

Quick Guide Note to develop and review Safeguarding Policy

Safeguarding is the action that is taken to protect children and adult at risk from harm. It shapes the organisation's approach, practice and culture to ensuring a comprehensively safe environment for all people with whom the organisation engages. This means staff, partners, beneficiaries and the communities in which we are engaging.

Safeguarding policy sets out the core principles and the commitment of an organisation to keep children and adult-at risk safe. It gives clear direction for organisation or group what to do and how to keep children and adult at risk safe.

This document serves as a quick reference and to guide CSSP2 partners to develop their safeguarding policy. It is very basic and the elements/contents listed below are not exhaustive. As you develop please consider your context; the entire recruitment process and all steps of project cycle.

Contents for safeguarding policy

Background about the organization (short profile): This section gives a background to the reader and set's a framework for the document.

Scope of the policy: Individuals and groups this policy applies to. Your policy needs to cover staff, board member, consultants, volunteers, target groups and other representatives (e.g. service providers).

Principles and commitment: show your commitment an principles that governs your organisation to ensure the safety of children and adult at risk

Definition of key terms and concepts

To define terms and concepts avoid ambiguity. The terms or concepts that can be included are child, adult at-risk, types of abuses (Physical; emotional; sexual; economical), and so on. These are suggestion and you may not limited to them.

Reporting mechanism: this needs to be very clear to your staffs, community and representatives. Your reporting mechanism should consider the following:

- What; when; to whom; how; where to report;
- A focal person(s) should be assigned.
- Options for reporting (dedicated email and phone number should be indicated. If possible, for illiterate; children and people with mental disability you can think of different mechanism).
- Standard format for reporting
- Ensuring the confidentiality of the report; how to protect the complainer and the survivor
- How to responds to the allegation and How to give feedback
- The consequence of the abusive action (e.g. termination of contracts and providing legal support to the survivor) should be clearly indicated. You can also link this with HR/staff manual
- If possible, it is good to show the process using a flow chart

Accountability of the team: Clear responsibility of your team needs to be stated. The role of the governance; management team; HR; focal person and others' role should be clearly indicated.

Revision time: The approval date of the policy; effective dates and how often do you revise the policy needs to be indicated.

Learning and Monitoring: How do you monitor and how often do you revise the policy? The policy should be approved by senior governance body of the organization (in most cases the board). The dates of approval needs to be indicated. It needs to be revised periodically based on the outcome of the policy monitoring. The time for revision needs to be indicated (e.g. annually).

Code of conduct: This can be annexed to your policy. All staff should sign the code of conduct and file in their personal files. In the code of conducts you can include the following key elements

- Expected standards of behavior
- Conceivable harmful or abusive or unacceptable behaviors. Your list may not be exhaustive list but from your and others experience try to list unacceptable behaviors as much as you can.
- Unacceptable behaviors list should consider both behaviors that can cause physical, sexual, emotional and economical violence or harm on children and adult at risk. Some of the examples of unacceptable behaviors are insulting; maltreatment; neglect; engaging in or developing any sexual relationship with children and adult at risk which includes using inappropriate language; behave in manner which sexually proactive, etc.
- Indicate that this code of conduct will apply on all your representatives (staff, volunteers, consultants, etc.)

In general, your safeguarding policy needs to be part of your organizational system. It should link with other policies e.g. HR policy. You need to consider mandatory and regular trainings for your staffs and other representatives.