

Safeguarding

UPOMA NARI KOLLAYN SONGSTHA(UNKS)
SAFEGUARDING POLICY



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UPOMA NARI KOLLAYN SONGSTHA(UNKS)

Safeguarding Policy

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PURPOSE OF POLICY:

Every individual has the right to a life free from violence, discrimination, harassment, and any other form of abuse, exploitation, or harm. The purpose of this policy is to protect individuals, particularly children, at-risk adults, and affected populations from any harm that may result from their interactions with other UNKS representatives.

This includes harm arising from:

- The actions of UNKS staff or personnel (hereon referred to as staff)\
- The planning and execution of UNKS's activities and programmes

We are also committed to safeguarding staff from any forms of bullying, harassment, sexual harassment, discrimination and abuse of power as outlined in the Dignity at Work policy. There is zero tolerance for any violations of the safeguarding policy.

This policy lays out our commitments and informs staff of their safeguarding responsibilities.

SCOPE

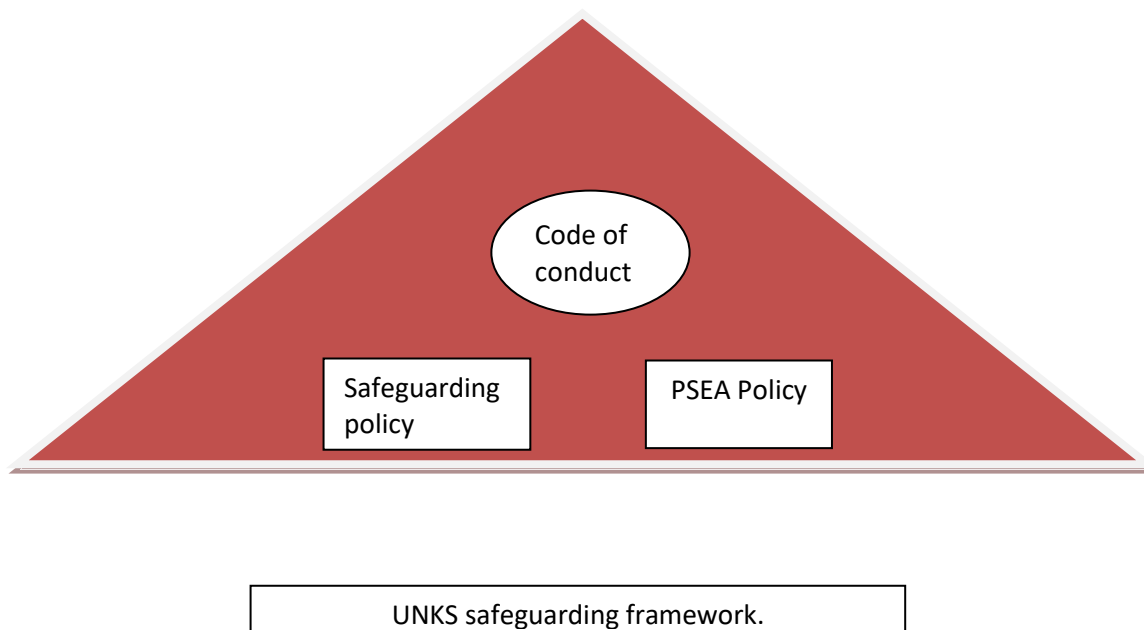
UNKS's employees must follow this policy at all times. All UNKS personnel—employees, trustees, temporary workers, volunteers, consultants, and representatives—travel with UNKS. This policy uses "staff" to refer to all of the above.

Donors, journalists, and anyone who visit UNKS programmes or offices and interact with children or at-risk adults will be informed of our policy.

UNKS's Executive committee is ultimately responsible for this policy. The ED, and directors of UNKS are in charge of carrying it out. All UNKS representatives are expected to voice any issues related to sexual exploitation and abuse. UNKS takes all complaints and concerns seriously. In the event that a complaint is made that violates this policy, a thorough investigation will be conducted, and appropriate disciplinary and possibly legal action will be taken.

SAFEGUARDING FRAMEWORK

This document is part of UNKS's Safeguarding Framework that consists of this policy, procedures and resources.



POLICY APPROACH

This policy details how UNKS achieves its obligations and applies to all staff, associates and partners regardless of their location.

Framework Principles

This policy and the entire Safeguarding Framework are guided by the following principles:



Safeguarding for everyone

UNKS protects all community members from sexual exploitation and abuse, regardless of ability, race, faith, gender, sexuality, or culture.



Participation

All UNKS staff must implement and improve Safeguarding policies and practices to reduce beneficiary and community risks. Hence, a failure at one level affects all levels.



Appropriate Communication

To foster an environment where everyone knows their role in keeping others safe, UNKS uses clear and straightforward communication with its employees, colleagues, and partners.



Dignity and Respect

UNKS promotes decency and respect for all employees, colleagues, partners, and communities worldwide. This includes being non-judgmental while hearing safeguarding complaints.



Zero Tolerance



UNKS has zero tolerance for any violations of the safeguarding policy.

Feedback and Improvement



UNKS assesses, reflects, and provides feedback to improve policies and practices. They include quarterly incident reviews, safeguarding audits, policy reviews, and refresher training.

Survivor centered

UNKS approach to safeguarding will be rights-based and Survivor -centered



Confidential

UNKS is committed to confidentiality and information will not be shared outside of the Safeguarding Committee unless it is absolutely necessary, and the safety of the person involved is a concern.

POLICY IMPLEMENTATION

Policy Map

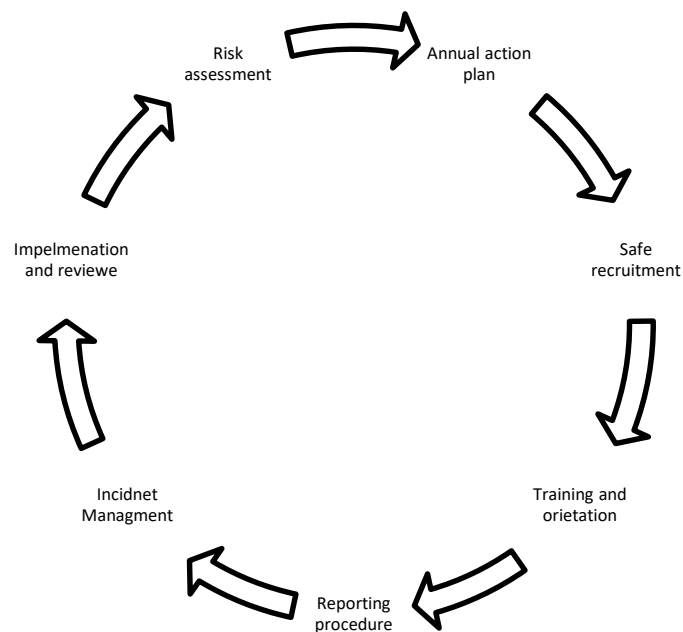
This policy explains safeguarding, governance, and duties to UNKS employees, associates, and partners. Complaint reporting, format, and management are covered in the associated procedures and resources.

Governance

The president and EC member are responsible for this policy, the Safeguarding Framework, and its systematic management. At each *executive committee* meeting, *EC member* will receive a summary of reported sexual exploitation and abuse occurrences and follow-up actions.

Responsibilities

UNKS is committed to implementing the following safeguarding measures to ensure that the organization abides by its commitments:



Risk Assessment

UNKS will undertake safeguarding risk assessments in all work areas and will also consider project-specific risk.

Minimizing and Addressing Risks: Risk-aversion strategies will comprise the following:

1. Make sure that safeguarding is ingrained in the organisational culture.
2. At all levels of programming, clear roles and responsibilities for safeguarding are defined.
3. All staff get capacity building and safeguarding training.

4. UNKS is dedicated to ensuring that activities do not endanger vulnerable people

Annual action plan

Based on risk assessment and review of implementation each year UNKS will develop annual action plan.

Safe Recruitment

UNKS has established stringent protocols to guarantee that safeguarding is at the centre of all staff and associate recruiting. Safeguarding is incorporated into all levels of the recruitment and selection process. These stages are as follows:

Mandatory Person Profile/Job Description: UNKS will make sure that the necessary skills and expertise are incorporated in the person profile and/or job descriptions.

Safeguarding sensitive job Advertisement: There will be a clear statement of UNKS's commitment to safeguarding.

Inclusion safeguarding agenda on interviews: At least one safeguarding question will be asked during the interview.

Mandatory Reference Checks: A question about safeguarding will be included in reference checks..

Code of Conduct: The Code of Conduct must be signed by all newly hired employees.

Induction for new staff: The Safeguarding Policy shall be briefed and orientated to all newly hired workers..

Education/Training

UNKS must train all employees to meet its safeguarding obligations. On induction, UNKS employees and associates receive the Safeguarding Policy. The policy and Code of Conduct must be read and signed by them.

Safeguarding program design

Safe programming is also about organizational integrity and accountability to the community including child, adult.

- Safeguarding shall be considered during program development and execution.
- UNKS publishes its safeguarding policy. Staff, associates, partners, and communities shall be informed of this policy and how to report concerns.

Reporting & Responding to Concerns

The safeguarding procedures for reporting outlines how safeguarding concerns can be reported as well as the associated investigations and follow-up procedures.

Whistle-Blowing

All disclosures will be treated in confidence. UNKS maintains a third-party secure reporting system through Ethics Point to ensure that all staff, partners, and vendors have recourse in the event of possible misconduct. Reports may be submitted anonymously for investigation with the help of development partner

Safeguarding Committee

The Safeguarding Committee will be responsible for informing and training all staff in safeguarding policies and procedures. They will also be responsible for receiving and investigating any safeguarding complaints.

The Safeguarding Committees will be trained in all of the safeguarding policies, as well as reporting and investigations.

The Safeguarding Committee is comprised of 03 members but it may increase with the approval of EC meeting

- One woman in a Senior Management Role.
- One EC members
- Third member who is an external expert in harassment, sexual exploitation or abuse.

Safeguarding Committees will ensure that there is diversity and equal gender representation on the committee.

Safeguarding Management

All project focal hold overall accountability for this policy and its implementation. Program focal also have a responsibility to support and develop systems that maintain an environment where all parties involved with UNKS understand how to behave, how to raise complaints and concerns, and what action will be taken.

UNKS's Obligations

UNKS believes that all individuals have a right to safeguarding and will not accept staff, associates, or partners who are at risk either beneficiaries or communities. UNKS pledges:

Acceptable behavior

As outlined in the Code of Conduct, UNKS staff are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of this policy.
- Report any concerns or suspicions regarding safeguarding violations within 24 hours to papiya.unks@yahoo.com
- Raise concerns and oppose unethical or illegal behavior. Individuals do not need to be directly affected by the issue or have evidence to raise a concern.
- Follow UNKS's code of conduct and identify improper behavior in all places.
- Avoid putting children or at-risk adults at risk by failing to secure sensitive data or misusing technology, such as accessing indecent or inappropriate content
- Observe appropriate boundaries when in contact with children and at-risk adults including use of social and or digital media
- When using social media or sharing UNKS's work, never show images that could identify a child or at-risk adult, including their full name, location, and image.
- Arrange an event or visit that may involve children or at-risk individuals with safeguarding officers to avoid harming them.
- Participate in investigations when requested

Inappropriate Behavior

UNKS employees must not behave inappropriately, according to the Code of Conduct. This includes:

- Having sexual relations with people under the age of 18 (children). A mistaken idea of a child's age is not an excuse.
- Trading money, work, goods, or services for sex, including sexual favours or other types of actions that are humiliating, demeaning, or exploitative. This includes any exchange of help that is owed to people who get help.
- Having sexual relationships with people at risk including community, project participant, since these relationships are based on uneven power structures.
- Doing anything financially exploitative with children or adults at risk, like child labour or trafficking.
- Being hit or treated badly in other ways
- Sleeping in the same bed as a child or an at-risk adult with whom staff is working.
- Sleeping in the same room as a child or an at-risk adult with whom staff is working.
- Acting in ways that are meant to shame, embarrass, belittle, or degrade, or any other form of emotional abuse.
- Discriminating against, unfairly treating, or favouring children or adults at risk to the exclusion of others;
- Drinking alcohol or using other harmful substances while working with children or adults at risk and supplying such substances;
- Sending private messages to children or adults at risk through personal social media or other messaging platforms;
- Any form of bullying or harassment.

Any violation of the Code of Conduct is grounds for disciplinary action, including dismissal. We acknowledge that local laws and traditions vary greatly between countries; yet, as an international institution, we adhere to international and UN norms.

HOW TO REPORT A CONCERN

Staff are required to report any concerns or suspicions of safeguarding violations within 24 hours, as defined in the Safeguarding Reporting Procedure:

- By telephone or text to +01915189686
- By email to , papiadey93@gmail.com
- To a Safeguarding Focal Point, or
- In writing to:
Safeguarding Officer
UNKS

If the concern involves the Safeguarding Officer, then this should be reported to the President,

papiadey93@gmail.com

Should the concern be about the president or if it is felt that a previous case has been raised but not acted upon appropriately, an email can be sent to our Safeguarding EC at UNKSEC@

We will listen carefully and take the concern seriously however it arrives in UNKS. Should we receive a concern from a child or an at-risk adult, our first response will be to protect that person from further potential abuse or victimisation. We may seek external support depending on the nature of the report.

RECEIVING A CONCERN IN PERSON

If a staff member hears something in an informal discussion that is considered a safeguarding concern, it must be reported to UNKS@. Staff may also talk to a Safeguarding Focal Point (SFP) about any concerns.

Any staff member approached by someone who wishes to report a concern in person, should bear the following in mind:

- As a priority, ensure no further harm can take place - keep the individual safe
- Do not lead or coach
- Ask who, when, where, what but not why- remembering that you are not being asked to investigate
- Listen and don't interrupt
- Empathise
- Repeat/check the understanding of the situation
- Report to UNKS@ or to an Safeguarding Focal Point

Due to the sensitive nature of safeguarding concerns, confidentiality must be maintained during all stages of the reporting process, and information shared on a limited 'need to know' basis as advised by the Safeguarding Officer.

If you are reporting an incident, please ensure to include:

- Name of person making report
- Name(s) of alleged survivor(s) of safeguarding incident(s) if different from above
- Name(s) of subject of complaint(s)
- Description of incident(s)
- Dates(s), times(s) and location(s) of incident

The report must be sent to UNKS@ or discussed with an Safeguarding Focal Point within 24 hours of receiving the concern.

DATA PROTECTION

All data collected during any safeguarding concern and/or investigation will be held in accordance with the Digital Safety Policy.

RESPONDING MECHANISM OF UNKS

We adopt excellent investigation practices, respond within policy timescales, and take issues seriously.

- Our focus is preventing harm, thus we will report criminal activities, wherever they occur, to local police and other authorities, unless there are compelling reasons not to. We will also report to funders and grant custodians.

- The Safeguarding Officer monitors the safeguarding email inbox from 9 am to 5 pm Sunday to Thursday, however you can leave a message on the phone at any time and they will react as soon as possible. Contact the president if the report concerns the Safeguarding Officer.
- The Safeguarding Officer will respond to concerns within 48 hours.
- S/he will decide if the problem stated conflicts with their UNKS position and obligations. Depending on the merits of incidents, the presidnet or EC sub committee will handle it.
- Initial inquiries will determine if a comprehensive investigation is needed, its scope, and its conductor. The Safeguarding Officer also decides whether to notify local authorities.
- UNKS or the complainant can request an independent investigation in certain cases.
- Qualified, trained external or internal people will undertake a safeguarding inquiry. External expertise will be sought for cases involving minors.
- We will investigate compassionately and quickly according to best practises. • Depending on the circumstances, we may need to conduct further investigation on a strictly confidential basis (for example, to not prejudice any ongoing criminal investigation). The event survivor and reporter will receive fast and relevant investigative information. Details may not be shared. The survivor (and reporter) will also be informed if no further action is taken.

SUPPORT FOR SURVIVORS

Regardless matter whether a formal internal action is taken, we will support survivors of claimed harm by staff or affiliated personnel. Decisions regarding support will be survivor centered and will be agreed on a case-by-case basis.

Examples of what we can provide are as follows before, during and or after reporting a safeguarding incident

- Support from the Safeguarding Focal Points who can explain how the cases will be handled and how information and personal data will be shared. They will also provide more information on how they will be help informed and what choices might be available in terms of professional support.
- UNKS offers professional counselling for staff

IMPLEMENTATION & REVIEW

To meet with sector best practice, UNKS agrees to review this policy and the entire Safeguarding Framework every two years, as a minimum. It is the responsibility of the Chief of Governance and Operations to complete this review, in collaboration with any key internal stakeholders or external third-party providers.