

SABUJ SANGHA

CHILD SAFEGUARDING POLICY

“Creating safe environment expresses the organisation’s accountability to children and young people which rely on a ‘Whole System Approach’ with many components and parts needing to be put in place and implemented consistently across all parts of the organization”

We commit to create an environment that is safe for every ‘child and young people’ within the organisation and outside where we work.

Children and Young Persons Safeguarding Policy

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You Should	You must never

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II. Introduction and Policy overview:

This policy on Safeguarding of children and young persons is an organizational commitment and through this Sabuj Sangha will put-in place appropriate procedures, practices and standards to ensure that the projects or programs, the staff within the organisation and others (all) associated with Sabuj Sangha do no cause any harm to the children, young people (CH. & YP) and to others who are supported through the organisation. It includes protection from sexual exploitation and abuse (SEA), and protection of vulnerable children and young people with diverse gender, sexualities, social, cultural, religious background, specially abled or affected by emergencies.

While the primary purpose of developing this policy is to safeguard children & Young Persons in all its work, at the same time Sabuj Sangha as an organisation aspires to create a model of a “Child Safe Organisations” by ensuring ‘Protection of Children and YP’ in all its work across geographies. We have tried to keep this policy document fully aligned to the “UN Convention on Rights of the Children -1989”.

In course of developing this policy, references have drawn from different elements of good practices of other leading Child Rights organisations. After drafting the current policy, the observations, recommendations and solutions which have been mentioned in the current documents have been triangulated using different participatory approaches. This will help to make the Safeguarding of Children & Young Persons Policy (SCYPP) a live document which can be adapted to different contexts where Sabuj Sangha is working over the years (including emergency response operations). This document is aimed to be able to provide implementable solutions to safeguarding concerns that, the organisation may come across or face in course of its work.

The current Safeguarding of Children and Young Persons Policy (SCYPP) Policy is based on a “5P” model. The 5P model includes: (i). **Perspective of Children:** which has been considered as a key approach towards developing this policy. In the process of implementation of this policy, we will also impart appropriate skills and knowledge amongst its staff, volunteers, visitors, interns, vendors and others associated and promote their active participation to safeguard children and young people. (ii) **Personal Values & Attitudes** plays a critical role in shaping our attitude, behaviour and practice towards children, it influence the basis on which we hold these; understanding which of these support or hinder the safeguarding of children and how such values, attitudes and behaviours may impact on our ability to be effective protectors of children. (iii) **Problems of Child Abuse:** It has been attempted to look into the different forms of child abuse. Special emphasis is given on ‘Sexual Abuse and Exploitation’ in the light of current rise of CSA in the country (& globally as well). We have tried to reflect on the modus operandi of the ‘sex offenders’ in various settings especially which may have some connection/ relevance to the pieces of work done by the organisation like us; learn to identify the signs, symptoms and impacts of abuse. (iv). **Providing Safeguarding and Preventing Harm:** this helps to develop understanding on the difference between child safeguarding and child protection programme interventions; helps to reflect on the measures and framework an organisation should put in place to support the safeguarding of children and to understand how organisations like us can develop their own policies and procedures; and finally to (v). **Passing on Concerns** – which will provide understanding on what is required to be done to ensure effective and efficient responses to child safeguarding concerns.

III. Objectives /Purpose of the policy:

In nutshell, Child Safeguarding means “protecting children and young persons from harm” that come from within the organisation, its staff or other people who may be associated with the organizational processes or interventions. Sabuj Sangha as an organisation with major constituency of its work as children and young persons must be responsive to the specific needs of children and young people. We ought to be responsible and undertake measures to prevent and safeguard children and young people so that, there is no abuse or no harm caused in course of their participation in any program or their association with Sabuj Sangha.

It is well known that, children under 18 years of age are particularly vulnerable. The key purpose of developing and adopting this is to make an organisational commitment to safeguard the children and young persons that we work with. In all our projects and programs, we will ensure their wellbeing, and prevent harm to their health or development to give them a good start in life by allowing them to grow in a safe environment. Safeguarding children and YP means implementing variety of policies, procedures and best practices depending on the situation and the context/s the Ch. & YP belong to.

IV. Introduction of the organization including its vision , mission and activities(in a concise form):

Sabuj Sangha started its journey in 1954 in Nandakumarpur village of Mathurapur -II block in the district of South 24 Pargana, West Bengal. The Organisation got registered under West Bengal Society Registration Act 1961 in the year 1975. We are also registered under the ‘Foreign Contribution (Regulation) Act, 1976’; registered under the Section 12A of Income Tax Act, 1961. Sabuj Sangha is empaneled under NITI – Aayog (erstwhile Planning Commission of India); National CSR Hub, West Bengal State AIDS Prevention and Control Society and is also accredited by the Credibility Alliance. Since its beginning, primary focus of the organization is to improve the lives of the people, especially women and children from the disadvantaged communities in West Bengal through integrated, sustainable development approach by ensuring participation of the communities that it works with.

From a humble beginning as a small development initiative, Sabuj Sangha has grown to a vibrant development organization and is currently working on myriad issues and challenges faced by the people especially in the state of West Bengal. Sabuj Sangha undertake long-term development intervention to address the vulnerabilities and challenges faced by the people, especially from disadvantaged and marginalised communities; enhance their capacities and empower them to be able to withstand the challenges, overcome them and live a life with dignity. Sabuj Sangha is also known for its incredible work on responding to emergencies, especially for the people of Sundarbans and East Midnapore who are prone to natural calamities and often get affected by cyclonic storms, floods etc. Over the last few decades the organisation has undertaken several emergency response operations, helped the people in the time of crisis by providing basic service and then helped in their process of recovery, resettlement and to prepare them from the threats of future emergencies and the potential threats of climate change in Sundarban Sub-region. Sabuj Sangha currently works in South 24 Parganas, North 24 Parganas, Murshidabad, Alipurduar, Kolkata, East Medinipur and Nadia Districts of West Bengal India.

Organization's Vision:

Sabuj Sangha looks forward to a society where all people will enjoy equal rights and access to equal opportunities.

Mission:

Sustainable development of marginalised and vulnerable people to ensure a quality of life through empowerment, education, information, infrastructure development, healthcare service and economic self-reliance through convergence of services provided by local self-help governments

Our Values:

Equality – Sabuj Sangha believes that all people should be treated equal. We will not discriminate or show prejudice against any person regardless of race, religion, gender or social background.

Respect – Sabuj Sangha and its employees are committed to treating all staff, beneficiaries and stakeholders with the utmost respect at all times.

Service Beyond Self – Sabuj Sangha works for the well- being of others and will endeavour in all efforts to serve communities as best we can.

Transparency – Sabuj Sangha is committed to operating in a transparent and honest manner at all times and will never knowingly or purposely misled, deceive or lie for organisational gain.

Accountability – Sabuj Sangha takes full responsibility for our actions and will be held accountable to each other, beneficiaries, donors, Government, volunteers and all other stakeholders for those actions.

Aims and Objectives of the Organisation:

- i. To do all social welfare activities including sanitation, public health and road development
- ii. To afford its members means of social intercourse, mutual cooperation, mental development, moral upliftment, to provide educational and social benefits for its members. To establish and maintain basic and adult education centres.
- iii. Organise physical culture, indoor and outdoor games, band party and other types of sports and amusement.
- iv. To organise library and print, publish and sell and distribute journals, periodicals, books and leaflets for the promotion of the objects and the spread education, to imbibe moral consciousness and to spread universal brotherhoods. To maintain free reading rooms for study of the Indian culture.
- v. To arrange for presentations of plays, operas, dramas etc. from different languages into Bengali and to develop through them cultural ties between different parts of India and the entire world.
- vi. To cultivate the spirit of culture among the members by holding drama, dance drama, jatra etc.
- vii. To promote sympathy, fellow feeling and unity among the followers of different faiths so as to evolve a sense of social and religious toleration.

- viii. To arrange ladies section separately and to arrange lectures, classes, demonstrations of social welfare and family planning methods.
- ix. To collect donations and subscriptions for the purpose of the society
- x. To do all such things as may be deemed incidental or conducive to the attainment of the following objectives.

V. What safeguarding is:

Safeguarding is to put in place appropriate policies, procedures and put them in practices to ensure that the organizational staff, Governing Body members, volunteers, interns, vendors and all associates can do no harm to the people (especially children and young persons) that we work with.

Child Safeguarding means “protecting children and young people from harm” that come from within the organisation, its staff or other people who may be associated with the organisational processes or interventions. The Organisation must be responsive to the specific needs of children and young people, be responsible and undertake measures to prevent and safeguard children and young people so that, there is no abuse or no harm caused in course of their participation in any program or their association with the organisation.

Children under 18 years of age are particularly vulnerable. Safeguarding them ensure their wellbeing, prevent harm to their health or development, and give a good start in life by allowing them to grow up in safe environment. Safeguarding children and YP mean implementing and following a variety of procedures and best practices depending on the situation and the context.

c. Guiding principles:

Simultaneous to the development of this Safeguarding of Children and Young Persons Policy (SCYPP), Sabuj Sangha as an organisation would like to influence and bring positive changes in its culture that would provide safety and security to every child and young person irrespective of their gender, caste, creed, religion, sexual preferences, disabilities etc. This SCYP would be the key instrument to guide and support all staff & associates to equip them with proper knowledge, appropriate skills and common understanding on the concepts of unconscious biases, power relations, privileges and how that impact the individuals’ attitudes and professional behaviour. With this policy, we commit to ensure safety, protection, wellbeing and development of children and YP through all its programmes.

Based on rounds of internal consultations, the organisation has agreed on the following guiding principles:

- i. Children & young people with whom we work with are our first and foremost priority.
- ii. Protect the best interests of children and their rights.

- iii. We would always follow and adhere to a “Zero Tolerance” for child abuse while dealing with any identified or suspected case of Child & YP abuse.
- iv. Integrate safeguarding of children in every aspect of organizational policy, strategy, human resources and programs.

d. Who are we safeguarding?

Safeguarding children & young people with whom we work with are the first and foremost priority of this Safeguarding Policy. Through this policy Sabuj Sangha commits to protect all children and young persons in all their diversities across its project locations. Sabuj Sangha currently works with the children & YP especially from marginalised communities which includes children from socially and economically backward communities, children of the urban migrants, slum dwellers, Children in street situations, single parent, orphan or separated from parents and children affected by natural disasters or calamities.

Important terminologies - definition for understanding:

Who is a child?

We are committed to adhere to United Nations Convention on the Rights of the Child. For us a Child is defined as “Any person – a girl or a boy and children of other gender identities under the age of 18 years (UNCRC, 1989; Article 1).

Who is a Young Person?

Young Person means individuals, a young women or men, and/ or young persons of other gender identities who are aged between 15 to 24 years. This group spans the categories of Children, Adolescents’ and ‘Young adults. But regards young people as having particular safeguarding needs and requiring distinct consideration aside from younger children and older adults.

Safeguarding Children is used to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. Safeguarding children” applies to protection of children and young person who is covered under any of Sabuj Sangha’s project or program and includes causing harm to self as well.

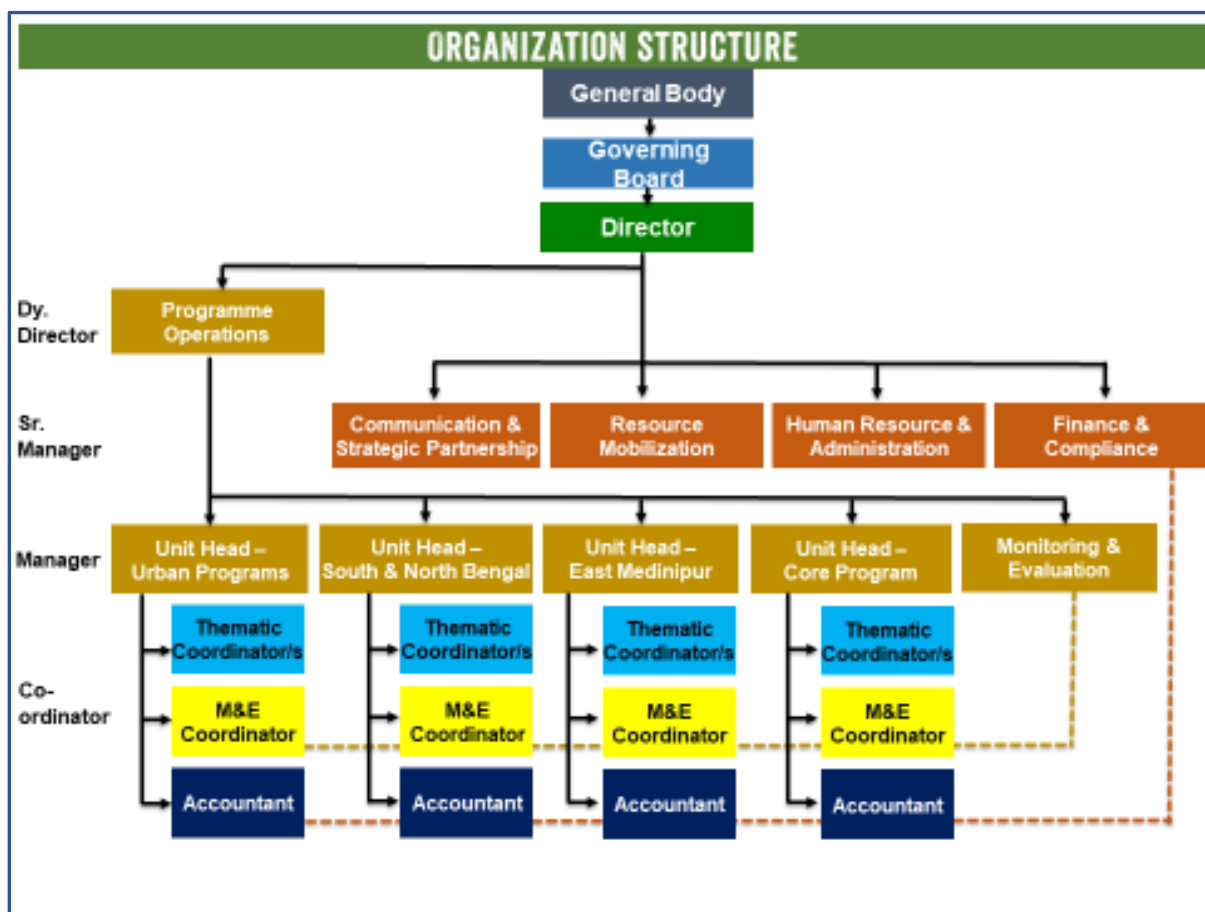
VI. Scope of the policy:

SCYPP (Safeguarding Children and Young Persons Policy) of Sabuj Sangha is the “**Statement of Intent**” of the organisation that demonstrates its commitment to protect children from harm and helps to identify specific requirement/s of the organisation to protect and safeguard the Children/ YP, to create a safe environment for them which would help to demonstrate the organization’s duty of care for the Children & YP. Safeguarding Ch. & YP concerns include suspected, alleged, self-disclosed, or witnessed abuse of a child by anyone associated within

or outside the program and need to be investigated as per the organization's Safeguarding Standard Operating Procedures (SOP).

VII. Our (Sabuj Sangha) Role:

Sabuj Sangha completed the development of the Organisational Strategy 2022-27 through extensive primary and secondary research, consultation and analysis of larger socio-economic and political trends and developments. Taking cognizance of the organizational growth, policy environment, funding potentials, the larger organizational structure has also been revamped which would be ready to excel depending upon organizational need and requirements. The structure will encompass every aspects of planning, execution, management, safeguarding and future growth of the organisation. The organogram clearly outlined special and specialised roles of every staff member within the organisation.



Specific safeguarding roles and responsibilities have been identified different staff members at different levels across geographies based on the programmatic presence. The individual and team roles (Starting from the Governing Board Members to Outreach Workers) have been specified in detail as part of its roll out and implementation plan later in this document. However there are some overarching roles and responsibilities that the organization would have to adhered to are as follows:

- a. Sabuj Sangha would have to implement the SCYPP as per the international standard, which would include:
 - 1. Policy:** SS would design a comprehensive policy in consultation with its, Volunteers, Donors, strategic partners, Ch. & YP and Experts.
 - 2. People:** SS would ensure on-boarding of competent staff with designated roles, responsibilities through a structured recruitment process. It will develop guidelines for staff, vendor, volunteer, intern and all associated on appropriate & inappropriate behaviour etc.
 - 3. Procedures:** SS will conduct local mapping exercises, undertake Safeguarding Risk assessments and develop risk mitigation strategies. SS will integrate CS measures with existing processes and systems, would encourage reporting and responding process
 - 4. Accountability:**
 - b. Ensure budget availability for its SCYPP implementation and related processes
 - c. Set up a comprehensive Information Technology system
 - d. Define Media and Communication protocol
 - e. Identify and decide resource organisation and support systems for Rehab. Work
 - f. Keep the Govt. informed to avoid any confusion, intervention and to avoid duplication of efforts

VIII. This policy does not cover:(optional):

Sabuj Sangha's larger Child Protection program and approaches will work to create community based child protection mechanisms; will continuously monitor functioning of the community level vigilance system to ensure protection of children from any form of abuse and exploitations within their communities. However this policy will not be responsible to report safeguarding concerns as mentioned in this SCYPP which may be caused by family members/ others within their communities who are not related to Sabuj Sangha. Through Child Protection projects, the organisation will undertake different activities to protect children who are vulnerable, likely to suffer or already suffering from significant harm in the society.

IX. Policy Statement (Our pledge and commitment):

- a. Protect children and YP from abuse and maltreatment.
- b. Prevent harm to children's health or development.
- c. Ensure children grow up with the provision of safe and effective care.
- d. Enable all children and young people to have the best chance in life.

Sabuj Sangha is committed to protect children and young people from harm and to would make the responsibility clear to all its staff, volunteers, interns, Board Members, Donors & Visitors, Vendors and Suppliers and anyone else associated with the organisational program or processes. In the process of developing this, we have done a sector benchmarking, take a cognizance of the policies and best practices in the sector.

Sabuj Sangha's SCYP Policy will encompass all aspects of protection and prevention and will outline approaches of safeguarding children and YP. The role of the organisation would not be confined to handling of reported or identified cases; it would rather help to restore the rights of children & Young Persons (when violated); will help to create an environment where CH & YP will feel safe and remain protected from abuse, exploitation, cruelty or neglect. The larger framework of the policy is aligned to the UN Convention on the Rights of the Child (UNCRC) and UN Interagency Standing Committee on PSEA Task force and the "Keeping Children Safe Coalition"

X. Who are vulnerable children/childhood vulnerabilities:

Sabuj Sangha works for welfare and development of Children and Young Persons, especially from marginalised communities in rural and urban settings of West Bengal. In the areas where Sabuj Sangha works is characterised with high rate of gender discrimination which is socially & culturally accepted. It works in the areas where 1/3rd of women could complete 10 years of schooling. School drop-out rate at the secondary level is more than 10% in the districts of North & South 24 Parganas, East Medinipur, Jalpaiguri and Murshidabad. Three-fourth of the kids have no access to digital education. Learning level assessments amongst the girls in the selected districts is extremely poor. More than 1 in every 3 girls get married before their 18th birthday in East Medinipur, North & South 24 Parganas, Nadia and Murshidabad. Along with Kolkata, target districts have a very high Crime Rate against children and women. Children in street situations are exposed to all forms of abuse, exploitation, cruelty and neglect. Coastal areas of North & South 24 Parganas and East Midnapore are flood prone and under recurrent threats of cyclone which causes large scale distressed migration, trafficking, school dropout and early forced marriage.

The scenario clearly reflects the risks and vulnerabilities of the children and young people and subsequently emphasize their protection and safeguarding needs in Sabuj Sangha's operational areas.

XI. Who are vulnerable adults (if it is mentioned in the policy): NA

XII. Types of Abuse & Exploitation:

(e.g. Child abuse, physical abuse, sexual abuse, neglect, sexual exploitation, online exploitation of children):

Abuse: refers to any form of child abuse, as defined below and also "Offences" prescribed under the "Protection of Children from Sexual Offences" (POCSO) Act, 2012 and the Rules made thereunder. The POCSO Act, 2012 is an Act to protect children from offences of sexual assault, sexual harassment and pornography and provide for establishment of Special Courts for trial of such offences and for matters connected therewith or incidental thereto.

It is necessary for the proper development of the child that his or her right to privacy and confidentiality be protected and respected by every person by all means and through all stages of a judicial process involving the child.

It is imperative that the law operates in a manner that the best interest and well-being of the child are regarded as being of paramount importance at every stage, to ensure the healthy physical, emotional, intellectual and social development of the child.

What is abuse?

Abuse consists of anything that individuals, institutions or processes do (or fail to do) that directly or indirectly harm children or adults, or damages their prospect of a safe and healthy development.

Abuse, sexual exploitation, harassment involves people within or connected with the organisations using their power in harmful ways against Children, YP or people who are less powerful, either in the organisation, in partner organisations or in the communities where the organisation works. Powerful people can also perpetrate physical and emotional violence. These forms of violence are referred as safeguarding violations. Most child abuse is inflicted by someone the child knows, respects or trusts. Staffs should be knowledgeable of the potential reasons why children may not be able to talk about any victimization they might have experienced.

Sexual exploitation and sexual abuse of children are heinous crimes and need to be effectively addressed. All offences against any child are tried under POCSO in special courts. A person may abuse a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional (e.g. school) or community setting; children may be abused by individuals known to them, or more rarely, by a stranger. Often children may experience multiple forms of abuse simultaneously, further complicating the problem.

Signs and Symptoms of different types of abuses:

- a. **Physical Abuse:** Physical abuse is the actual injury to a child, or failure to prevent physical injury. It includes any action that could result in physical injuries such as burns, body injuries and broken bones.
 - Burns, bites, bruises, shrinks at the approach of adult
 - Always watchful and “on alert,” as if waiting for something bad to happen
 - Injuries have a pattern like marks from a hand or belt.
 - Unnecessary fear to come to the centre or project
 - Wears inappropriate clothing to cover up injuries

- b. **Emotional Abuse:** It is actual or likely persistent or severe emotional ill treatment or rejection of a child, which is likely to have an adverse effect on the child’s emotional and behavioural development.
 - Extreme behaviour, overly compliant or demanding.
 - Extremely passive or aggressive

- Inappropriate adult behaviour
- Frequently rocking or head-banging
- Show suicidal tendency
- Reports a lack of attachment

c. **Sexual Abuse:** Involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violates the laws or social taboos of society

- Difficulty in walking or sitting
- Refuse to participate in physical activities
- Reports nightmares or bedwetting
- Experiences a sudden change in appetite
- Efforts to avoid a specific person
- Don't want to change clothes in front of

d. **Neglect:** Neglect refers to the abandonment of children or the persistent or severe failure by a caregiver to meet a child's basic physical and psychological needs or failure to protect a child from danger, which could result in serious impairment to the child's health and development.

- Frequently late/absent in school
- Beg/steal food or money
- Lacks needed medical/dental care
- Hygiene is consistently bad
- Clothes are ill-fitting, filthy
- Abuses alcohol or drugs
- Left alone/ play in unsafe situations

***N.B.** Children and young people may experience more than one of these forms of violence– for example, a child or young person experiencing physical violence is also likely to be emotionally abused. Abuse becomes violence when it causes you to fear for your life. Violence impacts every part of us—physical, emotional, spiritual and mental.*

Violence is an action that causes destruction, pain, or suffering whilst abuse refers to prolonged maltreatment that can cause emotional as well as physical trauma. In the eyes of the law, violence is usually perceived as an action (occurring once or twice) that causes physical harm whereas abuse is a form of sustained emotional and physical mistreatment that can span months or years.

XIII. This policy will address the following areas of Safeguarding: (e.g.-child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. It commits to addressing safeguarding throughout its work, through the three pillars of **Prevention, Reporting and Response.**

The SCYPP of the organisation would entail two key components, i.e. Preventive Approach and Reporting & Response (Rehabilitative) Approach.

A. Preventive Approach:

a) Risk Mapping to Develop a Code of Conduct when working with Children:

As an integral part of the SCYPP, Sabuj Sangha will also do/ undertake a risk assessment to review/ examine different aspects of its program support and services that are offered to the Ch. & YP from a safeguarding lens. We would review if there's any of our program delivery system/ practice/ processes that have a potential to put children at risk. For example location or our outreach centres, privacy and safety in our residential programs, health delivery mechanisms etc. We would also do risk assessment of programs of different nature like, emergency response, health programs, education program, events, sports etc.

SS would undertake this exercise under supervision/ guidance of a Child Safeguarding Specialist who's familiar to local contexts, culture and different situations. Risk assessment exercise would enable us to:

- Identify potential risks
- Develop SOPs to minimise risks and to be able to respond on-time to potential risks
- Ensure preparedness and take precautions to eliminate or reduce potential risks
- The 'Code of Conduct' would be reframed/ updated to put in place the safeguarding policy and procedures of the organisation and to effectively manage the identified risks through risk mapping exercise.

Safeguarding 'Code of Conduct:

In an organisation like us which is growing and diversifying, it is critical to develop a proper code of conduct for working with children and young people because of the following reasons:

- **Protect Children and Young Persons:** It will help to keep children and young people safe and protected by ensuring the organisation is safe for them.
- **Protect Staff** – as staff are clear on expectations on their behavior with children and young people, it reduces the risk of unintentional harm and false allegations.
- **Important to protect the organisation** i.e. the organizational credibility and reputation
- **Important** that everyone across the organisation understand what is expected of you in relation to your interactions with children and young people.
- It is mandatory for all staff to read the Safeguarding Code of Conduct and the SCYPP.
- Sabuj Sangha will ensure development and circulation of its own **code of conduct**

❖ ***The Preventive Approach would include following steps:***

- i. Selection of Focal Point of the organisation, Child Protection Officers (focal points in the Program Unit/ outreach units), Child Protection Facilitator (who would educate, sensitize and work to keep children safe at the program sites and formation of the Child Protection Committees at the Core Organisation Level.
- ii. Form alliance with Child Protection Agencies and networks at the Program Unit levels for the medical attention, psycho-social support, Shelter and Legal Aid when it may be needed.
- iii. Promote Awareness: Ensure regular training of staff and volunteers on Safeguarding of Ch. & YP. Ensure all vendors, Intern, all associates are aware about the organizations' safeguarding policy and sign on it as proof of their agreement to adhere to the SCYPP of Sabuj Sangha.
- iv. Educate and empower children by informing them on their rights, personal safety and necessary steps they should take in case they face any challenge/ problem.
- v. Encourage all staff member to and children, volunteers or interns and the community members to speak out if they come across any incident of abuse of Ch. & YP.
- vi. Prevent abuse by staff and volunteers, or Visitors at Unit/ outreach centres, project offices or at the community level. We are committed to ensure the best interest of the children and they are our first and foremost priority. In case of a reporting against any staff or other associate of Sabuj Sangha, there will be temporary suspension of the person from the duty until the investigation is completed. Necessary disciplinary action to be taken as per the Organisational policy and the law of the land without any hesitation or consideration.
- vii. Ensure a systematic 'Reference Check' during new recruitment, proper Induction of new Joiners on organisational policies, procedures and SCYPP.
- viii. The Safeguarding Focal Points at the Centre and Unit level will ensure that, no video or photos that may help to identify individual children shall be included in the organization's website or in any publicity materials like report, case story, testimony, face-sheet etc. In case there is a specific need of such information about a child or group of children, SS Staff will ensure Parental Consent before using such pictures or videos.
- ix. Training of Children on Cyber Safety and Security: We are in the era of digital technology. While it had brought the entire world to our door-steps at the same time, it has also brought different risks and complexities in our life. In the post COVID-19 era, children and YP became more vulnerable to different forms of abuse and exploitation in the cyber-space. Taking into cognizance such realities, Sabuj Sangha will make sure that, all its staff are trained on Cyber Safety and the Children & YP are also given adequate orientation so that, they don't fall into the trap of Cyber-crimes, abuse and exploitations. They would be trained on rational use of

Mobile Phone, Computer and Internet and would also be encouraged to report if they receive any sensationalized text or image with sexual contents or with or degrading language, images in which children are inappropriately clothed etc.

B. Reporting & Response (Rehabilitative) Approach would include the following steps:

- i. Bring suspected or confirmed cases of abuse to the attention of the Unit Head/ Project Manager and Child Protection Focal Point (CPFP) by the staff or volunteers. Ensure that child is protected from further abuse or harm.
- ii. For any Child or YP in Sabuj Sangha's operational area, Unit Head/ Project Manager would ensure a visit to the child/ YP within an hour of the reporting of any incident; would consult with CP Focal Point for any assistance.
- iii. Refer the child to listed referral sites for required measures as per the need of the child.
- iv. Follow up visit by member of Child Protection Committee as required. Regular follow up with the child by the Unit Head/ PM.

b) . Reviewing a Code of Conduct:

You Should	You must never
<ol style="list-style-type: none"> i. Recognize safeguarding responsibility even if a child behaves in an inappropriate or provoking way. ii. Develop clear rules to address physical safety issues related to local physical environment of a project (e.g. projects based near water, heavy road traffic, railway lines and construction sites; emergency response). iii. Safety of Ch. & YP the utmost priority. Link them with supports in their respective communities who work within a Code of Conduct. iv. Avoid any form of sexual behaviors with any child, that include seductive speech, gestures, inappropriate physical contact for which Ch. & YP may feel uneasy. v. Always be watchful of high-risk situations like unsupervised mixing of Ch. & YP and minimize such risks to the extent possible. vi. Always follow the 'two-adult' rule, wherein two or more adults supervise all activities where children or YP are involved at all times. vii. Foster a culture of openness within the office and communities to enable any issues or concerns to be raised and discussed. 	<ol style="list-style-type: none"> i. Not practice corporal punishment (hitting or punishing children). ii. Should not stay alone with one or more children from the project or programs in project location/center/ training hall etc. iii. Should not take a child or young person to a private place out of view of other adults. iv. Do not share personal contacts and exchange personal/ private messages with a Ch. or YP. v. Don't get into any form of physical contact with a child/ YP. Be aware about appropriate and inappropriate behaviour in regular activities that you/ staff conduct. vi. Touching is always a concern! Don't touch a Ch. or YP in secrecy or isolation from others or for sexual gratification. "Good touch" usually refers to hugs, encouraging pats, and other positive gestures.

<p>iii. Maintain confidentiality of all recorded information, sharing information which could identify a child or an alleged perpetrator, can be shared purely on a “need to know” basis.</p> <p>ix. Must report when you come across any safeguarding concern or an incident through appropriate authority as defined by the SCYPP</p>	<p>vii. Not reporting is not an option. You must never hide/ try not to report a safeguarding concern of a Ch. or YP. Non reporting would be considered as a violation of Child Safeguarding Policy of the organisation.</p>
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c). Responding to Child Abuse: Dealing with disclosures and supporting children

Primary responsibility of all staff and associates of Sabuj Sangha is to report and encourage others to report to any safeguarding concern they may come across:

This means:

- You don't have to know if it's true
- You don't need to have understood any or some of what has been reported to you
- You don't have to find a witness or a survivor
- You don't have to investigate it further (and you shouldn't)
- You don't need to have evidence
- Your first and foremost responsibility is timely and proper reporting following organisation's defined reporting structure (SoP) and you should do as soon as possible.

d). Dissemination of the Policy:

i. Dissemination of SCYPP and its implementation would be an integral part of the organizational process and would begin with a formal roll out of the policy within the organisation. A “Cycle of Development” for SCYPP roll out and dissemination would be followed and look like: **Response - Review** (policies, procedures and practices) **and Improve** (depending upon the requirements at the best interest of the children). The review of the process and outcomes would be considered at absolutely critical to strengthen the SCYPP and make it comprehensive.

ii. Training, sensitization and capacity building: All staff would undergo a mandatory orientation training on SCYPP once it is formally launched by the Sabuj Sangha Board. To keep everyone abreast on any change in SCYPP or any development in the legal framework on the country, a refresher training would be organised once in every a year for all staff and the management. The orientation training would include a briefing on safeguarding of children & young persons, appropriate and inappropriate behavior toward children and failure to adhere the SCYPP. All must be informed that, non-adherence to safeguarding policy and protocols will lead to disciplinary action including retrenchment.

All Volunteers, Intern, Short-term Consultant, Visitors including Donors would be provided a short induction on the SCYPP before they start working on the ground. Vendors and all external service providers would have to sign a Safeguarding Code of Conduct at the beginning of their association with Sabuj Sangha.

Safeguarding of Ch. & YP is an organizational commitment and any action or part of this process can never remain unaddressed or incomplete. In case of an incident reported or suspected, all necessary steps would have to be adhered and completed as outlined in the SCYPP. It is critical to adhere to an end to end cycle of organizational processes starting from recruitment of staff.

Safe Recruitment: Thorough reference check of all new joiners (staff/intern/ volunteer) need to be done. This would be very critical and non-negotiable for all staff who may be in direct contact with the children or YP. All staff, associates would be informed about Sabuj Sangha's SCYPP; they need to go through, understand, sign and give it back to HR as an acceptance to the policy as well as their commitment to keep children young people safe within the organisation across its project and programs.

Internal communication: Internal communication is critical for proper implementation of the SCYPP. All designated staff members should follow their duty of care and as a part of that, document incident, maintain confidentiality and report through designated staffs within the organisation. Internal communication should be clear and transparent and there should not be any fact to hide which may negatively impact the child's well-being and development. Internal communication also must take in timely manner as specified in the SCYPP.

Peer learning and review: SCYPP is an evolving concept, being practiced by NGOs especially over last two decades. It's an extremely sensitive issue and must be handled sensitively since children or young person and associates including staff of the organisation maybe involved in this matter. In course of dealing with it, there would be different types of learnings. Every case or incident may also be very special in nature, so there might be special and specialised approaches required in dealing with them. In current environment NGOs, INGOs, Govt. are dealing with these things and it would always be good to learn elements of good practices from the Peer Organisations which would help to strengthen Sabuj Sangha's SCYPP in practice. Peer learnings would also help to add new elements if that may remain in the existing policy to make it more comprehensive.

Safeguarding Audit: Safeguarding Audit is critical to ensure the effectiveness of the existing policy, efficiency of the team involved with it. It will also help to identify areas where additional safeguarding measures may have to be implemented especially in case of emergencies. The Audit would develop a culture of care for children and young people in every unit/ operational area of the organisation. This must be undertaken every year, to be led by the CS-FP under the guidance and supervision of the Director – Sabuj Sangha. Safeguarding Audit is also an effective tool, helps to strengthen the organisational credibility and to communicate with donors and supporters of the organisation.

e). Safeguarding in Recruitment:

A thorough reference checks of all new joiners (staff/intern/ volunteer) need to be done. This would be very critical and non-negotiable for staff who will be in direct contact with children or YP. Relevant staff and associates would have to be informed about Sabuj Sangha's SCYPP. All need to go through, understand, sign and give it to HR as an acceptance to the policy as well as their commitment to keep children young people safe within the organisation across its project and programs.

f). Safeguarding Responsibilities:

- ✓ It is important to remember that reporting safeguarding concerns is a mandatory responsibility of all staff and associates of Sabuj Sangha.
- ✓ Report your concerns to the designated Safeguarding Focal Point or to the respective Line Manager/ Supervisor as defined in the SCYPP.

XIV. Accountability Structure:

To ensure proper roll out and implementation of the SCYPP, Sabuj Sangha Organisation management will form its "Child Safeguarding Team" and define individual and team responsibilities and accountabilities of its staff and the Governing Body. The following structure and 'line of response' will be followed towards proper execution of the policy:

- **Child Safeguarding Focal Point (CSFP):** Responsible for all issues and actions related to child & YP safeguarding. Organisation management to decide to nominate the CP Focal Point as the Child Safeguarding Focal Point or nominate a different person/ staff member in consultation with the Management Committee.
- **Child Safeguarding Coordinator:** Every Unit/ Outreach Centres will have a nominated Ch. Safeguarding Coordinator. S/he would deal with all issues and actions related to child protection of/ under that particular program unit.
- **Human Resource Coordinator (CSC):** At the City/ Coordination Office, the Executive Assistant to the Director/ Secretary would help to address the child safeguarding issues and concerns at the organisation level in consultation with the CS-FP.
- **Extended Committee:** The Extended Committee would be comprised of the CSFP, CSC, HRC and all the Unit Head/ Project Managers. The Extended Committee will have representation from the Management Team/ Governing Body of the organisation.
- **The Advisory Team/ Committee:** A lawyer with knowledge on Child Rights, Safeguarding of Children & YP along with the Legal Advisor of Sabuj Sangha would be the member of the Advisory Team/ Committee. A senior Child Rights and Organisation Development Professional (external) would be invited to be part of the Extended Committee to who would bring the larger. Inter-organisational perspective on Safeguarding to the organization.

XV. Reporting:

- i. The staff, volunteer, child or parents need to inform the Child Safeguarding Coordinator (CSC)/ Project Manager/ Unit Head at the earliest possible when s/he comes across any confirmed or suspected case of abuse.
- ii. The Unit Head/ Project Manager (PM) and/ or Child Safeguarding Coordinator (CSC) must visit the child within an hour and consult with CS-FP for any guidance. During the visit, respective staff must ensure the child receives the service based on his/her need.
- iii. In the entire process, utmost confidentiality must be maintained.
- iv. Then Unit Head/ PM must report the matter to the CS-FP via email within an hour of his/her visit.
- v. After receiving the information, the CS-FP will inform about the incident to the Director of Sabuj Sangha via email.
- vi. Depending on the nature of the abuse and the trauma, the child should be referred to any of the resource organisation for necessary rehabilitative measures/services for the affected child.
- vii. The alleged Staff/ volunteer/ visitor will have to be suspended till the investigation is completed. S/he would have to be disconnected from all sorts of Organisational information during the course of the investigation.
- viii. The CS -FP will lead the investigation in consultation with the Director and the Advisory Team / Extended Committee if required for any legal support or guidance in relation to the reported incident.
- ix. The Staff /volunteer/ visitor would have to be informed that, s/he would be given an opportunity to respond in regard to the allegation against him/ her.
- x. Unit Head/ CSC will have to prepare and share weekly updates with the CS-FP until advised by CS - FP that those updates would no longer required.
- xi. Unit Head/ PM/CSC must submit a full **Child Protection Incident Report (CPIR)** within 3 business days of incident being reported to CS-FP.
- xii. The CS -FP will have to send the CPIR to the Director of Sabuj Sangha within 5 business days of the incident being reported.
- xiii. The Director of Sabuj Sangha must notify all of the following to the Governing Board within 5 business days depending upon the severity of the incident.
- xiv. The first draft of investigation report shall be submitted by the CS-FP within 15 days of the incident being reported to the Unit Head/ PM/ CSC.
- xv. The CS - FP as the Head of the Safeguarding Children Committee will have to submit the **complete investigation report** of the incident along with action points within 30 days to the Director – Sabuj Sangha.
- xvi. The Director of Sabuj Sangha will send the final investigation report to the Governing Board within 3 days of receiving the report from CS -FP.
- xvii. A follow up report of the incident will be submitted by the CSC to the CS –FP within 2 months of the CPIR. The CS –FP will send the follow up report with his/ her observations and inputs to the Director - Sabuj Sangha within 3 days of receiving the follow up report.

- xviii. The alleged Staff/ Volunteer/ Visitor under investigation will be informed whether the allegation against him/her has been proven or not.
- xix. The Staff/ Volunteer/ Visitor/ Child or YP's parents who has raised the issue will also be informed about if the allegation brought on by him/her has been proven or not.
- xx. In case the complaint is proved, then the Staff/ Volunteer / Visitor/ Associate shall be recommended for disciplinary action according to the HR Policy of the organization and also as per the law of the land depending upon the nature of the case/ incident.
- xxi. Sabuj Sangha shall reserve the right to disclose such information if requested by a prospective employer, in accordance with applicable local laws.

a. How to Report a Safeguarding Concern:

Primary responsibility of all staff and associates of Sabuj Sangha would be to report and encourage others report if they come across safeguarding concern of Ch. or YP:

This means:

- You don't have to know if it's true**
- You don't need to have understand if any or some of it has been reported**
- You don't have to find a witness or a survivor**
- You don't have to investigate further (and you shouldn't)**
- You don't necessarily need to have evidence**
- Your responsibility is timely and proper reporting, which you should do as soon as possible**

- *If the alleged perpetrator is a Staff, Associate or Visitor, all safeguarding concerns and breaches of the policy must be reported.*
- *If the alleged perpetrator is outside the scope of the policy (i.e. none of the above) only safeguarding concerns relating to sexual abuse & exploitation, and concerns of violence which suggest a crime has been committed, should be reported. Comprehensive legal framework exist in the country including the recent developments like POCSO, Nirbhaya Act. And the alleged/ perpetrator would be tried in a Court of Law.*
- *All types of violence regardless of who the perpetrator is must be reported.*

XVI. Response:

(It will include the follow up of safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations, applying disciplinary measures to staff found in breach of policy, offering support to survivors of harm etc.)

- **Best interest of the Child:** Individual staff, Volunteer, GB Member and associates of Sabuj Sangha would be responsible to look into wellbeing and development of Ch. & YP at their best interests (UNCRC). An important role of the staffs in the organisation is to understand the organisational policy and procedures in place to safeguard children. All actions relating to child safeguarding would have to be taken in the best interests of the Ch. or YP as outlined by UNCRC.
- **Recognise – Respond – Report:** It should be the commitment of all staff/ volunteers/ associates to follow this pathway. There is no excuse to hide or not to report of child safeguarding concerns. Staff who may try to hide or not to report would be found similarly guilty like the offender and organisation will have every right to take disciplinary action against the said staff/ volunteer/ member.
- **Continue to support Ch. or YP:** After experiencing an incident of abuse or exploitation, the Ch. or YP may require medical attention or psychosocial support or a safe shelter or any other rehabilitative care for a period of time. Sabuj Sangha will extend/ provide necessary support depending upon the specific need of the particular Child/ YP adhering to organizational safeguarding standards and protocols. Medical attention to be provided through a qualified medical practitioner or by an authorized medical institution. Psycho-social support to be provided by a trained Counsellor and shelter can only be as affiliated with the organisation and would have to be duly approved by the state authorities.
- **Facilitate referral (as required):** To ensure dissemination and roll-out the SCYPP, Sabuj Sangha, under the leadership of the CS-FP would network and form alliance with different service providers i.e. Medical, Psycho-social, Shelter etc. after reviewing their service standards. The process would be completed following proper due-diligence procedure. After due approval of the Director – Sabuj Sangha, MOU/ Partnership Agreement would be signed between Sabuj Sangha and the Service Providers. The referral services to be provided through these empaneled facilities/ institutes.

XVII. Safeguarding during Emergency:

Safeguarding risks increases for people affected by humanitarian settings and as always Ch. or YP affected by emergencies tend to be at increased risk of neglect, abuse, and sexual exploitation. For children, YP, people living with disabilities, the risk of abuse is always heightened due to inherent stigma, isolation, discrimination and a lack of support.

Larger part of Sabuj Sangha's operational area is prone to recurrent flooding, cyclone, earthquake, waterlogging, fire and displacements. Multiple safety risks get involved in such situations. Young people and adults with diverse genders, sexualities and bodies are also at increased risk of harm in the urban contexts. Ch. & YP become more vulnerable to sexual abuse, exploitation and other forms of harm in a fragile situations which cause imbalance of power. Emergencies affect livelihoods, increase food insecurity and cause large scale distress migration, trafficking, separation from parents etc.

Considering such realities SS would put in place a separate Safeguarding measure which would be specifically responsible to deal with safeguarding issues during and the post emergency situations. Ideally the Child Protection Focal Point of the organisation would take interim charge of Safeguarding Focal Point for the Emergency Operations and would work under the direct supervision of the Director and in coordination of the CS-FP of the organisation. As mandatory steps, all volunteers, interns who may have to be deployed to the response operations would be given condensed training on SCYP Policy of the organisation. Each one (new or old) to be deployed to the field would be informed about the consequences of ramification of breach.

As necessary steps, the support systems and referral units (allies/ resource organisations as mentioned in the policy) would be alerted for referral or treatments. The CS-FP and Director would keep a vigil and take stock of any safeguarding concerns in the field on a daily basis to ensure that, no concern can emerge and if it emerges can be dealt with utmost priority.

XVIII. Review & Approval (A Living Document): This policy is a living document that will be reviewed and revised every 2/3 (whichever the organisation decides) years to embed and incorporate the organization's emerging contexts and relevance.

The current document/ SCYPP would be placed before the SS Board by the Director for review and approval. The Director would present the summary of the document to the GB for understanding.

To reiterate that, Sabuj Sangha's SCYP Policy is a living document and would be improved and strengthened over the years taking into cognizance the observations of the Safeguarding Audits, Peer Learning & Reviews, Learnings in course of dealing specific safeguarding concerns and from feedback and recommendations of the Ch. and YP.

XIX. Confidentiality (optional- can be clubbed with other points)

XX. Ramification of Breach:

- **Maintain Confidentiality:** Sabuj Sangha is committed to keep all recorded information confidential as a safeguarding code of conduct. Disclosure of information which may help others/ alleged/ perpetrator to identify the Ch. or YP would be considered as a breach or trust.
- If anyone on receiving any information shares those with any other person who does not need to be informed, will be considered as a violation of SCYPP of Sabuj Sangha. In such instances She/he will be liable for disciplinary action according to the HR Policy of the organisation.
- **Not Reporting of Cases:** If it is noted that an employee (payroll / contractual), volunteer, despite having knowledge about any confirmed or suspected incident, does not report about it to the CS-FP/ PM/ Unit Head/CSC, it will then be considered as a violation of the SCYPP of

the organisation. In such cases he/she will be liable for disciplinary action according to HR Policy of SS.

- Punishment for intention to malign: If it is proven after investigation that an employee (payroll / contractual), volunteer raises an incident of abuse with the intention to malign any employee, appropriate action as prescribed under the provisions of the Protection of Children from Sexual Offences Act, 2012 would be initiated against the complainant.

XXI. Glossary of Terms

ANNEXURES:

Annexure 1 : Incident Reporting Form

Annexure 2 : Final outcome

Annexure 3: Response checklist:

Annexure 4 : Reporting Flow Chart:

Annexure 5: Self audit Tool (It would help to generate progress reports and plan for future work):



CHILD PROTECTION INCIDENT REPORT

General Information:

Office Location / Name:	
Report submitted by (Staff name)	
Position / Job Title (designation)	
Date of abuse (incident) was reported to the field/ Office location	
Date of report submission to Child Safeguarding Coordinator	

Section I: Child Information:

Name of Child/Young Person	
Sponsored Child or Non-Sponsored	
Child ID (in case of a Sponsored Child)	
Age	
Gender/ Sex	
Detailed address	
Contact number (Parents/ Guardian):	

Section II: Information about the Family:

Name	Gender/ Sex	Age	Relation with the child/ Young Person	Occupation

Section III: Type of incident

- a. Is the alleged person/ perpetrator associated with Sabuj Sangha? If yes, please specify (Staff/ Volunteer/ Intern/ Visitor/ Member/ Vendor etc.):



b. Place of occurrence of the incident: (Outreach Centre / Training Centre/ School / Hospital or Health Centre/ Office or extended Office Premises or within the Community during some event?)
c. Type of Incident (happened to the child / YP):
<ul style="list-style-type: none">- Physical abuse- Sexual Abuse- Emotional Abuse- Neglect- Child gone missing- Any other endangerment
-
d. By whom was the incident first reported to Field Location staff (Mother, father, grandmother, volunteer, self-reported by child/youth, other community member, etc.)?
e. To which staff the person reported the incident first: Centre In-charge / Teacher / Instructor / Child Safeguarding Coordinator / Nurse or a Doctor / A Field Worker / Any other (specify):
f. Please identify the suspected perpetrator's relationship to the child/ young person (in this incident): Teacher / Centre Staff / Doctor / Nurse / Trainer / Instructor / any other
g. Describe the details of the incident as it is known to the Field Location (add separate sheet as required):



<p>h. Describe the action taken by the staff at the Field Location as specified below:</p> <p>i. Medical assistance: First Aid / Hospitalization</p> <p>Legal assistance:</p> <p>Psycho-social support:</p> <p>Safe Shelter</p> <p>Any other type of assistance:</p>
<p>i. Indicate the current location of the Child/ YP:</p> <ul style="list-style-type: none">- Home:- Shifted to an external institution (shelter)- Shifted to a relative's place- Shifted to a hospital:
<p>j. If the child is currently in an external 'Institution' for some specialised support; is that support being provided by Sabuj Sangha?</p> <p>k. Does Sabuj Sangha staff/ CSC/ CS-FP Have access to the Child/ YP?</p>
<p>Name of the Staff</p> <p>Date:</p>

Please Note: A Follow-up Report needs to be submitted to the Child Safeguarding Focal Point of Sabuj Sangha within two months of submission of this report.



Child and YP Safeguarding Pledge & Code of Conduct for Staff/ Employees

I declare that during my course of appointment at Sabuj Sangha, to the best of knowledge & conscience:

- I will update myself about Sabuj Sangha's Safeguarding of Children & Young Person's Policy (SCYPP) and the Code of Conduct.
- I will treat Children and Young Persons with respect and dignity and respect their right to equal participation, freedom of expression and right to privacy.
- As a part of my role and responsibilities within the organisation I will create an enabling and inclusive environment for every child and young person irrespective of their gender, caste, religion or of having any disability.
- I will provide an enabling environment for children's personal, physical, social, emotional, moral and intellectual development.
- I will never use corporal punishment or punitive measures for disciplining children.
- I will maintain confidentiality in the best interest of the child.
- I will refrain from any sexual behavior or act with any child or young person or in their presence which includes sexual gestures, seductive speech and inappropriate physical contact that exploits, abuses, harasses or may make them uncomfortable.
- I will adhere to the acceptable standards of good touch and bad touch especially while working or coming in contacts of children and youth.
- I will be cognizant of high-risk peer situations, unsupervised mixing of older and younger children and be vigilant in such occasions to minimize these risks.
- I will never take a child/ children or young person/s to a private place out of supervision of other adults.
- I will always follow the 'two-adult' policy, wherein two or more adults supervise all activities where children are involved.
- I will never enter into a room, classroom/ training centre or any such spaces (public or private) if the Child or YP is alone/ unsupervised.
- I will encourage and foster a culture of openness within office, trainings, workshop and in the community centres so that, the issues or concerns could be raised openly and discussed.
- I commit to response and report to any incident of child & YP abuse, violation of the SCYPP within Sabuj Sangha's operational area/s.
- I will ensure physical safety of Ch. & YP if/ when they are near to or exposed to a physical environment like the Centre is based near water, sewage/ canals/ road traffic, railway tracks or construction sites etc.

I have read / received training on SABUJ SANGHA child protection policy and protocol. I have also understood that as a condition of my employment with SABUJ SANGHA, I am required to comply with the policies set forth. I agree to abide with all the policies enumerated in the Sabuj Sangha Child & YP Safeguarding Policy and Protocol.

Signature.....

Date.....

Name & Designation of the Staff:

Place:



Child and YP Safeguarding Pledge & Code of Conduct

(Volunteer / Intern / Donor / Visitor)

Name:

Address:

I am associated with Sabuj Sangha as a: _____ and to the best of my knowledge:

- I will update myself about Sabuj Sangha's Safeguarding of Children & Young Person's Policy (SCYPP) and the Code of Conduct.
- I will treat Children and Young Persons with respect and dignity and respect their right to equal participation, freedom of expression and right to privacy.
- As a part of my role in the organisation I will create an enabling and inclusive environment for every child and young person,
- I will create an enabling environment for children's personal, physical, social, emotional, moral and intellectual development.
- I will never use corporal punishment or punitive measures for disciplining children.
- I will maintain confidentiality in the best interest of the child.
- I will refrain from any sexual behavior or act with any child or young person or in their presence which includes sexual gestures, seductive speech and inappropriate physical contact that exploits, abuses, harasses or may make them uncomfortable.
- I will adhere to the acceptable standards of good touch and bad touch especially while working or coming in contacts of children and youth.
- I will be cognizant of high-risk peer situations, unsupervised mixing of older and younger children and be vigilant in such occasions to minimize these risks.
- I will never take a child/ children or young person/s to a private place out of supervision of other adults.
- I will always follow the 'two-adult' policy, wherein two or more adults supervise all activities where children are involved.
- I will never enter into a room, classroom/ training centre or any such spaces (public or private) if the Child or YP is alone/ unsupervised.
- I commit to respond and report to any incident of child & YP abuse, violation of the SCYPP within Sabuj Sangha's operational area/s.
- I will ensure physical safety of Ch. & YP if/ when they are near to or exposed to a physical environment like the Centre is based near water, sewage/ canals/ road traffic, railway tracks or construction sites etc.

I have read the SCYPP of Sabuj Sangha and have understood that as a condition of my association with the organisation as a Volunteer/ Intern, I need to comply with their SCYPP. I agree to abide with all the protocols and Code of Conduct as outlined in the SCYPP of Sabuj Sangha.

Signature of the Volunteer/ Intern

Date.....

Place:



Child and YP Safeguarding Pledge & Code of Conduct

(Vendor/ External Service Provider)

Name:

Nature of Association with the Organisation:

Detailed Address:

I declare that during the course of my assignment with Sabuj Sangha:

- I will read the Safeguarding of Children & Young Person's Policy (SCYPP) and the Code of Conduct. Sabuj Sangha.
- I will treat Children and Young Persons with respect and dignity and respect their right to equal participation, freedom of expression and right to privacy.
- I will never use corporal punishment or punitive measures for disciplining children.
- I will maintain confidentiality in the best interest of the child.
- I will refrain from any sexual behavior or act with any child or young person or in their presence which includes sexual gestures, seductive speech and inappropriate physical contact that exploits, abuses, harasses or may make them uncomfortable.
- I will adhere to the acceptable standards of good touch and bad touch especially while working or coming in contacts of children and youth.
- I will never take a child/ children or young person/s to a private place out of supervision of other adults.
- I will always follow the 'two-adult' policy, wherein two or more adults supervise all activities where children are involved.
- I will never enter into a room, classroom/ training centre or any such spaces (public or private) if the Child or YP is alone/ unsupervised.
- I commit to response and report to any incident of child & YP abuse, violation of the SCYPP within Sabuj Sangha's operational area/s.
- I will ensure physical safety of Ch. & YP if/ when they are near to or exposed to a physical environment like the Centre is based near water, sewage/ canals/ road traffic, railway tracks or construction sites etc.

I have read the SCYPP of Sabuj Sangha and have understood that as a condition of my association/ business with the organisation, I need to comply with the Organisation SCYPP. I agree to abide with all the protocols and Code of Conduct as outlined in the SCYPP of Sabuj Sangha.

Signature of the Vendor/ Service Provider

Date.....

Place:

**SELF-ASSESSMENT CHECKLIST
SAFEGUARDING OF CHILD AND YOUNG PERSON'S**

Standard 1: Policy	A	B	C
SS's Safeguarding of children and young person's policy has been approved by its Governing Board which will have to be adhered by all staff and associates of S Sangha			
The SCYPP of the organisation informs UNCRC and other Conventions and guidelines pertaining to children and young persons.			
The policy is clear, aligned to local contexts and easily understandable, shared with all relevant stakeholders, including children and young persons.			
SCYPP clearly mentions and reiterates equal rights to protection and safeguarding for all children and Young Persons particularly who are at risks and difficulties in getting required support because of their ethnicity, gender, age, religion or disability, sexual orientation.			
The policy addresses safeguarding children and YP from harm through misconduct by staff, associates and others from its operational activities where these may harm children or put them at risk due to poor design and/or delivery, for example.			
S Sangha outlined clear about the safeguarding roles and responsibilities of children & YP which rests on the organisation management, Director, CS-FP and other senior staffs.			
Standard 2: People	A	B	C
Recruitment processes have strong child safeguarding reference checks in place.			
Code of Conduct provide guidance on appropriate behaviour, expected standards towards children and YP.			
Ch. & YP are made aware on their rights, provided information on how to keep themselves safe from abuse and information provided to Ch. YP, parents/care-givers on where to go for help.			
The organisation is open and informed when it comes to safeguarding of Ch. & YP such that issues can be easily identified, raised or discussed. All members of staff, volunteers and associates have training on child safeguarding.			
SS has designated responsible people at different levels as "Safeguarding Focal Point" with clear and defined responsibilities to support, implement and communicate child & YP safeguarding policy			
Standard 3: Procedures	A	B	C
Sabuj Sangha will carry out local mapping exercises to analyse legal, social and child protection arrangements in the areas where it works.			

Sabuj Sangha established an appropriate process for reporting and responding to CH. & YP safeguarding incidents and concerns aligning to the local systems to deal with an incident of abuse/ harm (as defined in the mapping exercise).			
Adequate human and financial resources are made available to support development and implementation of child safeguarding measures.			
Clear procedures are put in place to provide step-by- step guidance on reporting safely which are linked to the organisations disciplinary policy and procedures.			
Safeguarding of Ch. & YP are integrated with mainstream processes & systems (planning, budgeting, recruitment, programme implementation and management, performance appraisal, procurement, etc.) to ensure safeguarding of Ch. & YP			
Standard 4: Accountability	A	B	C
Systems are put in place to monitor implementation of child safeguarding policies and procedures in compliance to specific measures that are put in place within the organization like quality assurance, risk management, audit, monitoring and review.			
System of regular reporting to key management forums, including Director and Governing Board are put in place to track progress, compliance on safeguarding of Ch. & YP.			
External or independent bodies such as Advisory Team, Extended Committee formed to monitor performance in this area of CH. & YP Safeguarding; which can hold Director, CS-FP/ Unit Head accountable in relation to safeguarding issues.			
Policies and practices are reviewed at regular intervals and formally evaluated in 3 years.			
Progress, performance and lessons learnt are reported to Governing Board, Peer NGOs, independent bodies where relevant) and included in organisations' annual reports.			

REPORTING FLOW CHART

