

PSTC SAFEGUARDING POLICY



Population Services & Training Center (PSTC)

PREFACE

In any organization, policies and procedures are devised to influence and determine the ‘uniqueness’ of that particular organization and major decisions and actions are taken in line with the policies and procedures. All activities take place within the boundaries set by these policies and procedures. Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization. Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view.

Policy manuals typically provide a framework for implementing an organization’s goals and vision which are, in most cases, aligned with the organization’s vision and mission. They provide the framework for an organization’s entire operations with clear direction for employees as well as insights into organization philosophies, values and ethical standards. Simultaneously, these policies/ manuals cover any legal concerns related to a type of programs/projects or any employment situation. At the same time, they ensure operational needs and drive continuous improvement and internal control by managing risks. In addition, these should provide for the physical and emotional safety of employees and improve their compliances.

Keeping the above concepts in mind, PSTC developed Safeguarding Policy in order to ensure its commitment to provide safe working environment and also to orient staff and members what ‘safeguarding’ means. PSTC safe guarding policy’s main focus though child and young person, but giving the importance to women folks, their vulnerability at workplace and recent trend of violating women, women population also included as one of the focused target groups.

I must express my thanks and gratitude to the Governing Body of PSTC along with those who were involved for drafting, updating, editing and aligning the policies and manuals included in this document. I strongly believe that they did the hard work with a view to enhance and steps forward for achieving the vision and goals of PSTC. I also would like to thank Save the Children and Plan International colleagues for their contributions and support to PSTC as partners. Certainly, this documentation will help not only the PSTC and its employees but also its development partners who kept their trust and faith on PSTC for the last four decades to distinguish organization’s philosophies, values and ethical standards and clear directions of entire operations.

Dr. Noor Mohammad
Executive Director



PSTC SAFEGUARDING POLICY

PURPOSE

PSTC recognizes that violence against children, young people and women is prevalent throughout the world and in all societies including Bangladesh. Violence against children includes physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment, and sexual abuse. Furthermore, children and young people may be vulnerable and at risk due to gender, sexual orientation, ethnicity, disability, age, or illness.

PSTC is fully committed to ending violence against children, young people and women acknowledges that we have a duty to promote the gender responsive safeguarding of all ages people including children, young people and women particularly those with whom we work or are in contact.

The purpose of this policy is to ensure that:

- All who work for and engage with us are skilled, confident, and well supported in understanding and meeting their responsibilities to safeguard children and young people and women from violence and to engage positively with children, young people and women in ways that enhance the achievement of our Purpose;
- We have in place procedures to prevent and deal with the actions/behavior of our staff, volunteers, board members, sponsors, donors, partners, visitors, other associates, or us as an organization that result in violence against a child or young person or women in particular and/or places them at risk of the same; and
- Children, young people and women we work with are aware of our responsibilities to prevent and respond to any harm against them arising from actions and behaviors of our staff, volunteers, board members, sponsors, donors, partners, visitors, and other associates, as well as the routes for reporting such incidents.

DEFINITIONS

When used in this document:

“Associate” refers to a range of contracted paid and non-paid individuals who have committed to work with or support PSTC. It includes, among others, governing body (GB) [board] members, volunteers, interns, sponsors, researchers, donors, consultants and contractors, staff, visitors, and partners.



“Child” in line with the United Nations Convention on the Rights of the Child and for the purposes of this policy, is defined as any person - girl, boy, young woman, young man, and children of other gender identities - under 18 years old. (UNCRC Article 1). (See definition of Young Person/People or Youth).

“Young people” refers to the person at the age bracket of 10-24 as referred by UN.

“Women” are the section of people who are females biologically.

“ED” is the Executive Director of PSTC.

“Direct beneficiaries” are the people who are the target of and who we know will be immediately affected by one or more project outputs, irrespective of whether these are delivered directly by PSTC or by partners or organizations who are acting on behalf of PSTC.

- Direct beneficiaries are individuals who receive materials, equipment, or interventions such as training, awareness raising, mentoring or other personal support.
- Direct beneficiaries may be a single member of a household (for example, a mother participating in training on nutrition); or it may be all members in the household (for example, distribution of hygiene kits or mosquitos nets that the whole family use).

“Harm” is any detrimental effect on a child’s or young person’s or women’s physical, psychological, or emotional wellbeing. Harm may be caused by abuse or exploitation whether intended or unintended

“Manager” refers to a staff member who has responsibility for line managing or supervising the work of staff or associates.

“NGO” or “Non- governmental organization” refers to a legal entity that is registered with Directorate of Social Services (DSS) or NGO Affairs Bureau (NGOAB) in Bangladesh.

“PSTC” refers to Population Services and Training Center, including when operating through one of its subsidiaries. It generally includes headquarters, regional offices, liaison offices, and district and project offices.

“Safeguarding children, young people and women” is the responsibilities, preventative, responsive, and referral measures that we undertake to protect children, young people and women, ensuring that no child or young person or woman of any age is subject to any form of harm as a result of their association with the organization. This includes: ensuring that their contact with us, and those associated with us, as well as their participation in our activities, interventions, and operations, is safe. Where there are concerns over a child or young person’s or women’s welfare, or where a child or young person or woman has been subjected to violence, appropriate and timely actions are taken to address this, and incidents are analyzed so as to ensure continued learning for PSTC.



“Safeguarding - Gender Responsive Safeguarding” is a safeguarding approach that:

- Takes full account of gender in considering the specific safeguarding needs of girls, boys, and other gender identities;
- Integrates safeguarding measures that address protection risks for children, young people (girls, boys, young women, young men, and children of other gender identities) and women folks as a whole that stem from issues relating to gender bias and discrimination; and women folks as a whole.
- Supports the empowerment and fosters the inclusion of girls and women, particularly in the safeguarding process, in a manner that promotes equality, equity, and ultimately their increased safety and protection.

“Staff” refers to individuals who receive a regular salary for work at PSTC.

“Violence” against a child or young person or woman includes all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, emotional ill-treatment or psychological violence, sexual abuse and exploitation, harassment, and commercial or other exploitation of a child or young person or women. Acts of violence can also take place online through, for example, the web, social media, or mobile phones. It may be an intentional act involving the use of physical force or power or it may be failing to act to prevent violence against a child or young person or woman. Violence consists of anything which individuals, groups, institutions, or organizations do or fail to do, intentionally or unintentionally, which either results in or has a high likelihood of resulting in actual or potential harm to the child or young person or woman’s wellbeing, dignity, survival, and development.

“Visitor” refers to a range of persons who are visiting our offices or programs and may come into contact with children, young people and women through a PSTC Entity, including journalists, media, researchers, visiting sponsors, and celebrities.

“Young Person/People” or “Youth” in line with United Nations definitions, includes individuals – young women, young men, and young persons of other gender identities – 10 to 24 years old. This group spans the categories of “children (<18),” “adolescents (10-19),” and “young adults (19-24),” but regards young people as having particular safeguarding needs and requiring distinct consideration aside from younger children and older adults.

POLICY STATEMENT

We are fully committed to the gender responsive safeguarding of all children, young people and people of all ages from all forms of violence. We take very seriously our responsibility and duty to ensure that we, as an organization, as well as anyone who represents us, does not in any way harm, abuse, or commit any other act of violence against children, young people and women or place them at risk of the same.



We promote child, youth and woman safe practices, approaches, interventions, and environments which respect, recognize, and respond to the specific safeguarding needs and address the protection risks of differing gender and other identities. We will challenge and do not tolerate inequality, discrimination, or exclusion.

We respond to a child or young person or woman who may be in need of protection and/or psychosocial support, and their welfare and best interests will be of paramount consideration at all times.

We ensure all who work with and engage with us understand and are supported in their meeting safeguarding roles and responsibilities. We take positive action to prevent anyone who might be a risk to children, young people and women from becoming involved with us and take stringent measures against any staff, associate, or visitor who perpetrates an act of violence against a child or young person or woman.

We promote the active involvement of children, young people and women in their own protection.

The implementation of this Policy is guided by the following set of principles:

1. All children, young people and women have equal rights to protection from all forms of violence, as declared in Article 19 of the United Nations Convention on the Rights of the Child. In addition, the Universal Declaration of Human Rights recognizes the dignity, worth, and equal rights of people of any age, thus including young people between the ages of 10-24 and women of all ages.
2. The human rights of children, young people and women will be respected and applied to all, irrespective of age, sex, gender, gender identity, sexual orientation, nationality, ethnicity, color, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, class, history of conflict with the law, or any other aspect of their background or identity. Inequality, exclusion, and discrimination will be challenged and will not be tolerated
3. All children, young people and women should be empowered and encouraged to fulfill their potential. Decisions made about children, young people and women will be made as far as possible with their participation and in their best interest, giving full consideration to how such decisions will affect them. Children, young people and women will be encouraged to express their views, and this will be given “due weight” in accordance with their age and level of maturity.
4. We have a responsibility to care for and protect children, young people and women, especially those that are vulnerable, and to make sure they are not harmed.
5. We have particular responsibilities to children, young people and women with whom we come into contact. No child or young person or woman must suffer harm, intentionally or unintentionally, as a result of their engagement, association, or contact with us, whether



as a sponsored child, a participant in our programs, projects, events, processes, or youth advisory panels, or women's participation or as part of a fundraising or influencing campaign.

6. We have a responsibility to inform and empower children young people and women so that they learn about and are better able to exercise their rights to protection. We will work with children, young people and women to ensure they understand the essence of this policy, our safeguarding commitment, and the means via which they can report policy breaches. We will also involve them in the development of safeguarding measures in accordance with their evolving capacities.
7. We are open and transparent, and we hold ourselves accountable for our commitment to safeguard children, young people and women. Safeguarding concerns can be raised and discussed, poor practice and inappropriate behavior challenged and addressed, and our safeguarding measures continuously reviewed and strengthened to ensure we remain accountable to children, young people, women and their families.
8. We will act on safeguarding concerns, ensuring that our actions are timely, appropriate, and centered around the child or young person or woman, taking into account their gender and other specific safeguarding needs and vulnerabilities.
9. We work together in partnership with other agencies to promote the safeguarding of children, young people and women within organizations engaged with us and in the wider community.
10. Our safeguarding approach recognizes and responds to the specific safeguarding risks and needs of differing gender and other identities. It takes appropriate measures to address gender bias and other forms of discrimination and violence which may arise as a result of this bias. It supports the empowerment and fosters the inclusion of girls and women in the safeguarding process, in a manner that promotes equality, equity, and ultimately their increased safety and protection.
11. Our safeguarding approach is mainstreamed in all stages of our operations, thematic portfolios, programs, projects, activities, influencing work, and interventions in both development and humanitarian settings, thus ensuring that these are designed and delivered in a manner that does no harm to children, young people and women.

In light of our commitment and accompanying principles, we give the highest priority to the safety and protection of children, young people and women.

We will ensure our staff, volunteers, board members, sponsors, donors, partners, visitors, and other associates are supported to meet their safeguarding responsibilities and requirements, understanding the specific risks to children, young people and women of differing gender and other identities and how they can work and engage in ways that increase the safety and protection of children, young people and women with whom we are in contact.



Our Safeguarding Implementation Standards (see Annex 2) lay down the requirements for ensuring safeguarding measures are embedded in all parts of our operations and interventions.

Sanctions

Breaches of this policy will be investigated in accordance with PSTC's Code of conduct, Ethics and Integrity Policy, disciplinary procedures, and contractual agreements. A referral may also be made to statutory authorities for criminal investigation. Breaches may incur sanctions including disciplinary action leading to possible dismissal, termination of all relations, including contractual and partnership agreements, and where relevant, appropriate legal or other such actions.

If a legitimate concern about the suspected abuse of a child, young person or woman is raised but proves to be unfounded on investigation, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of false and malicious accusations.

ROLES AND RESPONSIBILITIES

1. All Staff, Board Members, Volunteers, Sponsors, Donors, Partners, Visitors, and other Associates shall:

- a. commit and contribute to an environment where children, young people and women feel respected, supported, safe, and protected
- b. never act or behave in a manner that results in violence against a child or young person or women or places a child or young person or women at risk of violence;
- c. be aware of and adhere to the provisions of this policy.

2. All Staff and Volunteers shall:

- a. agree, by signing, to comply with this policy, including the Safeguarding Code of Conduct (Annex 1)
- b. undergo reference background checks as a condition of employment or volunteering; and
- c. report and respond to safeguarding concerns and breaches of the policy in line with PSTC's Whistleblowing Policy, Code of Conduct, Ethics and Integrity Policy and Sexual Harassment Prevention and Elimination (SHaPE) Policy.

3. Sponsors, Donors, Visitors, Partners, and other Associates shall:

- a. agree to comply with the Safeguarding Code of Conduct (Annex 1) or:
- b. comply with his/her own Code of Conduct and Ethics and Integrity Policy provided the contracting Manager ensures that it complies and is consistent with this policy; and
- c. sign off on this Safeguarding Policy and undergo reference checks before visiting PSTC program areas and/or sponsored children.



4. All PSTC managers shall ensure that:

- a. children, young people, women and communities with which we engage, work, or are in contact are made aware of the provisions of this policy to ensure they have the confidence and ability to report any incidents occurring against children, young people and women;
- b. staff, associates, and visitors are aware of the Safeguarding Implementation Standards that are applicable to their role or engagement with us;
- c. they support and develop systems which maintain an environment which is safe for and prevents violence against children, young people and women;
- d. they are accountable for ensuring that the policy is fully embedded within their areas of responsibility in accordance with the Safeguarding Implementation Standards.

5. Governing Body (GB), Executive Director (ED), and Top Management Team (TMT) of PSTC shall ensure that:

- a. PSTC has in place procedures that are consistent with this policy and with regular *Reporting and Responding to Safeguarding Issues*, which outlines the reporting requirements and the manner in which they are escalated. These procedures will be reviewed every five (5) years. The policy and applicable procedures will be made available in friendly formats for the children, young people and women; and
- b. PSTC implements Safeguarding Implementation Standards as they apply to our context, the people (staff, associates, and visitors), children, young people and women with whom we engage, as well as the processes, programs, projects, events, and activities we undertake.

6. Organizations that work with us in carrying out our programs, projects, processes, events, and/or activities involving children, young people and women must comply with the Safeguarding Guidelines.

7. PSTC shall monitor compliance with this policy through the mandatory tracking and auditing of the Safeguarding Implementation Standards and Safeguarding Code of Conduct (Annex 1). Auditing against the standards will be led by PSTC's HR and Admin unit. In addition, we will work with and ensure the participation of children, young people, women, staff, associates, and visitors to review, monitor, and evaluate the implementation of this policy.

If a PSTC associate has any questions, concerns, or issues regarding this policy, they may contact Mohammad Azad at azad.m@pstc-bgd.org or Kaniz Gofrani Quraishy at kaniz.q@pstc-bgd.org.



ANNEX 1: SAFEGUARDING CODE OF CONDUCT

PSTC is committed to creating a safe environment for children, young people and women. All staff have a duty to uphold the principles of the Policy on Safeguarding Children, Young People and Women nationally and commit to maintaining an environment that prevents violence against children, young people and women. Further to this, sexual exploitation and abuse by staff (including those that work in our humanitarian response) constitutes acts of gross misconduct and is therefore grounds for termination of employment as also depicted is our SHaPE policy.

As such, I agree that I will:

- a. Adhere to PSTC's Safeguarding Policy and be open and honest in my dealings with children, young people, women and their families, and communities participating in programs, projects, processes, events, and activities.
- b. Treat children, young people and women in a manner which is respectful of their rights, integrity, and dignity and considers their best interests regardless of age, sex, gender, gender identity, sexual orientation, nationality, ethnicity, color, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, class, or any history of conflict with the law.
- c. Create and maintain an environment which prevents the abuse and exploitation of children, young people and women, ensuring that I am aware of potential risks with regards to my conduct and work, and take appropriate action so as to minimize risks to children, young people and women.
- d. Contribute to building an environment where children, young people and women we engage with are:
 - respected and empowered to participate in and discuss decision making and interventions into their safeguarding in accordance with their age, maturity, and evolving capacities; and
 - well informed on their safeguarding and protection rights and what to do if they have a concern.
- e. Display high standards of professional behavior at all times, providing a positive role model for children, young people and women.
- f. Comply with all relevant international standards and local legislation in relation to child labor and refrain from using children and young people under the age of 18 for domestic or other labor, if such work is inappropriate, exploitative, or harmful, given their age or developmental capacity, interferes with their education and recreational activities, or places them at significant risk of



injury, exploitation, or violence. In addition, I understand that I must not use children and young people PSTC works with, regardless of their age, for domestic or any other labor.

g. Respect the privacy and confidentiality of children, young people and women associated with PSTC. This means I will:

- Never ask for or accept personal contact details or invitations to share personal contact details (this includes email, phone numbers, social media contacts, address, webcam, Skype, etc.) from any child or family associated or formerly associated with our work or share my own personal contact details with such individuals, except where this has been explicitly authorized by PSTC and/or for PSTC business purposes.
- Never disclose, or support the disclosure of, information that identifies sponsored families or children, through any medium, unless that disclosure is in accordance with standard PSTC policies and procedures and/or has the explicit consent of PSTC. Media include paper, photographs, and social media.
- Never make any contact with a child, young person, and woman or family members associated with PSTC's work that is not supervised by a member of PSTC staff. Such contact may include but is not limited to visits and any form of communication via social media, emails, and letters.
- Always ensure that when on an official or work visit with PSTC, if I wish to take pictures of children, young people and women associated with the organization for personal use, I will:
 - Always consult first with the local PSTC office so as to make sure that it is ok to take pictures in the local context and that the intended use of the pictures does not conflict with PSTC's policies.
 - Ask permission of the child or young person or woman (or in the case of young children, their parent or guardian), informing them of the specific purpose(s) and intended use (including how and where), and respect their decision to say no, making it clear that there will be absolutely no negative repercussions from denying such consent.
 - Ensure the images are respectful and do not impact negatively on their dignity and privacy.
 - Ensure that the use of the images does not put the child or young person or woman at risk of being identified or located.
 - Never upload the images of children and young people associated with PSTC to non-PSTC social media pages without the full and explicit consent of PSTC.

h. Report and respond to any concerns, suspicions, incidents, or allegations of actual or potential abuse to a child or young person or woman in accordance with PSTC Whistleblowing Policy.

i. Cooperate fully and confidentially in any PSTC investigation of concerns or allegations of abuse to children, young people and women.



j. Immediately disclose all charges, convictions, and other outcomes of an offense, occurring either before or during association with PSTC, relating to exploitation and abuse of a child or young person or woman.

I will not:

- a. Abuse or exploit a child or young person or woman or behave in any way that places a child or young person or woman at risk of harm, including through harmful traditional practices such as, for example, forced labor, or child or forced marriage.
- b. Engage in any form of sexual activity or develop physical/sexual relationships with anyone under the age of 18, regardless of the local age of consent. Mistaken belief in the age of a child is not a defense.
- c. Engage in sexual relationships with PSTC's young direct beneficiaries between the ages of 10-24, as these undermine the credibility and integrity of PSTC's work and are based on inherently unequal power dynamics.
- d. Use physical punishment/discipline or physical force of any kind towards children or young people or women.
- e. Engage child, young person and woman in any form of sexual activity which involves the exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading, or exploitative behavior. This includes exchange of assistance that is due to beneficiaries.
- f. Use language or behave towards a child or young person or woman in a way that is inappropriate, offensive, abusive, sexually provocative, demeaning, or culturally inappropriate.
- g. Fondle, hold, kiss, hug, or touch children or young people or women in an inappropriate or culturally insensitive way.
- h. Have a child/children/young person/women with whom I am in contact in a work related context stay overnight at my home or any other personal residential location or accommodation.
- i. Sleep in the same room or bed as a child or young person or men/women with whom I am in contact in a work related context. Where it is necessary to sleep close to unaccompanied children and young people, I will make sure that another adult is present and it is in line with authorized procedures.
- j. Do things of a personal nature for children or young people or women with whom I am in contact in a work related context, (e.g. taking a child/young person to the toilet/bathroom, helping them get un/dressed etc.) that they can do for themselves.
- k. Spend time alone away from others with children and young people with whom I am in contact in a work related context; I will always make sure that another adult is with me and/or I am with the child/young person in an open public place, where others are around and in plain view of others.
- l. Hit or otherwise physically assault or physically abuse children or young people or women.



- m. Act in ways that shame, humiliate, belittle, or degrade children, young people and women, or otherwise perpetrate any form of emotional abuse.
- n. Discriminate against, show differential or preferential treatment to, or favor particular children, young people and women to the detriment of them or others.
- o. Develop relationships with, engage in any practice with, or develop behavior towards children, young people and women which could in any way be deemed or interpreted as exploitive or abusive.
- p. Condone or participate in behavior of children or young people or women which is illegal, unsafe, or abusive.
- q. Use any computers, mobile phones, video/digital cameras, or any such medium to exploit, harass, or bully children or young people or women.
- r. Use computers, mobile phones, video/digital cameras, or other electronic devices to access, view, create, download, or distribute pornography, especially abusive images of children or young people or women.

The above is not an exhaustive list. Staff, board (GB) members, volunteers, sponsors, donors, partners, visitors, and other associates should consider all related actions and behavior which may compromise the rights and safeguarding of children and young people.

Personal Conduct Outside of Work or Engagement with PSTC

We do not dictate the belief and value systems by which staff, volunteers, partners, visitors, and other associates conduct their personal lives. However, actions taken by them out of working hours that are seen to contradict this policy will be considered a violation of the policy.

Our staff, managers, volunteers, and any other associates are required to adhere to principles of the Safeguarding policy, both at work and outside work.



ANNEX 2: GUIDELINES FOR IMPLEMENTING SAFEGUARDING IN PRACTICE

These guidelines outline the requirements for safeguarding children, young people and women that are applicable to organizations that work with PSTC in carrying out our programs involving children, young people and women.

They are particularly applicable to organizations assessed as having contact with children, young people and women, working with children, young people and women, and/or whose projects, programs, processes, activities, advocacy, and influence work impact on children, young people and women. Organizations supported by PSTC are expected to build on these guidelines as appropriate based on the nature of their activities and risks to children, young people and women.

The guidelines illustrate our commitment to support and respect children's, young people's and women's rights to be protected from harm and to provide a safe and protective environment for children, young people and women who are involved with any programs implemented and/or supported by PSTC.

The guidelines should be applied in relation to children and/or young people and/or women as appropriate, depending on *the group the organization works with*.

1. Prevention: The Organization must take appropriate measures to manage child and/or young person and/or woman safeguarding risk factors and prevent abuse and exploitation before it occurs. Prevention measures should include organizational safeguarding policies, codes of conduct, and associated procedures; the management of safeguarding risks in relation to its operations, activities, and interventions; and the production and promotion of "child, young person and woman friendly" safeguarding information and resources.

2. Code of Ethics and Conduct: The Organization is required to ensure that their personnel avoid any behavior or conduct that compromises the safety and protection of children and/or young people and/or women within its activities, operations, and programs. In addition, programs and activities working directly with children and/or young people and/or women or involving direct contact between the same should develop guidance on expected and acceptable behavior for children and/or young people and women towards each other. This should be incorporated into policy and practice documents.

3. Gender Equality and Non-Discrimination: The Organization should ensure that all Safeguarding Children and/or Young People and/or women policies and procedures take into account gender equality and non-discrimination requirements. These policies and procedures should recognize that girls, boys, young women, young men, and children, young people and women of all ages of different gender identities may face different risks relating to their safety and protection, and that all children and young people have an equal right to protection, irrespective of: age, sex, gender, gender identity, sexual orientation, nationality, ethnicity, color,

race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, or class.

4. Screening Procedures: There should be detailed screening procedures for all personnel (including unpaid volunteers) who will come into contact with children and/or young people and/or women (directly or indirectly). Screening procedures should be available in each program/project office of the location and updated on a regular basis, where possible. Screening procedures may include: certificate of good conduct, police reference checks or equivalent, verification that applicants are not listed in national registries of child offenders; a detailed application and interview process; references who support the applicant's suitability to work with children and/or young people and/or women.

5. Awareness: The Organization should ensure that all personnel, sub-contractors, consultants or affiliates involved with children, young people and women's programs are aware of safeguarding risks, policies, and procedures, and their safeguarding responsibilities. In addition children and/or young people and/or women engaged and their parents, guardians, or caregivers should be informed of the same so that they know what behaviors to expect and how to report any concerns.

6. Capacity Building: The Organization should develop the capacity of all who work with and for children and/or young people and/or women to appropriately prevent, detect, report, and respond to safeguarding concerns, particularly as they pertain to differing gender and other identities. Efforts should be made to ensure organizational policies and practices are understood and can be effectively implemented through mandatory inductions and on-going training courses for all employees, volunteers, and other associates.

7. Participation of Children and/or Young People and/or women: Children and/or young people and/or women should be actively, meaningfully, and ethically involved in the development of safeguarding measures in accordance with their evolving capacities. Children and/or young people and/or women must not be treated simply as objects of concern but rather listened to, taken seriously, and treated as individual people with their own views.

8. Reporting Mechanisms for Children and/or Young People and/or women and Staff: Mechanisms should be established that enable the safe reporting of safeguarding concerns. Such mechanisms should ensure appropriate escalation of concerns within the organization, referral to the appropriate authorities, and confidentiality. In addition child, youth and woman reporting mechanisms should be accessible, friendly, and sensitive to their differing needs.

9. Response and Follow Up: Organizational policies and procedures should include appropriate measures to support and protect children and/or young people and/or women when concerns arise. All measures taken to respond to a safeguarding concern should take into account the best interest of the child or young person or woman and be sensitive to their differing gender and other identities, ensuring they are kept safe and protected. Response measures should be



appropriately risk assessed and endeavor to ensure no further harm comes to the child and/or young person and/or woman as a result of any actions taken by the Organization.

Concerns should be written up and information kept in accordance with the privacy and confidentiality policies of the Organization and/or local legislation. In addition, organizational processes should ensure response evaluation and follow up for organizational learning.

The Organization should also advise PSTC of any complaints of abuse to children and/or young people and/or women in line with the working agreement.

10. Implementation, Monitoring, and Review: The implementation and monitoring of the Safeguarding Children and/or Young People and/or women Policy for each Organization should be reviewed at regular intervals as determined necessary by the Organization, preferably at least every five (5) years, where possible.

11. Sanction and Discipline of Organization personnel: The Organization policies and procedures should provide for appropriate sanctions and disciplinary measures which ensures children, young people and women are protected from further potential harm. This may include the immediate suspension of personnel until such time as the allegations are either substantiated or refuted. Personnel convicted of abusing a child or young person and woman will be immediately terminated with cause from his or her position.

12. Informed Consent: The Organization should provide children and/or young people and/or woman (and their parent(s)/legal guardian(s) where applicable), with all necessary details (including on any associated risk) to make an informed decision regarding their participation in programs and activities, including any voice recordings, video, or photographs of children and/or young people and/or women (including how and where these will be used). Participation and/or usage of information and/or images should only take place after consent is obtained.

13. Protection of Personal Information: Personal information regarding any child or children and/or young people and/or woman/women, whether or not such information is obtained as part of the programs involving children and/or young people and/or women, should be treated confidentially. There should be clear procedures showing the responsibilities within the organization for accessing and using such data with appropriate authorizations. In addition such data should not be disclosed to any third party, except in accordance with the policies of the Organization or as required by applicable local laws. Personal information includes, but is not limited to, any information that can be linked to or used to identify a Child and/or Young Person and/or woman.

14. Working with partners: The Organization should ensure adequate safeguarding assessments are made as part of its due diligence processes when it comes to partnership working. Third party entities that are contracted or supported to work with children or young people or women must be subject to the same safeguarding principles and approach outlined in the Organization's policy and procedures. Vendors, suppliers, and other contractors that may be in direct or indirect contact with children, young people and women must also be subject to appropriate actions.