



SAFEGUARDING POLICY



Jordia, Bangdaha, Satkhira



SAFEGUARDING POLICY

POLICY TITLE : **Safeguarding Policy**

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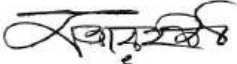


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APPROVED


President
PALLI CHETANA
Jordia, Bangdaha, Satkhira.


DIRECTOR
PALLI CHETANA
Jordia, Bangdaha, Satkhira





Safeguarding policy

01 Purpose

The aim of this policy is to establish ways and means or procedures for the welfare of the children of Palli Chetana and the protection of endangered or distressed adults and upholding that policy. This policy applies to all the work of Palli Chetana and all permanent and temporary officers and employees, consultants, governing boards, officers and employees of partner organizations, beneficiaries, contractors, and suppliers.

02 Strategic contexts

Palli Chetana is committed to establishing an environment free from discrimination and harassment, where all individuals, partner organizations, and all other stakeholders will be treated with respect and dignity and equal opportunities at all levels. Palli Chetana supports all the principles of the Universal Declaration of Human Rights (UNHCR) and all the principles enshrined in the Constitution of Bangladesh. They make it very clear that no one can be discriminated against on the basis of class, gender, caste, religion, profession, ethnicity, or gender. The Security Policy has enabled Palli Chetana to create a comprehensive and safe environment for all those working in the organization through its safe working methods, behaviors, and culture. Its organization has a number of detailed policies and procedures, such as human resource management, financial management, child protection, gender, human rights, etc. Although Palli Chetana has not yet had a separate protection policy, many of the issues related to it exist in the above policy. In March 2019, Palli Chetana's donor organization, the Foundation for the People, announced that the Foundation's partners for the people would be asked to use the Safety Enhanced Due Diligence Assessment (EDDA) to protect children and at-risk or distressed adults from sexual harassment and abuse.

It needs to include partner organizations in its policies and procedures for the protection of human resources, whistleblowing, risk management, code of conduct, and good governance. Thus, the protection policy has been adopted in line with the recommendations of the donor agencies to create an environment free from discrimination and harassment.

3 Definitions

Palli Chetana has formulated the definitions for this policy

subjects	Definition
Shame	Shame is when a powerful person or a group of people constantly injures or harms someone or a group of people and they can't protest and feel helpless. This phenomenon can go on for a long time, it is often kept secret from others, and it is likely to continue if no action is taken. ¹ This can happen in a variety of environments.
Children	Any person under the age of 18 is a child.
People with disabilities	People with disabilities are people with disabilities who have long suffered from physical, mental, intellectual or sensory impairments that make it difficult for them to participate fully or effectively ² in any activity, just like everyone else in society. Any person who is physically or mentally handicapped has the same rights as all other citizens. This includes the basic human rights mentioned in the Persons with Disabilities Rights and the



	Protection Act, 2013, along with all relevant laws in Bangladesh.
Child protection	↳ Protect children from abuse; ↳ Protect children's health or development; ↳ Ensure consistent arrangements are made to ensure that children grow up safely and effectively, and ↳ Necessary steps have to be taken so that all the children can develop at their best.
Ensuring the safety of adults in distress or danger	↳ Protective measures must be taken to ensure that adults have the right to live in safety, free from abuse and neglect. ↳ We need to work together to prevent and stop the risk and experience of abuse and neglect. ↳ To ensure the well-being of adults, appropriate actions need to be taken where necessary, such as taking into account their opinions, feelings and beliefs when deciding what to do, and ↳ It must be acknowledged that adults may sometimes have interpersonal relationships, which may be contradictory, vague, or unrealistic in their personal circumstances, and may pose a significant risk to their safety or well-being.
Sexual abuse	Disruption, differences of power, or abuse of faith, for sexual purposes, but not limited to, or sexual exploitation to take financial, social, or political advantage from others. "The term sexual harassment is defined as an unauthorized physical exercise of a sexual nature, whether it be real or a threat to such an event, or whether it may be forced or coercive." ³
Sexual Harassment	Any activity or comment that may be directly or indirectly sexually harassing, offensive, defamatory, derogatory or unwelcome to anyone. The ones that fall into sexual harassment are ⁴ a) Unwanted sexual behavior (direct or indirect) such as physical contact and attempts to be more intimate; b) Attempts or attempts to establish sexual relations that have sexual significance through abuse of administrative, authority or professional powers; Something that has sexual significance; c) Any verbal behavior that makes sense of sex; d) Demanding or soliciting sexual favors; e) Displaying pornographic images or stories; f) Sexually explicit comments or gestures; g) Any obscene gestures that are indicative of sex, abusive language, trying to speak in secret and joking; h) Insulting letters, telephone calls, cell phone calls, SMS, telling to do something against one's will and writing sexually suggestive on notices, cartoons, benches, chairs, tables, notice boards, offices, factories, classrooms and washrooms. Contains; i) Capturing still images or video images for the purpose of blackmailing or character assassination; j) Barring participation in sports, cultural programs, institutional and educational programs on the basis of gender and / or sexual harassment;



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	k) Proposing to love and pressuring for it or threatening to reject a love proposal and l) Trying to have sex with threats, deception or false hope.
Officers and employees	Anyone who works at Palli Chetana. ⁵ Officers and employees directly or indirectly employed, trustees, contractors, consultants, volunteers, interns will all be included. Moreover, this policy will be applicable to those organizations which are funded by Palli Chetana. It is hoped that all these partner organizations will work under this policy as a condition for their involvement with Palli Chetana.
Consumer	People who have been abused or exploited. The term victim is often referred to as the "victim" of the event as it refers to the strength, endurance and ability to be rescued. Of course, how one identifies oneself or oneself will depend entirely on him.
Upset adults	Women, people with disabilities, Dalits, ethnic groups, senior citizens, the sick, refugees and anyone with disabilities in any local, national or international context.

¹ National Center against Bullying, 2018. Definition of bullying. It can be found on the [online] website.

² Article 1 UNCRPD and Optional Protocol.

³ Terminology of the United Nations, Sexual Exploitation and Torture, Second Edition (2006), page 6.

⁴ This definition has been stated in the judgment of the writ petition No. 5916/2008 filed on 14 May 2009 in the Hon'ble High Court Division.

⁵ Mention it for policy purposes. It is of course included in the human resource policy.

04 Recruitments

At the time of any appointment, Palli Chetana will examine the past activities of any candidate. According to the Human Resource and Development Policy, references or sources from previous employers are examined and the sources mentioned in the personal resume are kept in the personal documents of the recruiting officer or employee. Palli Chetana also has the right to find out if any candidate was involved in criminal activities. From now on, when a candidate from any organization, internal or external, comes to interview for any post of Palli Chetana, he has to give a clear idea about security which is consistent with the role of his title.

05 Expectations to officers and employees

Everyone working in Palli Chetana has a responsibility to familiarize themselves with security policies and procedures. They are expected to take appropriate steps to ensure the safety and welfare of children and vulnerable adults in all areas of their work.

Anyone working in this organization, whether he or an adult living in his / her home, acts as a cause for concern against a child or a distressed adult or is accused of being involved in any abuse, must report it to his / her respective supervisor/manager. However, if there is any doubt in this regard, he or she can seek advice from the concerned supervisor or manager.

Complaints against any officer or employee of Palli Chetana with children and/or adults will be dealt with following this policy.





06 Safety training

Palli Chetana is committed to ensuring that everyone working in this organization can realize the responsibility of security and acquire the latest knowledge about it. All officers and employees will be given safety training within three months of joining the organization. There will also be regular and refresher training for officers and staff in charge of children and distressed adults, including specific topics such as risk and safety practices.

07 Security officers

Palli Chetana will appoint the President as the Security Focal Person from among the members of its Executive Council. One or more of the senior officers and employees will also be assigned as security officers. The security officer will be responsible for implementing this policy and related action plans and maintaining the security register. The partner organizations will also be assigned a security officer for the same purpose.

08 Prevention or restraint of abuse

Responsibilities of Palli Chetana

The responsibilities that Palli Chetana will perform include:

- ↳ It will ensure that all staff members read this policy and become familiar with their responsibilities as set out in this policy framework;
- ↳ Formulate and take responsibility for all such programs and activities in such a way as to provide security or protection to everyone from the risk of possible harm from anyone who comes to be associated with Palli Chetana in any way. This will include looking at how information is being gathered about the people involved in the programs and how that information is being communicated to those in charge;
- ↳ Strictly enforce safety policies when hiring, managing and assigning any officers, employees and associates;
- ↳ Ensure that all employees are receiving safety training following their role in the organization
- ↳ Take action on reports of any security concerns as soon as possible and in due course.

Responsibilities of officers and employees

Provide child protection

The things that rural consciousness officers, employees and colleagues will not do at all are:

- ↳ Do not have sex with anyone under the age of 18;
- ↳ No child may be abused or used in any way;
- ↳ No child may be physically, emotionally or emotionally abused, or neglected, and
- ↳ Not engage in any form of commercial exploitation with children, including child labor or child trafficking.

Ensuring the safety of adults

The donor agency's affiliates, employees and associates will never do that

- ↳ Do not abuse or exploit adults at risk, and
- ↳ No adult at risk may be physically, emotionally or emotionally abused or neglected.





09 Protection from sexual harassment and abuse

The things that Palli Chetana officers and employees and associate employees will never do are:

- ↳ Cannot exchange money; provide employment, exchange goods or services for sexual purposes. No cooperation and exchange applicable to the beneficiaries can be made in this and
- ↳ No sex can be associated with any of the beneficiaries because they are in a weaker position than others for practical reasons.

Also, what the officers and employees of Palli Chetana and their associates have to do is:

- ↳ Contribute to the creation and protection of an environment that can prevent security breaches and at the same time uphold security policies.
- ↳ The staff member or associate staff of Palli Chetana may report to any appropriate staff member expressing any suspicion or suspicion that security has been violated.

10 Promises

Palli Chetana and all its affiliated organizations as part of the Security Policy-

- ↳ Assign or assign a security officer / security focal person from among the senior officers;
- ↳ Ensure and prioritize the safety and welfare of children, women and people with disabilities;
- ↳ Ensure that all staffs are properly informed about the protection policy of Palli Chetana. Familiarity with this policy is also a special part of capacity building of partner organizations so that they too can properly approve and implement the policy and its causes. This policy will be part of that policy framework in the Human Resources Manual, so that each of their new employees acts as part of their inclusion and they must ensure that they accept and agree to this policy with their signature (please see Appendix B. See the letter of recognition);
- ↳ Ensure that everyone understands their role and responsibilities in protection and recognizes, identifies, and responds appropriately to the abuse, neglect, and all other protection concerns of children, women, and people with disabilities.
- ↳ Ensure that appropriate action is taken on incidents / concerns related to torture and assist anyone who raises or expresses such concerns;
- ↳ All security concerns must be confidential, detailed and accurately recorded and stored securely;
- ↳ Stop hiring an unsuitable person;
- ↳ Strongly ensure that security measures and procedures are in place;
- ↳ Measures should be taken to record in detail any security incident and all steps taken in this regard;
- ↳ It will not be acceptable to keep or give away any materials that may be harmful to children, women and persons with disabilities;
- ↳ Children, women and persons with disabilities may not engage in any form of sexual activity, including paid sexual services or work. It may be mentioned here that any such activity with a child, which is applicable to children under the law and cannot be consented to, will be considered an offense under the relevant law;
- ↳ Ensure, as much as possible, that any staff working with children is accompanied by another adult;





- ↳ No worker may be allowed to invite an unaccompanied child into their home unless there is a direct risk of injury or physical danger and
- ↳ Employees must be prevented from engaging in corporal punishment or forcible discipline of children and engaging any child in household chores or engaging in all forms of labor that are not appropriate for their age or growing up. This is because all of these activities hinder their education and recreational activities, or put them at risk of injury.

These policies and procedures need to be widely disseminated and are mandatory for everyone associated with Palli Chetana and its affiliated organizations. Failure to comply with these policies and procedures will result in immediate action and may result in dismissal / dismissal. In appropriate cases the funds of the organization concerned may be canceled and / or the partnership may be canceled.

11 Reporting and responding method or procedure reporting

- ↳ Reports can reach the rural consciousness in a structured way like letters, e-mails, or even through social media such as text or message. Again no information can reach in the form of informal discussions or rumors. If an employee finds out something through informal discussions or rumors and considers it a concern for protection, he must report it to the security officer of Palli Chetana.

Concerns

When an employee is exposed to any safety concerns, he or she must remember the following:

- ↳ Listen
- ↳ Express empathy with that person
- ↳ Who wants to know when, where, what, but the question of 'why' cannot be asked here
- ↳ Try to know and understand the situation again
- ↳ Report the matter to the appropriate staff
- ↳ Documentation

Anyone who receives this report must specify the information using the 'Incident Report Form'.

- ↳ Name of the report provider
- ↳ Names or names of victims or victims of security incidents in the absence of a reporting provider
- ↳ Names or names of alleged offenders or offenders
- ↳ Description of events or incidents
- ↳ Date, time and place of the incident
- ↳ Forwarding
- ↳ An employee will report the matter to the security officer within 24 hours of receiving any information or allegation of abuse.

Privacy

- ↳ Due to the sensitivity of security concerns, confidentiality must be maintained at all levels of the reporting process and only those who need to know need to be informed -





this includes senior management authorities because they can find out about any serious incidents.

12 Role and responsibilities of case management

The security officer is the main person responsible for the management of such incidents. If there is a serious security breach in the report, the security officer can arrange a case conference. Those who will be present in it are-

- ↳ Senior management authority
- ↳ Human Resource Manager / Coordinator

The case conference must decide on the next course of action, including any security concerns and what assistance is needed for the victim and all other parties or stakeholders.

13 Assits victims-if needed or requested

The security officer will provide appropriate assistance in consultation with the senior management authority in the event of a request from the victim to the security incident. That must be in accordance with the management plan.

Analysis of the safety or security risks of the parties or stakeholders

Serious Incident Report: The security officer will immediately analyze the risk to find out if there is a risk to the stakeholder involved in the incident and make a plan to address it. The security officer will continue to perform risk analysis throughout the period on a regular basis and, if necessary, after the incident.

14 Decide for the next step

The security officer will decide on the next steps. That may not be the case (however, not limited to here)

- ↳ No further action will be taken (for example, there is not enough information to take the next step, or the report is not covered by the organization)
- ↳ An investigation is needed to gather more information
- ↳ Take immediate disciplinary action if no further information is required
- ↳ Recommendations to the Senior Management Team (SMT)

If the individuals involved in the report (for example, the contractor, consultant or supplier) are involved, the decision-making process will be different. Although those concerned persons are not workers, Palli Chetana considers it their responsibility to take the security of the concerned to protect the program of Palli Chetana from harm. While Palli Chetana has not been able to take any disciplinary action against any person or persons outside the organization, it has been said that action can be taken to cancel the contract with any of their employees due to their work.

If Palli Chetana does not have the internal capacity to conduct an investigation, it will try to find an outsider or an organization to conduct the investigation.

15 Decision on the outcome of the investigation report

The Senior Management Team (SMT) will take a decision based on the information provided in the investigation report. Decisions on any matter of concern will be made on the basis of existing





policies and procedures for misconduct of officers and employees.

In this case, the incident can be referred to the concerned authorities at any stage of the criminal activity. Note that this will apply as long as no one involved in the incident poses any risk. In such cases, SMT will decide to take the next step together with senior officials. When making such a decision, it is important to keep in mind that the risk analysis should be done keeping in mind the potential risks of all the concerned persons including the victim and the cause of concern.

The person who is the victim of the incident for failing to take any action against the suspect and the reported person can go directly to the ombudsman. The security officer will record all decisions of an incident accurately and confidentially.

16 Learning and development

Through the implementation of this policy, Palli Chetana is committed to developing knowledge and understanding of how best to work for the safety of children and at-risk adults. The MJF will review the procedures associated with this policy every two years to determine how effectively this policy prevents misconduct at work and manages protection. The purpose of this review is to use the lessons learned to improve the protection of children and adults in the future.

This policy will be reviewed one year after enactment and will be reviewed every three years thereafter or may be in certain circumstances.

- ↳ If laws and / or government directives change, and
- ↳ As a result of any other significant change or event.

17 Safeguarding Committee

Palli Chetana safeguarding Committee has 5 members. The number of women in this committee is 3. 2 out of 3 women belong to other organizations. The organogram of the committee will be as follows--

- ↳ Committee Focal Person - 01 person
- ↳ Convener of the committee - 01 person
- ↳ Committee members - 3 people

Appendix-A

Safeguard Register (Child Protection, Sexual Harassment Prevention, Gender and Whistle Blowing) PALLI CHETANA

Complaint number:		Date of filing the complaint:	
Complainant's name:		Title:	
Name of the person against whom the complaint has been filed:		Title:	
Place of incident:		Date of incident:	
If the complaint is reported by another referee) then his /		Who has been informed of the complaint?	





her relationship with the complainant.			
Name of the Referee:	Introduction of the Referee:		
Details of the incident will be recorded) 8			
Signature:		Date:	
Process of investigation:	Name of the members of the investigation team:		
Evidence that has been found			
Decision of the investigation team:		Date:	
Sent to senior management team for decision			
The action that has been taken in the case of a complaint against which action has been taken		If the complainant has any opinion about the action taken:	
If the complainant has any opinion about the action taken:			
Signature:		Date:	
If the accused has any opinion about the action taken			
Signature:		Date:	
If the accused or complainant files an appeal to the higher authority (Governing Board):		Date of filing the appeal:	
Steps taken by the higher authority (Governing Board) in response to the appeal:	Against which action has been taken		
If the complainant has any opinion about the action taken:			
Signature:		Date:	
If the accused has any opinion about the action taken			
Signature:		Date:	
If there is any other information or opinion:			
Necessary steps or recommendations:			
Signature-Safeguard Officer / Head of Child Protection		Date:	





Committee / Head of Sexual Harassment Prevention Committee / Head of Gender Committee / Head of Whistle Blowing Committee:			
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Appendix-B

Palli Chetana Human Resource Management and Development Policy-Recognition Form

Name of officer or employee or intern -----
Designation: -----
Division / Unit -----

I have found, read and fully understood all the policies, guidelines and procedures included in the Palli Chetana Human Resource Manual.

In particular

I have read the protection policy of Palli Chetana and fully understood all its contents. I would like to assure you that I will abide by all the rules of this policy and I will abide by the pledge of all my work for the sake of rural consciousness. At the same time, I will abide by the guidelines set forth in these policies and realize that failure to do so will result in disciplinary or legal action.

Date: ----- Signature -----

Please sign this certificate and submit it to the Human Resources Department. This acknowledgment will be kept in the personal documents of the officer or employee or intern.

APPENDIX-C

Terms of References for Palli Chetana Safeguarding Officer / Safeguard Focal Person (TOR)

Background

Palli Chetana has developed the Safeguarding Policy for the employees of the Palli Chetana. Palli Chetana believes that all people, irrespective of age, gender, gender, disability, religion and ethnicity, can live an independent life without any fear of sexual harassment and torture, sexual violence, exploitation and any other power. Have the right to. Palli Chetana is committed to zero tolerance for sexual harassment, exploitation and harassment at the hands of its officers and employees, volunteers, consultants, partners or any other representative involved in any of its activities. All these kinds of behavior are against the beliefs, values and mission of the rural consciousness; and ensuring protection is a priority of rural consciousness. Palli Chetana has

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decided to appoint or assign a security officer or focal person to ensure implementation of this protection policy.

Role and responsibility

Protection of Palli Chetana The role and responsibility of the focal person is to assist in the day to day implementation of the protection policy of Palli Chetana with the technical assistance of the senior management authority. His specific works include:

- ↳ To act as a communication center within the rural consciousness to ensure security;
- ↳ Ensuring that staff and its affiliates are adequately informed about the protection policy of Palli Chetana and their responsibilities mentioned in it (for example, providing training and guidance);
- ↳ Advise staff and partner organizations on the implementation of safety policies, including risk analysis;
- ↳ Ensure that all staff and partner organizations of Palli Chetana have a proper understanding of safety policies.
- ↳ Ensure that everyone understands their role and responsibilities as described in the safety policy, as well as the appropriate learning opportunities to understand, identify and address the symptoms of abuse, neglect and other safety concerns involving children, women and people at risk To make sure;
- ↳ Ensure that the safety focal person's name and means of communication are detailed so that people know where, how and with whom they will contact for consultation if necessary;
- ↳ To be the first person to take care of the safety of children, women and people in distress and to raise those concerns to the senior management authority where applicable;
- ↳ Ensure that confidential, detailed and accurate records of all security concerns are properly maintained and maintained;
- ↳ Immediate risk analysis of a serious event to ensure that there is a current or potential risk to any party or stakeholder involved in that event and, if necessary, to plan for its solution;
- ↳ Risk analysis and necessary planning on a regular basis throughout the time, and if necessary after the incident;
- ↳ All decisions arising out of the outcome of the incident should be clearly and confidentially recorded, and
- ↳ In order to assist in the implementation and monitoring of the security policy, an annual progress report should be submitted to the senior management authority as well as a plan with all the steps required to implement the security policy.

Skills and features

- ↳ Has knowledge and experience about the safety and security of children, women and people in distress;
- ↳ He has a respectful and authoritative position in the office so that his views are properly evaluated;
- ↳ Easily accessible and has excellent communication skills with adults and children;
- ↳ Stay calm if you have any concerns, especially if someone asks for help;
- ↳ The mentality of working together with others to implement safety policies to ensure the safety of children, women and vulnerable people in the event of an incident;





- ↳ Commit to the protection of children, women and vulnerable people and uphold their rights, as well as the ability to advocate for their protection;
- ↳ Training and presentation skills, and
- ↳ Protect the confidentiality of all information obtained.

APPROVED

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