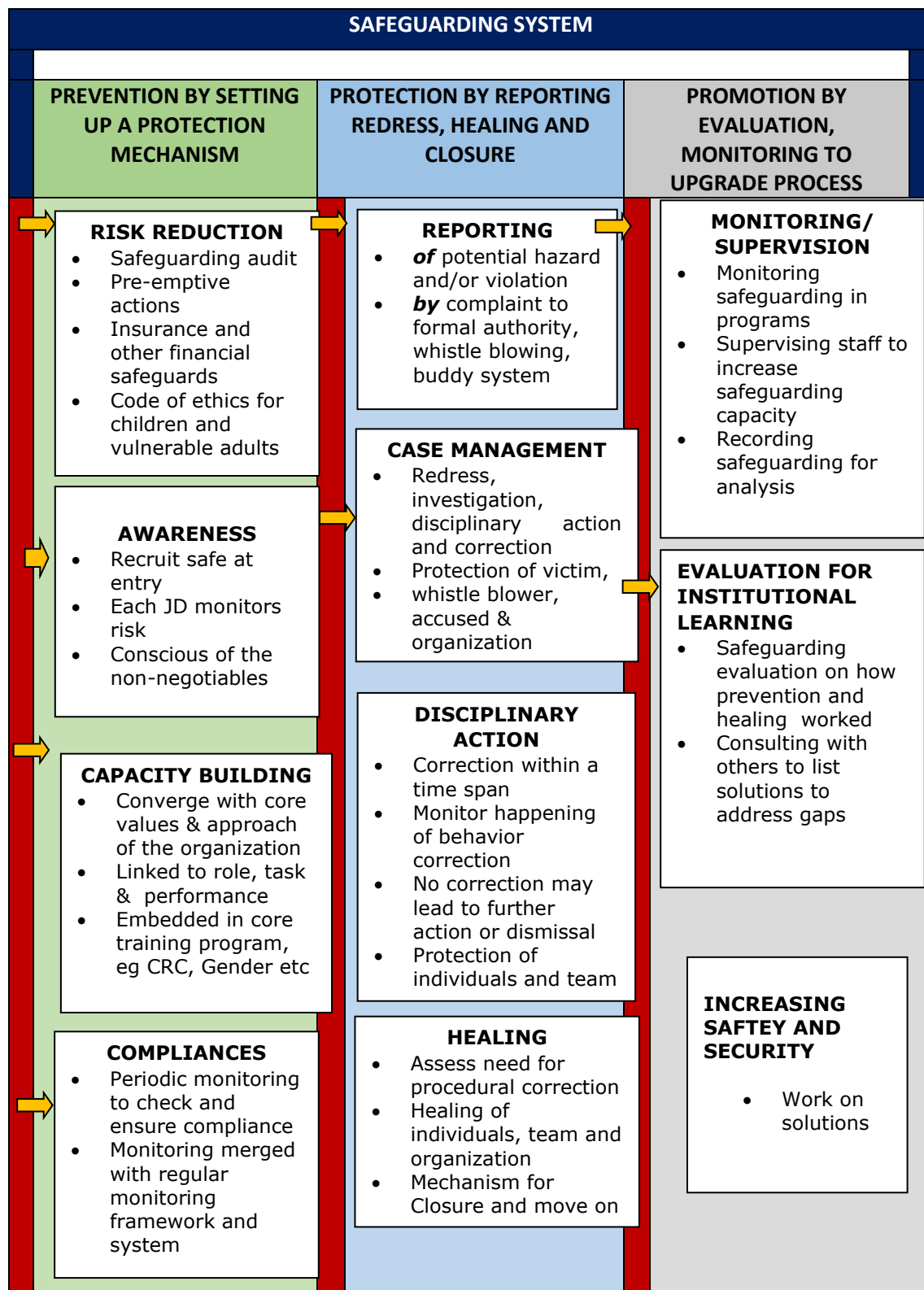


Diagram: Safeguarding systems. Credits: Amod Khanna and Deepika Nair SAFF. The sections ahead guide the reader on the prevention, protection and promotion aspects of safeguarding in an organization.

Section I: PREVENTION BY SETTING UP A PROTECTION MECHANISM

It is important to identify actions, scenarios, events and other external factors that may give rise to risks. For each risk identified, it is important to ensure that its source or cause is well understood and documented.

MI DUAL CAMERA

Prevention systems include a number of actions to prevent abuse and harm. These are :

1.Risk assessment. A risk assessment is conducted to suggest solutions to build safeguarding systems. A safeguarding audit to identify and address safeguarding risks should be conducted and be repeated annually every July. The risks identified are to be addressed through mitigation strategies and solutions. These strategies can be cocreated during training of staff and the partners who developed an understanding of how to conduct risk analysis.

The following template can be utilized to conduct a risk assessment and mitigation for any safeguarding breach, or utilized for different projects, job descriptions and systems.

Real/potential risks	How to mitigate these risks	How will you monitor mitigation	How and to whom will you report if behavior does not change	Evaluate results of reporting
Sexual harassment done by warden of shelter home	CCTV footage, register concern with district, monitoring visit by a superior or the line manager	Concern feedback system, set up children committee for safeguarding. Ask director of this shelter home to report on change of behavior.	Director Child Protection Committee	Enquiry from CPC and our organization

2.Awareness: It is the duty of the HR department to have a safeguarding induction manual. This will be made use of by the organization people to understand their safeguarding role. The HR as well as the recruiting team has the important responsibility to take safety measures to recruit staff who have a track record of being child safe. To develop capabilities to make work agreements that foster safe work environment training and refresher courses need to be sourced online that ensure that staff have trained themselves in developing programming and its management that protect children and vulnerable adults from all forms of harm, abuse, neglect and exploitation regardless of gender, age, ethnicity, disability, sexuality, sexual identity or belief. The buildings, asset of the organization should be serviced in a way that these are in compliance with laws of the country such as POSH, POSCO, PESA, and with the safety standards such that the over all image of the organization is protected.

It is mandatory to comply with the SPP and to implement the policy by having separate policies on child protection, gender, inclusion as cross cutting in all thematic work, its administration that comply with all legal and financial regulations.

3.Capacity Building on Safeguarding

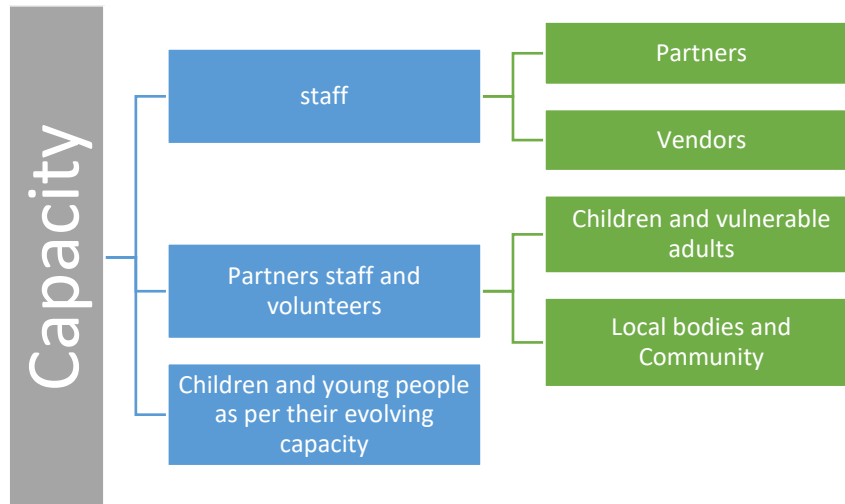


Diagram: Focus on Safeguarding Capacity *Credit Deepika Nair*

Increasing capacity through a safeguarding calendar

- Commitment to safeguarding will be stated in appropriate publications and its website.
- Make policy and procedures available to anyone who requests as appropriate.
- At the time of recruitment all staff and volunteers will be required to sign the Code of Conduct after a thorough understanding and studying its implications with the new recruit and their JD.
- Ensure that staff attend an annual briefing session on SPP and have access to its copy. This is also included in the induction program for all new staff and for volunteers who may have contact with children and vulnerable adults
- All managers have the responsibility for ensuring that the staff they manage are aware of the policy, and for reminding them of its provisions when the need arises. Managers of identified posts must take part in safeguarding training
- The training needs of staff in identified posts will be assessed and relevant training provided using national agreed training resources
- Staff in sections or teams whose work involves frequent face to face contact with supporters, or presence at local or national events, should ensure they are familiar with the detail of this policy.
- Staff should also know the identity and contact details of the Safeguard designate i. e. HR Manager and have contact details for statutory authorities including help line numbers and the Police
- While planning events ensure that safeguarding issues are considered as part of the risk analysis and/or health and safety arrangements
- In planning or coordinating multi-agency or coalition or network organised events and activities, ensure that all safeguarding considerations have been taken into account if relevant.

4. Compliances

Safeguarding has compliances that comprise of setting up human resource systems as well as organizational systems to keep all resource safe and secure. Each partner needs to update their child protection and Anti Sexual Harassment policy and procedures in place besides the anti-fraud, bribery and employment laws compliance in place. Towards this end when breach takes place this should be reported and recorded as described in section II of this handbook.

4.1 Safeguarding Human Resources at Entry and through Supervision practice



Everyone is entitled:

To be treated with dignity, respect and courtesy.

To a workplace free from bullying or harassment.

To experience no form of discrimination.

To be valued for their skills and abilities.

Safe Recruitment

Recruitment and employment policies and procedures may already provide the framework for good practice set out. These policies should be reviewed and strengthened in the light of the principles and outcomes described in the SPP. Additionally, the candidates will be asked to describe their previous experience of working with children and vulnerable adults, to provide two referees who can comment on their work with children and vulnerable adults. This will happen with internal and external candidates as well as for consultants and volunteers. Advertisements and job descriptions for identified posts will include a reference to the organizations commitment to a SPP with a special reference to children and vulnerable adults. Job offers made in relation to identified posts will be subject to a self-disclosure, satisfactory clearance from checking of statutory and satisfactory verification of qualifications and work history.

Reference check before being designated as an employee

The existing practice of reference check from past employers, or a government/Ngo officer or attestation with a PAN card plus the Aadhar card is applicable now for all entrants. System of a sign off of a child protection statement for each new entrant needs to include extra reference checks for staff who work with children with a police verification for no criminal record, domestic violence or sexual offense.

Supervision practice induction to exit

On arrival at the workplace, a buddy can be appointed by the Safeguarding Committee to make the new entrant understand the implication of the Safeguarding Policy as well as give advice to make sure that the new comer will cause no harm and is not harmed during the time the person is

employed.

In every day work if an organization comes into contact with large numbers of children and vulnerable adults, then each staff should have completed the safeguarding training that is included

in induction and in an annual refresher training. This can be an online course that asks a sign off to clear a test or abide by the Code of Conduct. and obtain a satisfactory performance appraisal score on their safeguarding role

4.2 Safeguarding organization assets and information



The safeguarding prevention mechanism consists of workplace safety plan to ensure safety and security of workspace that upholds image, values, resources and assets of the organization while safeguarding organizations people. It is the responsibility of the organization to provide safety at work and to secure working environment for not only its staff but for those who come in contact with its workforce.

It is also important to conduct safety and security checks from time to time for further strengthening and improvement.

Along with the physical security of the employees, it is essential to ensure that important data, networks, software, equipment and company's assets are also protected. Customized security program are offered by security and servicing agencies to ensure that a neat and clean environment is maintained.



Protecting the personnel employee details, log books, inventory of assets of the workplace is mandatory but this information has to be confidential. Critical information and assets should not be compromised. A checklist for safety and security of human resources, equipment and assets should be developed for each office to help the annual safeguarding audit.

Who should do the risk assessment, awareness, capacity building and compliance for

**Safeguarding is
Everyone's
Responsibility**

safeguarding? The safeguarding designate or HR manager should undertake the risk assessment for the organization as a whole but each line manager and sector expert should conduct the assessment for their particular portfolio once a year. The staff members will work with their managers to assess their own roles towards this task a week before their performance appraisal. They should rate themselves on their safeguarding score to self-monitor their safeguarding prevention capacity.

A suggested check list is provided below:

4.3 Preventing Harm and Abuse Check list

Answer the questions below to state if prevention of children and vulnerable adults from harm and abuse has been planned in your organization		Yes/No. Remarks if any
1.	Board ensure that safeguarding policy prevent and promote children and vulnerable adults from harm and abuse from the organisation people;	
2.	Has the head of the organization designated a person to conduct an audit on safeguarding children and vulnerable adults against its people?	
3.	Has the audit listed safeguarding risks that need to be mitigated?	
4.	Has the mitigation of risks been conducted to develop the safeguarding policy and procedures (SPP) document?	
5.	Has the SPP been signed off by the management and the board to make safeguarding every person's responsibility?	
6.	Has the SPP given a time line to set up the concern reporting mechanism?	
7.	Have all staff received communication that they are responsible to prevent, report and protect	
8.	Have staff and partners been trained to understand safeguarding to respond and redress concerns?	
9.	Has the organization designated a person who will receive all concerns regarding safeguarding in the organization?	
10.	Has a safeguarding committee and the concern reporting mechanism been set up to assist the safeguarding designate?	
11.	Are safeguarding systems and concern reporting mechanism appear at notice boards/the reception of the office?	
12.	Does the organization have the annual safeguarding plan to prevent, protect, promote and pursue strengthening of SPP?	
13.	The safeguarding plan cover capacity building of all staff, partners and community to perform their safeguarding role.	
14.	Is the safeguarding performance evaluated in the annual approval of all the organization people?	
15.	Is Safeguarding of children and vulnerable adult included new projects log frame and monitoring cycle?	
16.	Have partners received intimation that it is mandatory that they have to develop their own safeguarding policy and practice?	
17.	Have the partners received training or resource material to do the above?	
18.	If not, what is the deadline by which all the partners would be informed of the same?	
19.	Have all the safety and security guidelines for human resources and resources of the organization been met?	
20.	Do staff inform that they have been inducted / been through refresher safeguarding course that includes safety drill for fire and health hazards and project planning for safeguarding every year?	

1. Understanding whistle blowing or reporting to raise a concern



action.

- All employees, and particularly managers, have a responsibility for keeping the work environment free of harassment and abuse.
- On witnessing potential harm, or suspecting abuse or exploitation of a child or a vulnerable adult it is mandatory for staff members to play the role of a whistle blower. Thus, it is an obligation to report any potential breach of the Code of Conduct or the Safeguarding Policy and Practice. Not complying with this rule leads to disciplinary

Possible concerns may include, but are not limited to

- ❖ Behavior or conduct of organization people
- ❖ Behavior or conduct of partner organization staff and associates
- ❖ Financial improprieties such as misuse of funds, fraud or corruption
- ❖ Harassment, including sexual exploitation and abuse
- ❖ Emotional abuse such as intimidation, humiliation, bullying and mobbing
- ❖ Safety and security breach that will harm the organization and its people

What can a Whistle Blower keep in mind while witnessing a concern?

- Any employee who becomes aware of a safeguarding incident, whether as a witness, or being told of it, or being the object of it, is strongly encouraged to report it in accordance with the SPP.
- Employee is prohibited from retaliating in any way against anyone who has raised any concern about harassment, sexual harassment, fraud, misconduct or discrimination against another individual.
- No adverse employment action will be taken for any employee making a good faith report of violation, harassment or abuse.
- The report can be made formally by filling a concern format by staff or an associate to the Manager HR who is the designate for the Concern Healing Procedure.
- Concerns received by the HR against a partner organization will be referred first to the Executive Director before it goes back to the partner organization for follow-up and action.
- When a concern is sent to the partner organization a report back to the organization needs to be sent within 30 days.

Concern raising

When you witness / suspect/ hear that a child or vulnerable adult is being physically, sexually or emotionally abused or If a child or vulnerable adult discloses to you abuse by someone else you should

1. Listen, offer support, understanding and reassurance whilst explaining you have to tell appropriate people.
2. Take emergency action if required – contact police/social services/medical services immediately as required if it is an emergency situation.
3. Record everything that was said, including dates, times of conversation and any incidents disclosed to build evidence and sequence of events.
4. **You must not investigate**
5. You have a choice to make a formal report or discuss informally via email or a phone call
6. An anonymous report needs evidence to investigate.
7. Report your suspicions / or help the aggrieved to fill the CI's Concern Report Form (see annex) and pass it immediately to CI HR Manager or in their absence another member of the CI Safeguarding Committee.

2 Confidentiality

- Confidentiality is paramount to guarantee safety to concerns, whistle blower, witnesses and subjects of concerns. All concerns, whether sensitive or non-sensitive will be handled in a confidential manner
- In case of breach of confidentiality, the organization may take disciplinary action
- Information with regards to complaints and related investigations should only be shared on a need-to-know basis, clearly identified for each case. Disclosure may be required by law or by the management in the interest of parties involved or for reasons of referring the case to an expert for a medical, legal, child right, sexual harassment. criminal or other issue
- The cases where it may be necessary to disclose information to third parties there will be an agreement with the person who is the subject of concern to take into consideration specific requirements and any risks to parties involved
- Concerns that indicate a possible criminal offence has been committed should be referred by the organization to the authorities responsible for investigating such matters.
- Information offered in confidence should be received on the basis that it will be shared with relevant people in authority: this might include the HR Manager and the members of the safeguarding committee and/or, if appropriate, safeguarding personnel in statutory agencies
- Parents or carers will also be informed if appropriate and in cooperation with statutory authorities or relevant agencies

3. Concern against member of the political leadership or religious congregations

- Concerns made against staff and associates that are members of the congregations and political groups are to be dealt with in coordination with the religious/political competent head.

4. What concerns will not be processed

- Concerns related to member organizations staff grievance, performance issues, employment and labor matters, hostile work environment, harassment on the workplace are dealt exclusively by member organizations through appropriate country legislation and HR policies and procedures (Refer HR Handbook, grievance policy).

5. What will the organization do to process a safeguarding concern

Be Supportive: Sexual violence and child abuse is a huge personal tragedy for the harmed individual. In the event of any allegations, the organization's first concern will always be to care for their emotional, physical, psychological and social well-being. It will provide support for the alleged victims, witnesses and the alleged abuser whilst an investigation is carried out and will also provide continuing support needed after a situation has been resolved.

Get information from a variety of sources in a way that the alleged perpetrator is not alerted. In any case, the alleged perpetrator should not be contacted until there is an agreed strategy. This should include:

- Details about the child/adult,
- Assume all adults have capacity to make decision themselves
- Details about the alleged abuse,
- Any previous allegations & outcomes
- Contact support networks,
- Determine family involvement
- Involvement of other agencies.

Undertake Risk Assessment and affirm strategy to deal with the abuse: If a suspicion is expressed, undertake a risk assessment and then take appropriate action, which may involve contacting statutory authorities.

Follow the Investigation process: A thorough internal investigation to establish what happened and determine how the case should be handled in accordance with existing policies and procedures precedes handing case to the statutory authorities. The aim of this investigation is to determine whether there was a breach of code of conduct or of the policy and procedures or a criminal offence.

- The Manager HR has the primary responsibility to coordinate the investigation. Investigations will be carried out confidentially and only persons that need to know about the whistle blower will be involved in the process.
- Complex sensitive concerns will be investigated by external qualified experts from a preselected and verified pool of investigators.
- The Manager HR will identify the most qualified expert investigator based on the nature of the concern, geographic location and language requirements. Timeframes for completing the investigation vary depending on their complexity. The aim is to conclude it within the shortest reasonable time ideally not exceeding sixty days from receiving the complaint.
- The final report will be shared with the Director Administration for review and approval. The decision on the type of action to be undertaken at the completion of the investigation process will be taken by the Executive Director or if he is the one accused, by the President of board.
- Costs associated with investigations initiated as a result of complaints against staff and associates will be covered

Interviewing the vulnerable adult and vulnerable witnesses

The vulnerable adult should not be interviewed alone or in the presence of the alleged perpetrator, especially if there is any possibility that a criminal offence may have been committed. In such cases a joint interview would be preferred at which the vulnerable adult may be accompanied by one or more of the following:

- An interpreter, if the person speaks a second language, or if they need a Sign Language interpreter or if they are a person with learning disabilities who uses augmented communication methods
- An independent advocate of their choosing or an independent advocate appointed by the investigator to protect the person's interests.
- A member of their family or close friend, if as appropriate.



by the Head Office. Costs associated with investigations initiated as a result of complaints against those deployed through support mechanisms will be covered by the partner organization(s). Should this not be possible, alternative funding sources will be explored.

Take Action

- The framework of decision taking is to create more harmony.
- If a member of staff is the subject of an allegation of child abuse or abuse of a vulnerable adult, that staff member will be asked to take leave from their duties on full or reduced pay until an investigation has been completed.
- If a volunteer or relevant other (i.e. paid consultant or journalist working on behalf of the organization) is the subject of an allegation of child abuse, that volunteer or relevant other will be asked to withdraw from their work until an investigation has been completed. In both cases, it should be made clear that suspension does not imply guilt but rather protects all parties whilst an investigation is undertaken.
- Make a process of healing the guide to resolve the situation. The abused has to be vindicated but the accused needs to be improve behavior.

Record the concern, process it and analyze it

- Logging concerns is a legal requirement; therefore concern will be recorded onto an internal system. It will have restricted staff access, and will support concerns being logged on receipt, actions tracked and outcomes recorded.
- The recorded concern related to a child is to be submitted to the district Child Welfare Committee within 24 hours. Therefore, the organizational Concern Handling Mechanism should source the reporting template required by the state authority.
- The record of sexual harassment at work place needs to also be submitted to the district authority annually.
- If an allegation of abuse is made involving a member of staff, this allegation, together with a record of the investigation undertaken and the outcome, will be recorded in a separate personal file.
- Confidentiality regarding these records will be scrupulously maintained and information will only be released to the line management of the staff member concerned or to those in positions of authority externally who have reason to need it for the safeguarding of children or vulnerable adults.
- Records will be kept for 10 years and disposed after recording data on nature of complaint and resolution for reference of safeguarding system improvement.

Communicate outcomes

- The HO will provide feedback to the complainant and those involved in the concern as appropriate. In case of a sensitive complaint, the complainant, unless he is at the same time the victim, has no "right" to know the outcome of the investigation.
- The HO will provide the complainant with the information whether the complaint has been substantiated or that the complaint is not substantiated. No other information or detail will be disclosed.

Inform that appeals procedure exists

- All concerns have to be resolved in a satisfactory fashion for both the whistle blower and the organization.

- If the complainant does not feel satisfied with the outcome s/he can appeal to the organization's head in writing, by letter or email.

Learning procedure

- After the case has been investigated internally, the HR will conduct a learning reflection of its management of the case.
- Key learning points will be incorporated in appropriate policy and practice revision.

Section III - PROMOTION BY EVALUATION, MONITORING TO UPGRADE PROCESS

Each project context may need its safeguarding prevention, protection and promotion guideline and checklist. Need of specific group of children or vulnerable adults may need customized security or



safety system. These systems need to go through mid term and annual evaluation to learn about the gaps therein. These gaps and emergent risks should find mention in the annual safeguarding plan and its audit such that each risk is mitigated to keep vigil on upholding the safeguarding standard of organization.

1. Analyzing the reporting to improve implementation of safeguarding systems during breach and for compliance.

Diagram: Project cycle in a development organization

Promoting safeguarding by learning from monitoring the safeguarding compliance for each SPP breach. This action precedes recording of each case to derive learning for organizational such that abuse and harm does not repeat. To promote safeguarding by monitoring and improving the systems and its implementation each person in the organization will be monitored through the supervision system to strengthen safeguarding to keep the whistle blowers, children and vulnerable adults safe, especially those at more risk of harm from CI people by operating within a clear framework and defined procedures. The systems and programming will be monitored and improved within an annual safeguarding plan.

2. Plan and monitor safeguarding in programmes and in management systems

The organization is cognizant of routine as well as special circumstances that can put children and adults at risk such as work in disaster management during flood, earthquake or emergency relief; anti-trafficking and work in conflict areas with different kinds of risks and mitigation needs.

- Conduct a midterm appraisal of the risk mitigation referred in the log frame.



- Conduct the complete safety and security scan against the initial bench mark exercise and give the program manager a safeguarding score that finds a mention in the annual performance appraisal of the lead person in-charge.

3. Evaluation and Documentation of the safeguarding system for institutional learning
 Lessons in safeguarding to be filtered and documented to improve gaps in safeguarding policy and procedures; training and development for staff and partners to improve programs on the ground through a safeguarding audit in programming. To actively promote safeguarding in programming, the checklist below may be used.

4. Safeguarding Promotion Check list

Answer the questions below to know if promotion safeguarding of children and vulnerable adults from harm and abuse is planned and monitored through safe programming and its management		Yes/No. Remarks if any
1.	Are staff trained to safeguard through programming?	
2.	Is potential or actual risk assessed for all relevant programs and management support?	
3.	Do all thematic projects pass the safeguarding element in its design and monitored quarterly ?	
4.	Have mitigating actions incorporated into project documentation?	
5.	Have lessons been documented for institutional learning to improve programming and HR capacity development.	
6.	Is contact with children in schools and other children's spaces by staff and volunteers supervised by school or other staff?	
7.	Is a member of staff who has received safeguarding training, designated in every activity or event involving children which the organization directly organizes?	
8.	Is there a focus to promote active inclusive and safe participation of children, adults and local institutions in developing by practicing protection guidelines?	
9.	Does the organization proactively promote safe and inclusive communities services, buildings, public spaces and pathways/roads	

10.	Does the organization actively develop capacity and responsibility of children on safety of self and safety of other children	
11.	Is the local capacity especially of children developed to safeguard their interest through formation of collectives?	
12.	Are disciplinary measures in place to prevent child to child injury or harm?	
13.	Does the organization train its people to develop correct behavior in an enabling manner in positive disciplining techniques to safeguard vulnerable adults?	
14.	Does CI actively develop capacity of children on safeguarding at home, in the neighborhood, in children's parliaments, <i>bal sabhas</i> , schools, health centers, on the roads and any other spaces where children congregate.	
15.	Is the code of conduct reviewed in a manner that all staff and partners understand their professional boundaries when working with children and vulnerable adults about the acceptable behavior?	
16.	Is a date declared for organizational safeguard audit to ensure that all staff have received safeguard training and all safety drills have been conducted within the year.	
17.	Does the safeguarding plan have provision to set aside inclusion of learning in all practices?	
18.	Is there a column in the performance appraisal format for all staff to evaluate safeguard monitoring action?	
19.	Is the learning from the above evaluation fed back into the safeguarding improvement?	
20.	If any of the above is no do you know what to do?	

Annex 1 - Safeguarding the communication about children and vulnerable adults

- Use images/stories of children or vulnerable adults should not lead to harm. Producing communications about children would count as indirect contact if consent is not signed up from the child and their guardian or the vulnerable adult.
- Acquire informed consent from the child's parent/guardian, the child's school or the NGO/Partner responsible for the child, and from the children themselves to use the images and stories for organization publications. However, it is not necessary to gain specific individual consent for those in crowd shots. With vulnerable adults their consent, or depending on the nature of their vulnerability their guardian's consent must be sought.
- Personal information about a child that could be used to identify his/her specific location within a country should not be used to accompany images.
- In addition, communications about children and vulnerable adults should respect their dignity and identity and not degrade them. Therefore, when communicating about children and vulnerable adults care should be taken to:
 1. Portray them as realistically as possible and communications about children and vulnerable adults should not be sensational, or overtly sentimental
 2. Represent children and vulnerable adults as individual human beings, with their own opinions, ethnic diversity and history
 3. Images of nude or partially clothed children or adults should not be used, to present them in poses that could be interpreted as sexually suggestive or in ways that impact negatively on their dignity or privacy.
 4. Be aware that certain children and vulnerable adults may need extra safeguarding. For example, former child soldiers, those suffering from HIV and AIDS and victims of violence, abuse and exploitation. For example, children and vulnerable adults that have experienced violence or are in some way particularly vulnerable or if identified, should not have their faces displayed or be represented in a way that may lead to their identification
 5. In many cases it might be appropriate to withhold or change names
 6. Decisions about the appropriateness of the use of images of children and vulnerable adults should be cleared by the Communications Manager
 7. Journalists and photographers working with, or on behalf of the organization will be asked to sign the Code of Conduct.

Annex 2 - People Safeguarding Code of Conduct

As an employee or representative of the organization, I will promote its values and principles and protect its reputation by:

- Respecting the basic rights of others by acting fairly, honestly and tactfully, and by treating people with dignity and respect, and respecting the national law and local culture, traditions, customs and practices of the laws of the state, organization rules and UN conventions
- Working actively to protect children and vulnerable adults by abiding to the Safeguarding Policy and Procedures (SPP)
- Maintaining high standards of personal and professional conduct
- Protecting the safety and well-being of myself and others
- Protecting the organization's assets and resources
- Reporting any matter that breaks the standards contained in this Code of Conduct.
- Maintaining high standards of personal and professional conduct means I will not behave in a way that breaches the code of conduct, undermines my ability to do my job or is likely to bring my organization into disrepute.

For example, I will not:

- Engage in sexual relations with a child or a vulnerable adult or abuse or exploit a child or a vulnerable adult in any way regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not an excuse
- Exchange money, employment, goods, assistance or services for sexual favors or other forms of humiliating, degrading or exploitative behavior
- Engage in any form of harassment, discrimination, physical or verbal abuse, intimidation, favoritism or exploitative sexual relations
- Drink alcohol or use any other substances in a way that adversely affects my ability to do my job or affects the reputation of the organization
- Be in possession of, nor profit from the sale of, illegal goods or substances
- Accept bribes or significant gifts (except small tokens of appreciation) from governments, beneficiaries, donors, suppliers or others, which have been offered as a result of my employment
- Undertake business for the supply of goods or services with family, friends or personal contacts or use organization assets for personal benefit
- Behave in a way which threatens the security of myself or others
- Use the organization's computer or other equipment to view, download, create or distribute inappropriate material, such as pornography.

In relation to child and vulnerable adults safeguarding, it is important for all staff and others in direct contact with children to:

- Be aware of situations which may present risks and manage these
- Plan and organize the work and the workplace so as to minimize risks
- As far as possible, be visible in working with children or vulnerable adults

- Ensure that a culture of openness exists to enable any issues or concerns to be discussed
- Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
- Talk to children or vulnerable adults about their contact with staff or others and encourage them to raise any concerns
- Empower children or vulnerable adults - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

Staff, volunteers and relevant others must never:

- Hit or otherwise physically assault or physically abuse children or vulnerable adults
- Develop physical/sexual relationships with children or vulnerable adults
- Develop relationships with children or vulnerable adults which could in any way be deemed exploitative or abusive
- Act in ways that may be abusive or may place a child or a vulnerable adult of abuse.
- Staff and others must avoid actions or behavior that could be construed as poor practice or potentially abusive. For example, they should never:
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- Behave physically in a manner which is inappropriate or sexually provocative
- Spend excessive time alone with children away from others
- Take children or vulnerable adults to your home, especially where they will be alone with you. Have a child/children or vulnerable adult(s) with whom they are working to stay overnight at their home unsupervised
- Sleep in the same room or bed as a child or vulnerable adult with whom they are working
- Do things for children or a vulnerable adult of a personal nature that they can do for themselves
- Condone, or participate in, behavior of children or vulnerable adults which is illegal, unsafe or abusive
- Act in ways intended to shame, humiliate, belittle or degrade children or vulnerable adults, or otherwise perpetrate any form of emotional abuse
- Discriminate against, show differential treatment, or favor particular children or vulnerable adults to the exclusion of others.

I..... do hereby confirm that I have read, understood and commit myself to comply and to be held accountable for any non-compliance and non-reporting.

I also have read and understood the Safeguarding policy and procedures document to know about the aspects of safeguarding that relate to my role that I summarize as under in my own word

(Signature) Date:

Please sign this copy for office records and keep a copy for your reference.

Annex 3 - Safeguarding Concern Report Form

Confidential Information

1. Nature of concern (Violation of Child or Adult or security/financial breach of organizations code of conduct/ Security breach):
2. Evidence of complaint mode (Telephone/email/what's app/in person): Information received by: Name : Date: Time:

People involved

3. Whistle Blower: Name: Age: Gender: Address: Telephone: Email:
4. Alleged victim/survivor: Name: Age: Gender: Address: Telephone: Email:
5. Parent/Guardian/Carer: Name: Age: Gender: Address: Telephone: Email:
6. Alleged person against who complaint is made
Name: Age: Gender: Address: Telephone: Email:

The Concern

7. Record details of allegations/concerns. If information is given in person, record as precisely as possible what was actually said, the location of the conversation and the identities of persons present. If the space provided is not sufficient please continue on a separate sheet and attach herewith.

- What abuse/ harm/breach took place?
- Where did the harm take place?
- Witnessed by
- Are there more people involved apart from those listed in point 4 and 5?
- Person recording the details. Name: Signature: Date:

Action and further information

8. What actions were taken?
 - Agencies contacted and
 - Information/advice received with times and dates.
 - Person taking action Name: Age: Gender: Address: Telephone: Email:

Resolution statement by the victim

9. Is the concern addressed adequately? (Yes / No / Maybe / Don't know)
10. Signed off as involved with date by

Whistle Blower :

Person against who complaint was made:

Safeguard Representative:

Internal Expert:

External Expert:

Annex 4 - The safeguarding mechanism

Terms of Reference for Internal Safeguarding Committee

1.1. Background

To improve accountability towards all those it serves; individuals and communities, and partner organizations, the organization has established a Safeguarding Committee as part of a Concern Handling Mechanism (CHM) that is user-friendly, safe and accessible, but is also simple, efficient and effective and does not create undue burden.

The legal basis of this CHM is the Organization Safeguarding Policy and Procedure document that is applicable to staff, board members, volunteers, interns, consultants, contractors, and partner organizations staff. The Safeguarding Committee does not replace individual complaints mechanisms that partner organizations and staff members already have in place. It provides an alternative and complementary channel for managing complaints that can be activated in predetermined circumstances and when certain conditions are met. The organisation recognizes that the primary responsibility to handle complaints remains with partner organizations. Together with the Manager HR, the Safeguarding Committee is instrumental to ensure that all complaints received will be dealt with according to agreed procedure and guidelines.

1.2. Objective

To support the Manager HR in making appropriate decisions on complaints received through the CI CHM, in accordance with agreed procedures and guidelines.

1.3. Composition

The Safeguarding Committee is composed as follows:

1. The Manager HR; 2. One Board member 3. The Executive Director 4. Invited specialist (internal) 5. Invited specialist (external).

Invited specialist members of the Safeguarding Committee are nominated by the Executive Director in consultation with the Human Resource Manager.

1.4 Responsibilities

The Safeguarding Committee is responsible to

- Review the complaint and approve the course of action proposed by the Manager HR
- Suggest an alternative action if applicable
- Review and approve the final investigation report or seek additional information if applicable;

- Request an independent investigation following reports which are not deemed satisfactory and/or are not reconsidered for revision by the member organization involved;
- Recommend appropriate disciplinary actions, if applicable. The final decision is taken by the Executive Director.

1.5. Confidentiality Members of the Safeguarding Committee are bound to treat all information received with utmost confidentiality. Breach of confidentiality leads to immediate suspension and the application of an adequate disciplinary measure.

1.6. Sensitive complaints

Sensitive complaints follow the strict rule of confidentiality and need-to-know basis. The Safeguarding Committee will provide the partner CHC only the essentials of the complaint i.e. the nature of the complaint, the course of action decided and, when ready, the outcome of the procedure. No details will be shared with the partner CHC regarding the organizations involved, the names of the complainant, accused, victim, witnesses or whistle blowers.

1.4. Meetings

The HO is responsible to organise the meetings of the Safeguarding Committee. The members of the Safeguarding Committee are required to prioritise their participation in meetings to make sure that complaints are dealt with in a timely manner.

Duration

Safeguarding Committee members are appointed for a duration of two years. They can be renewed for another two years by the Executive Director in consultation with the Manager HR.