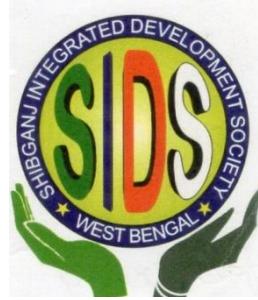


SAFEGUARDING POLICY



Approved by: *Executive Committee of Shibganj Integrated Development Society*

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SHIBGANJ INTEGRATED DEVELOPMENT SOCIETY
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Safeguarding policy:

Introduction:

The Shibganj Integrated Development Society (SIDS) Safeguarding Policy has been developed utilizing best practice and standards in child safeguarding. It also encompasses the protection of adults at risk. A vulnerable adult is defined as someone over the age of 18 who has disabilities either mental or physical that puts them in a position of vulnerability. SIDS is committed to safeguard the wholeness and the wellbeing of every person, promoting dignity and working with those that are committed to supporting poor and marginalized communities to eradicate poverty and promote basic rights and justice. It is the responsibility of each one of us to prevent the physical, sexual, emotional abuse or neglect of every member of our community.

The welfare of these individuals is paramount. All children and adults at risk without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or belief. All those who work or volunteer with SIDS will be made aware of this policy and of what to do if they have any concerns. It is our policy that no-one shall work with children, young people or adults at risk within SIDS who convicted concerning sexual offences against children and young people.

Principles:

- All children and adults at risk have equal rights to protection from harm.
- Everybody has a responsibility to support the protection of children and adults at risk.
- Organization has a duty of care to children and adults at risk with whom they work,
- All actions on child protection are taken in the best interests of the child.
- All actions on vulnerable adult protection are taken in the best interests of the adults at risk.

Definitions:

Adults at risk are defined as those over the age of 18 who have disabilities either mental or physical that puts them in a position of vulnerability. Safeguarding means protecting peoples' health, well-being and human rights and enabling them to live free from harm, abuse and neglect. It may arise from coming into contact with our staff, and associated personnel. We explicitly use a gender lens when identifying and protecting people from harm. We explicitly use a diversity lens to ensure that our identification and protection uses an equality lens. With this lens, we identify and offer protection from harm based on sexuality, sexual orientation, ethnicity, caste, age, disability or other social or structural determinant of exclusion that increases risks of harm.

Definition of abuse

Child abuse or adults at risk occurs when adults or other children inflict hurt on children under the age of 18 or adults at risk, physically or psychologically or in any other way. Children/adults at risk can be abused in a number of ways.

- Physical abuse or physical injury to a child /vulnerable adult, such as evidence of hitting, kicking or shaking.
- Emotional abuse where harm is done by persistent or severe emotional ill treatment or rejection, such as degrading punishments, threats and not giving care and affection resulting in adverse effects on behavior and emotional developments of a child, young person or vulnerable adult.
- Sexual abuse where exploitation of a child, young person or vulnerable adult occurs. This includes rape, incest and all forms of sexual activities including pornography.
- Neglect, where basic needs such as food, clothes and medical care are not met, or when there is a failure to protect a child from exposure to any kind of danger.
- Bullying include physical intimidation such as verbal intimidation, including racist and sexist remarks, and emotional intimidation

Protecting the vulnerable people:

SIDS staff, Board members, volunteers and contractors shall adhere to the following principles:

- All vulnerable Persons have rights as individuals, without discrimination of any kind and irrespective of race, sex, gender, language, religion, political, social origin, property and disability.
- All vulnerable Persons have equal rights to protection from abuse and exploitation.
- The welfare of Vulnerable Persons should be safeguarded and promoted.
- Everybody has a responsibility to support the care and protection of Vulnerable Persons.
- Non-profit or development organizations have a particular duty of care to Vulnerable Persons.
- If Shibganj Integrated Development Society works through partners they have a responsibility to meet minimum standards of protection for the vulnerable Persons.

Responsibility:

Members of the Executive Body are responsible for:

- Ensuring adequate measures are in place to assess and address safeguarding risks.
- Putting in place adequate safeguarding policies and procedures.
- Ensuring those safeguarding policies, practice, and performance are robustly and regularly reviewed to ensure they are up to date and fit for purpose.
- Ensuring that serious incidents are reported to the appropriate authorities.

All staff are responsible for:

Staff and associated personnel must not directly or indirectly engage in any of these actions:

- Engage in sexual activity with anyone under the age of 18.
- Sexually abuse or exploit children.
- Engage in any commercially exploitative activities with children including child labor or trafficking.
- Undertaking any activities with a child conversations, interviews, photos or videos, audio taping or requesting any action of them without ensuring their safety and well being during and after the engagement.
- Sexually abuse or exploit at risk adults.
- Subject an at risk or vulnerable adult to physical, emotional and psychological abuse.

The Strategic Management Team is responsible for:

- Ensuring the policy is implemented.
- Discussing safeguarding matters at Strategic Management Team meetings at periodic intervals to help ensure progress and address any challenges with implementing the policy and any cases arising.

The Safeguarding Officer is responsible for:

To facilitate reporting, SIDS has designated a **Safeguarding Officer**, who shall be responsible for ensuring that the Policy for the Safeguarding of Vulnerable Persons is implemented and followed. The Safeguarding Officer is the Director of Strategic Operations.

The role of the **Safeguarding Officer** is to:

- Receive and register reports of abuse of Vulnerable Persons from SIDS staff.
- Collect additional information as appropriate.
- When appropriate, consult with external organizations including partners, local agencies, and community leaders.
- If any of the following incidents occur, a SIDS staff member must make a report to the Safeguarding Officer:
 - Abuse is observed or suspected.
 - A Vulnerable Person discloses abuse.
- Upon receipt of the report, the Safeguarding Officer shall act as appropriate, following the reporting procedure as outlined above.

Training for Staff

Training will be provided to all levels staff; from support service and administration up to senior management. The mode, approach, and content of training will vary depending on the audience, but that will include, at a minimum:

- An introduction/overview of the concepts of safeguarding of child and adults at risk.
- A discussion of risks to children and adults at risk in the local context, from a cultural, faith-based, or programmatic point of view
- A discussion on how safeguarding policies and procedures can protect children and adults at risk, the staff, and the organization.

Communications:

SIDS has a commitment to undertake all communications with a child, young person or vulnerable adult in a safe manner.

- Taking particular care to ensure the privacy of the child, young person and/or vulnerable adult.
- Never taking photographs of a child, young person or vulnerable adult while they are in changing areas or bathing areas.
- Obtaining consent from the child, young person or vulnerable adult and/or their parents guardian to take photographs and publish those

Scope of this policy

This policy applies to all persons affiliated with SIDS, including full- or part-time employees, consultants, commissioners, members, agency workers, agents, contractors, suppliers or downstream partners. It requires having mature, accountable and transparent systems for response, reporting and learning when issues materialize

Informing communities and receiving complaint

SIDS should consider how they will inform children, adults at risk and communities on the conduct expecting from staff and others associated with the organization. Considerations should be made as to how **community members, including children, can raise concerns over inappropriate behavior by staff, ensuring** the Safeguarding Code of Conduct is translated into all relevant languages and available in illustrative, low-literacy and/or a child-friendly format. Ensuring that in the information to the communities, names, e-mail addresses and phone numbers to access are correct and immediately updated when changes take place.

Prevention:

Shibganj Integrated Development Society will follow preventive measures to make the workplace and SIDS's projects and programs safe for vulnerable people. Such measures will also protect staff and the reputation of the organization.

- Ensure all staff has access to know their responsibilities within this policy and associated policies.
- Design and undertake all of its programs and activities in a way that protects people from any risk of harm.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel.
- Ensure staff receives training on safeguarding at a level commensurate with their role in the organization.