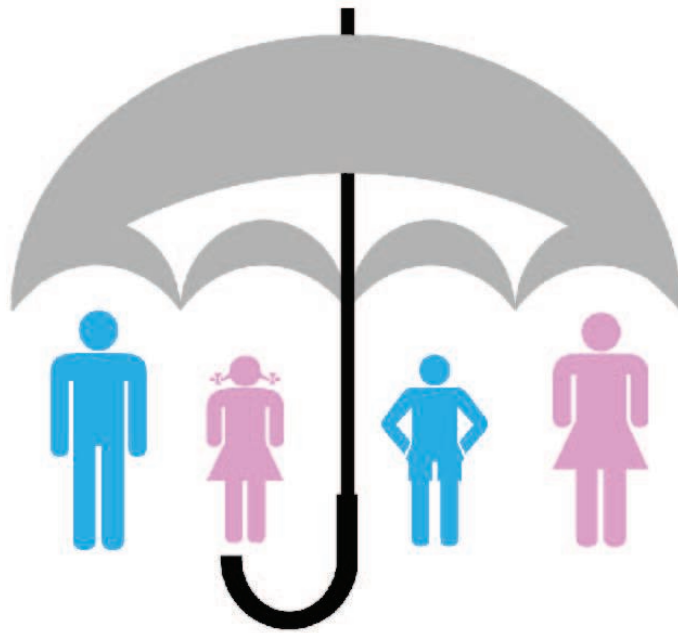


Safeguarding

Protecting Adults and Children



January 2018



**NGO FORUM
FOR PUBLIC HEALTH**

4/6, Block- E, Lalmatia, Dhaka-1207, Bangladesh



SAFEGUARDING POLICY & PROCEDURES

Protecting Children and Adults at Risk

January 2018

Introduction

The NGO Forum for Public Health Safeguarding Policy has been developed utilizing global best practice and standards in child safeguarding ('child safeguarding' refers to the internal-facing, business critical policies, procedures and practice that agencies employ to ensure that an organization is child safe). 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.

NGO Forum for Public Health 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, and particularly the abuse of those most vulnerable among us, including children, young people and adults at risk. 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 NGO Forum for Public Health will be made aware of this policy and of what to do if they have any concerns. There is guidance for those responding to concerns so that they are properly dealt with, including sharing information about concerns with agencies that need to know and involve children, young people and families appropriately.

It is our policy that no-one shall work with children, young people or adults at risk within NGO Forum for Public Health who convicted concerning sexual offences against children, young people or adults at risk or children convicted of or has received a formal police caution concerning an offence against

This means that:

- All who work with children & young people and adults at risk under the auspices of NGO Forum for Public Health will, where eligible, be required are expected at all times to conform with good practice in their work; and where appropriate, undertake safeguarding awareness training.
- Those responsible for the appointment of such workers must take all reasonable steps, including obtaining disclosures to ensure that persons who have been convicted concerning sexual offences against children, young people or adults at risk shall not undertake work with children, young people and adults at risk under the auspices of NGO Forum for Public Health.

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, are in contact with, or who are affected by their work and operations.
- If organization works with partners they have a responsibility to help partners meet the minimum requirements on protection.
- 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 which are paramount

Definitions and Terms

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.

Representatives are defined as employees of NGO Forum for Public Health, volunteers and independent contractors (consultants).

All line managers have the responsibility to ensure that all representatives of NGO Forum for Public Health are made aware of the Safeguarding policy and code of conduct and are given a copy of the guidance and procedure for reporting child abuse/abuse of adults at risk.

Any representative of NGO Forum for Public Health who as part of their work or due to the nature of their work, is likely to have the opportunity for unsupervised contact with children, young people or adults at risk, will be expected to produce a valid disclosure.

For employees, abuse to children or adults at risk will be considered as gross misconduct. Allegations of child abuse/abuse of adults at risk made against an employee or any representative of NGO Forum for Public Health will be thoroughly investigated under the organization's disciplinary policy; for employees, it may lead to disciplinary action being taken against the employee while other representatives will have their services terminated immediately.

Scope

This policy applies to all NGO Forum for Public Health staff, volunteers and its associates.

Definition of abuse

Child abuse/abuse of adults at risk occurs when adults or other children inflict hurt on children or young people 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. The harm cannot always be easily categorized. However, broad kinds of abuse can be identified as follows:

- Physical abuse or physical injury to a child /vulnerable adult, such as evidence of hitting, kicking or shaking, where there is definite knowledge or reasonable suspicion, that the injury was inflicted or knowingly not prevented.
- 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 behaviour 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, warmth and medical care are not met, or when there is a failure to protect a child from exposure to any kind of danger, resulting in serious impairment of a child, young person or vulnerable adult's health or development.
- Exchanging of benefits, for example goods, food and money in exchange for sexual favours.

- Bullying, which could include physical intimidation. This includes verbal intimidation, including racist and sexist remarks; emotional intimidation for example, excluding or isolating someone.

Implementation

The protection from abuse and the rights of children and adults at risk will be addressed through the following steps:

➤ **Risk assessment/risk mitigation**

NGO Forum for Public Health recognizes that there are a number of potential risks to children and adults at risk in our work, particularly in those programs where staff or others are in contact with these groups. In recognizing these risks, staff and others should proactively assess and manage risks to children and adults at risk to reduce the risk of harm. Staff should ensure that any activities they undertake will ensure thorough and systematized safeguarding risk assessments. Staff should also ensure that safeguarding is mainstreamed throughout projects and activities along with other cross-cutting issues. This includes consideration of safeguarding when conducting a risk assessment for any project, particularly those where staff comes into direct contact with children and/or adults at risk. A risk assessment should always be conducted during project design, and periodically reviewed during the life cycle of the project.

The Programme Manager or appropriate responsible person should commit to undertake a review of their current programmes to assess any risks to children and/or adults at risk and develop mitigation strategies. It is important that this assessment is gender sensitive and takes into account the specific needs of girl and boy children, relevant to the local cultural, political, religious and humanitarian context. Safeguarding should be mainstreamed in existing programmes, and periodic reviews of existing programmes need to be conducted for any new or emerging safeguarding risks.

➤ **Safer recruitment**

NGO Forum for Public Health will ensure a Safeguarding recruitment process which should be taken throughout the hiring process, from designing the job description to formal engagement of the employee, to minimize the risk of engaging someone who may pose an unacceptable risk to children.

➤ **Behavior protocols/code of conduct**

Representatives of NGO Forum for Public Health who comes into contact with children and/or young people or adults at risk must follow the code of conduct.

Representatives of NGO Forum for Public Health **must not**:

- Hit or otherwise physically assault or physically abuse children or adults at risk
- Develop physical/sexual relationships with children or adults at risk
- Develop relationships with children or adults at risk, which could in any way be deemed exploitative or abusive.
- Place themselves in a position where they could be accused of sexually abusing a child, young person or vulnerable adult, i.e. holding or hugging a child, young person or vulnerable adult, or physically touching children, young persons or adults at risk in a way that could be considered abusive in ways described in this document.

- Spend time alone with children or adults at risk. Plan activities so that more than one person is present or, at least, other people are within sight and hearing. Wherever possible ensure that another adult is present to supervise the activity.
- Take children/adults at risk alone in a car, even on short journeys.
- Act in ways that may be abusive or may place a child or vulnerable adult at risk of abuse.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Offer benefits such as food, favours, clothes, jobs, money in exchange for sexual favours
- Show favouritism to any individual for sexual favours in return.
- Act in ways intended to shame, humiliate, belittle or degrade children or adults at risk, or otherwise perpetrate any form of emotional abuse.

All representatives **must**:

- Treat everyone with respect, recognize their right to personal privacy.
- Be aware of situations that may present risks and manage these.
- Plan and organise the event in a way so that risks are minimised.
- Avoid being drawn into inappropriate attention seeking behaviour, such as tantrums or crushes.
- If a residential event is being planned, ensure that adults and children have separate sleeping accommodation. Never sleep in the same room or bed with child or vulnerable adult with whom the organization are working.
- Remember that someone else may misinterpret your actions, no matter how well intentioned.
- Adults should avoid being placed in a compromising or vulnerable position. The adult is always considered responsible even if a child behaves seductively.

➤ **Education/training**

Staff will receive training as part of their induction. The Code of Conduct which all staff members must sign includes the following two clauses:

- I will abide by NGO Forum for Public Health's Child Protection Policy and will not engage in inappropriate or sexual behaviour with children under the age of 18 or adults at risk, regardless of local custom.
- I will not abuse or exploit children under the age of 18 or adults at risk in any way and will report any such behaviour of others to my line management.

➤ **Safe programme design**

NGO Forum for Public Health has a commitment to design and deliver programmes which are safe for children and adults at risk. This will ensure that programmes and projects will be risk assessed for safety and protection of children and vulnerable adults.

➤ **Communications**

NGO Forum for Public Health has a commitment to undertake all communications with a child, young person or vulnerable adult in a safe manner, by:

- 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

➤ **Social media**

With the emerging technologies there is potential for misuse of social media. The risks associated with user interactive services include: cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-harm, racist, hate and adult pornography. NGO Forum for Public Health will ensure risks associated with social media are explored and managed through the risk assessment and that staff follow the organization's social media policy.

➤ **Management responsibilities**

All the line managers have the responsibility to ensure that all representatives of NGO Forum for Public Health are made aware of the safeguarding policy and code of conduct and are given a copy of the guidance and procedure for reporting child abuse/abuse of adults at risk.

➤ **Reporting/responding to concerns**

Report has to be made at the following instances:

- Abuse is observed or suspected
- An allegation of abuse is made
- A child/vulnerable adult discloses abuse

All the representatives of NGO Forum for Public Health should be alert to signs that may suggest a child, young person or vulnerable adult is in need of help.

No representative of NGO Forum for Public Health will prejudice their own position or standing with NGO Forum for Public Health by responsibly reporting potential or suspected child abuse or abuse of a vulnerable adult.

It is important to note that where representatives report concerns, it is not their responsibility to decide whether or not abuse is taking place but it is their responsibility to pass these concerns on. Particular care will be taken in regard to confidentiality and the sharing of information with appropriate people.

Representatives must exercise extreme vigilance in keeping information confidential.

Information given should be written in a report as soon as possible after the concern was raised (within 24 hours if possible). Any written records taken must be kept securely in a locked place. Under no circumstances should any individual attempt to deal with the problem of abuse alone.

When a representative of NGO Forum for Public Health suspect's child abuse or abuse of a vulnerable adult is occurring they should follow the reporting procedure.

➤ **Monitoring and review**

Regular monitoring of risks, risk mitigation and the effectiveness of safeguarding measures will be incorporated into NGO Forum for Public Health's monitoring processes and activities. The policy will be reviewed every 3 years.

Some ways in which NGO Forum for Public Health will ensure regular monitoring and review:

- Safeguarding is incorporated into the organisation's risk register and quarterly and annual reporting processes.
- Safeguarding policy requirements are included in Grant and Partnership Agreements with local partner agencies, and contracts with vendors and consultants.
- Child protection and the protection of adults at risk are included as a cross-cutting issue in partner proposal appraisal checklists, and in field monitoring report templates.
- Senior management and the Board Members will regularly review the risk register and organisation's reports to ensure that safeguarding measures are in place and effective.
- Policy includes the statement that the policy will be reviewed at minimum of every 3 years or when it is shown necessary that additional issues need to be identified and addressed, such as with a significant change in context or program or change to Bangladesh legislation.

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 – and what can go wrong when there are no procedures in place
- An introduction to and discussion of the policy, ensuring all participants understand the purpose of the policy, the content, and terminology

Child protection/protection of adults at risk internationally

NGO Forum for Public Health works in different geophysical areas of the country and across a broad range of circumstances. Translating child protection/protection of adults at risk across these different contexts and cultures can be difficult. Some legal and cultural frameworks may vary but the commitment from NGO Forum for Public Health to protect children, young people and vulnerable adults remains.

A commitment to child protection/protection of adults at risk is fundamental to NGO Forum for Public Health's partnership approach to work. NGO Forum for Public Health, through its representatives, will challenge and help new and existing partners (where they are not already doing so) to address child protection/protection of adults at risk issues in their organisation and in the communities in which they work. All NGO Forum for Public Health partners will be required to explain what measures they have in place to protect children and adults at risk from abuse.

Where projects involve close contact with children, young people or adults at risk and the partner does not have a written child protection/protection of vulnerable adults policy, the relevant representative of NGO Forum for Public Health should ask the partner a series of questions that address child protection/protection of adults at risk issues prior to any partnership agreement.

Child protection/protection of adults at risk concerns may be more likely in emergency situations, particularly where children are displaced and separated from their families, or where the family is under extreme stress, children and young people then become particularly vulnerable. Representatives of NGO Forum for Public Health are expected to be extra vigilant to follow the code of conduct at these times to ensure those children and young people are protected from harm.

Investigations/Disciplinary Measures/Other Support for staff

NGO Forum for Public Health can and will take any disciplinary action necessary against staff or others if they are found to have breached the Safeguarding Code of Conduct. If such an incident occurs, NGO Forum for Public Health's disciplinary policy will be invoked.

There will be times when the behaviour of employees may constitute a breach of the Safeguarding Code of Conduct, but not be considered criminal conduct under local legislation. In this instance NGO Forum for Public Health will consider providing other support to these staff, for example, training, counseling, increased supervision or transfer to other duties. There may be cases, however, where NGO Forum for Public Health feels it is appropriate to dismiss an employee even if the behaviour is not criminal, for example a gross violation of the Safeguarding Code of Conduct.

Identifying information about safeguarding should be shared on a 'need to know' basis only. Any staff members who raise concerns of serious malpractice should be protected as far as possible from victimisation or any other detrimental treatment if they come forward with serious concerns, provided that concerns are raised in good faith. Deliberate false allegations should be made a serious disciplinary offence and investigated by NGO Forum for Public Health.

The subject of the complaint (alleged perpetrator) and all witnesses must cooperate fully and openly with internal and statutory investigations and hearings. Their confidentiality will be protected and information which could identify them will be shared on a 'need to know' basis.

Handling external concerns

NGO Forum for Public Health employees should be able to clearly differentiate between internal and external concerns. **Internal concerns** are those where persons covered by the policy are the alleged perpetrators. **External concerns** are abuses which would usually be considered criminal under local legislation, and perpetrated by persons not described in the scope of this policy.

NGO Forum for Public Health should not ignore any protection issues of concern; however, abuse in the wider community is an external concern, and NGO Forum for Public Health and/or its Safeguarding Representative needs to have the mechanism for appropriately and efficiently referring cases. Clearly, if a child or vulnerable adult is in immediate need of attention then staff must act, but the employee must consider in advance how much support it is qualified or able to provide, and recognize when it is best to refer.

Informing communities and receiving complaint

NGO Forum for Public Health should consider how they will inform children, adults at risk and communities on the conduct expected from staff and others associated with the organisation. Considerations should be made as to how community members, including children, can raise concerns over inappropriate behaviour 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.

Templates and Tools

Child Safeguarding Incident Reporting

NGO Forum for Public Health will take all concerns and reports of child abuse seriously and will take immediate action. Staff members or others reporting child protection concerns will be supported by the agency throughout the process of assessing the claim.

This form should be used to report, if you see or suspect abuse, if an allegation of abuse is made, or if a child discloses abuse. The information you provide here will be kept CONFIDENTIAL and all steps will be taken to ensure you are supported by management and that your protection is considered in any actions taken.

What to do if a child or adult discloses harm to you

Receive

- Listen to the child/vulnerable adult
- If you are shocked by what they are saying, try not to show it
- Take what they say seriously
- Accept what the child/adults at risk says
- DO NOT ask for (other) information

Reassure

- Stay calm and reassure the individual that they have done the right thing in talking
- Be honest and do not make promises you can't keep
- Do not promise confidentiality – you have a duty to refer the individual who is at risk
- Acknowledge how hard it must have been for them to tell you what happened

React

- React only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate them for details
- Do not ask leading questions
- Explain what you have to do next and to whom you have to talk
- Explain and if possible seek agreement that you will have to discuss the situation with someone else and will do so on a 'need to know' basis.

Record

- Make some brief notes at the time and write them up more fully as soon as possible – use the Record of Concerns Template attached
- Take care to record timing, setting and personnel as well as what was said
- Be objective in your recording – include statements and observable things rather than your interpretations or assumptions

Act Now

- Discuss the matter with the safeguarding representative immediately

Child and Safeguarding Incident Reporting Form

Part One: About You

Name: _____

Your role in (agency or partner agency): _____

Details of any other organisation involved: _____

Your relationship to the child, young person or Vulnerable Adult concerned: _____

Part Two: About the Child/Vulnerable Adult

Name(s): _____

Male/female: _____

Age: _____

Address: _____

Whom does the person live with?: _____

Part Three: About Your Concern

How did you come to have a concern: was abuse or policy non-compliance observed or suspected? Was an allegation made? Did a child, young person or vulnerable adult disclose abuse? _____

Date, time and place of any incident(s) reported to you: _____

Nature of concern/allegation: _____

Observations made by you (e.g. child's emotional state, any physical evidence)

Write down exactly what the child or person making a report said and what you said (or another informant said): continue on a separate sheet of paper if necessary.

Any other relevant information? (E.g. disability? language?)

Were other children involved or aware? _____

Have you already spoken to parents or caregivers or any other Safeguarding Personnel or Agencies? Yes or No ____ If Yes, who or whom? _____

Time and date of reporting: _____

Person(s) to who report was made: (name of supervisor/manager/staff):

Advice given by that person or agency:

Action taken:

I understand that in making this report the agency may have to inform other authorities, in a confidential manner and only if necessary for the safety of the child, vulnerable adult, the staff member, or the agency, or to meet obligations to donors or under national law.

Signed _____

Date _____

Note: Please remember that all information contained in this report must be kept confidential and must not be revealed to anyone except the person you reported to. You will be informed of next actions that will be taken

Safeguarding Risk Assessment

How to identify situations which require child or adult's safeguarding risk management

1. Contact with children/vulnerable adult Risk Assessment (No = nil contact)		
Inherent risk	Personnel will be deployed in-country	
	Personnel will be working in a remote and/or rural location	
Degree of Isolation	Involves being alone with children/vulnerable adult (not frequently enough to be working with children/vulnerable adult)	
	Involves activities that are away from organisation location	
	Involves meeting one-on-one with children/vulnerable adult (not frequently enough to be working with children vulnerable adult /)	
	Involves unpredictable or remote settings	
Online contact or access to personal details	Involves direct one-on-one or group access to children/vulnerable adult online	
	Involves supervising child-to-child online contact	
	Involves online access to a child's or children's/ vulnerable adult's personal and/or confidential information	
	Inadequate/missing safe options for children/ adults at risk to report unwanted attention or inappropriate behaviour by others	
	Involves educating children and supporting adults on cyber safety	
2. Working with Children/adults at risk Risk Assessment		
Vulnerability of child/children/vulnerable adult	Engages with children/adults at risk whose true or cognitive age impacts on their ability to protect themselves	
	Engages with children/adults at risk who have challenges that contribute to their vulnerability (e.g. psychological, situational)	
	Engages with children/adults at risk who do not have many support systems	
Degree of physical contact	Involves demonstrating a skill to children/adults at risk	
	Position involves need for physical contact/touching children/vulnerable adult	
	Involves providing a personal service (e.g. washing, dressing, toileting)	
Degree of monopoly	Monopoly on provision of goods and/or services <ul style="list-style-type: none"> • Medical • Food distribution 	

	<ul style="list-style-type: none"> • Career training (sports/musical) 	
Degree of supervision	Involves personnel having unsupervised contact with children/adults at risk	
	Activities/engagement with children/adults at risk is not observed or monitored	
	insufficient number of trained staff to supervise activities/engagement with children/adults at risk	
Degree of trust	Involves developing close, personal, long term relationships with children/adults at risk	
	Involves transporting youth	
	Involves one or more of the following: One-on-one supervision, overnight supervision, out of town activities, advising or offering guidance to youth or spending extended periods of time with youth e.g. camps	
	Contributes to important decisions regarding the future of children/adults at risk	
Access to Property	Has access to personal/confidential information	
	Adult has a perceived or actual level of authority (from child/adults at risk perspective)	
Skills and knowledge required	Requires specific skills, knowledge, qualifications or service eligibility requirements to undertake a child/adults at risk related position	
Child labour	Possibility that activity will lead to the employment of children	
	Possibility that activity will lead to the removal of children from school	
	Possibility that activity will lead to children being employed in hazardous work	
Vulnerability of parent/carer	Engages with parents whose true or cognitive age impacts on their ability to protect their children/adults at risk	
	Engages with parents who have challenges that contribute to their ability to provide care (e.g. psychological, situational)	
	Engages with parents who do not have many support systems	
Vulnerability can include:	Physical and mental disabilities, homelessness, child sex workers or parents who are sex workers, children and families impacted by disasters, displaced, migrants, refugees and asylum seekers, children in contact with the law, children that have been subject to trafficking, orphans, unaccompanied minors and the very young.	

Safeguarding Recruitment Checklist

Steps in recruitment	How it can help keep children/adults at risk safe
<p>When designing the job, analyze the role and think of the safeguarding issues and risk in that job:</p> <ul style="list-style-type: none"> • What contact with children/adults at risk will the job involve? • Will the employee have unsupervised access to children and or adults at risk, or hold a position of trust? • What other sort of contact may the person have with children/adults at risk (e.g., via email, telephone, letter, internet)? 	<p>Helps organisation to determine the level of contact with children/adults at risk and potential</p>
<p>Develop clear role profiles, terms of reference/role briefs for all the posts including short-term and consulting contracts.</p>	<p>(same as above)</p>
<p>Make sure that the selection-criteria outlines the relevant experience should be included safeguarding issues, if the post involves direct work with children and/or adults at risk.</p>	<p>Positions with greater contact with children/adults at risk may require more specialized skills and experience</p>
<p>Make sure that the commitment of keeping children/adults at risk is saved, safeguarding issues should be included in details for any post advertised for prospective candidates for the respective job. Safeguarding policy should be mentioned on the website and a copy of the policy including the Code of Conduct should also be on the website</p>	<p>This will help deter sex offenders and other unsuitable people from applying.</p>
<p>Develop application forms that ask for consent to gain information on a person's past convictions/pending disciplinary proceedings.</p>	<p>For the purpose of conducting criminal background checks</p>
<p>Whenever possible, conduct interviews face-to-face</p>	<p>In order to pick up on non-verbal cues</p>
<p>Make sure that the organization has a well-planned interview process. Make sure that the interviewers have relevant knowledge about child safeguarding and best practice</p>	<p>Behaviour-specific questions help uncover any areas of concern about an applicant</p>
<p>Include some specific behavioural-based questions in the interview that draw out people's attitudes and values in relation to the protection of children.</p>	<p>Behavioural-based questions that ask for examples of past behaviour give the best indication of future behaviour.</p>
<p>Ask for documentation to confirm identity and proof of relevant qualifications.</p>	<p>Deters potential abusers, prevents applicants from covering up a history of questionable or</p>

	criminal behavior
Ask applicant to sign a declaration that they have not been charged with child abuse or exploitation offences.	This gives an agency stronger grounds to terminate employment if convictions are discovered later on.

Take two references including from previous employers or others who have knowledge of the candidate's experience and suitability to work with children. One of the references must be their immediate prior employer.	Written references are easier to be forged. Verbal referee checks provide opportunities to gauge non-verbal cues such as hesitancy and ask follow up questions.
Verify the identity of referees	To ensure referees are actual previous employers or people not related to the applicant
Conduct as many background checks as possible.	To be certain of a person's background and qualifications
Successful applicants will be provided with a full copy of the child safeguarding policy, provided with brief orientation (further training as per the organization's schedule), and asked to sign the Code of Conduct. This page will be kept in their HR file, along with a photo copy of the person's identity document.	Having staff sign the code of conduct: <ul style="list-style-type: none"> - Creates clear boundaries - Prevents misinterpretations - Identifies inappropriate boundaries Is empowering for colleagues and management
All postings should have a probationary period of employment to ensure suitability once in post.	A probation period allows the organization to assess the skills and capacity of a new employee, as well as monitor aspects of an employee such as honesty, reliability, and interactions with co-workers, communities and children.

Code of Conduct Template

Appendix 4

Issue	Expected Behaviour (Do)	Expected Behaviour (Don't)
Discipline of children/adults at risk by staff and volunteers at work		
Language used by staff and volunteers with and around children, adults at risk and families		
Use of electronic communication with children and young people		
Abuse and exploitation of children and adults at risk by staff or volunteers when they are not at work (e.g. including child labour)		
Abuse and exploitation of children and adults at risk by staff or volunteers when they are at work		
Giving and receiving gifts from children, adults at risk and families		
Physical contact between staff or volunteers and children and adults at risk		
Taking photos and using images of children and adults at risk		
Approach for children and vulnerable adult's sleeping arrangements		
The use of social media by staff and volunteers		
Adults and children using the same changing rooms or bathrooms		
Transporting children and adults at risk		
Being alone with children and adults at risk		
Use, possession and supply of alcohol and drugs by staff or volunteers		
Other issues relevant to your organization		

Safeguarding Code of Conduct

Minimum elements of a code of conduct
I, [insert name], acknowledge that I have read and understand NGO Forum for Public Health's Child safeguarding Policy , and agreed that in the course of my association with NGO Forum for Public Health , I must:
<ul style="list-style-type: none"> not use language or behavior towards children or adults at risk that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate for property, disability, birth or other status
<ul style="list-style-type: none"> not engage children under the age of 18 or adults at risk in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
<ul style="list-style-type: none"> wherever possible, ensure that another adult is present when working in the proximity of children or adults at risk
<ul style="list-style-type: none"> not invite unaccompanied children or adults at risk into my home, unless they are at immediate risk of injury or in physical danger
<ul style="list-style-type: none"> not sleep close to unsupervised children or adults at risk unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present, if possible
<ul style="list-style-type: none"> use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or adults at risk or access child exploitation material through any medium
<ul style="list-style-type: none"> not use physical punishment on children or adults at risk
<ul style="list-style-type: none"> not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
<ul style="list-style-type: none"> comply with all relevant legislation, including labour laws in relation to child labour of Bangladesh
<ul style="list-style-type: none"> immediately report concerns or allegations of child or vulnerable adult exploitation and abuse and policy non-compliance in accordance with appropriate procedures
<ul style="list-style-type: none"> immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with NGO Forum for Public Health that relate to child exploitation and abuse.
When photographing or filming a child or vulnerable adult or using children's images for work-related purposes, I must:
<ul style="list-style-type: none"> assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child or vulnerable adult
<ul style="list-style-type: none"> obtain written/oral consent from the child and parent(s) or guardian of the child before photographing or filming a child. As part of this, I must explain how the photograph or film will be used
<ul style="list-style-type: none"> ensure photographs, films, videos and DVDs present children and adults at risk in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually evocative
<ul style="list-style-type: none"> ensure images are honest representations of the context and the facts
<ul style="list-style-type: none"> ensure file labels, meta data or text descriptions do not reveal identifying information about a child or vulnerable adult when sending images electronically or publishing images in any form.

- I understand that the onus is on me, as a person associated with **NGO Forum for Public Health**, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

Signature

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NGO Forum for Public Health's Safeguarding Code of Conduct

NGO Forum for Public Health believes that all children and adults at risk have the right to protection from all forms of violence, abuse and exploitation. Staff, volunteers, contractors and others representing or visiting NGO Forum for Public Health projects are responsible for maintaining a professional role with children and adults at risk, which means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship. This Safeguarding Code of Conduct outlines the behavior, NGO Forum for Public Health expects from all staff and others associated with its members, with regards to working with or in the proximity of children and/or adults at risk.

I, (name) _____, agree to abide by the following behavioural guidelines with regards to children and adults at risk I come into contact with through my work:

I will:

- ✓ Treat all children and adults at risk with respect, regardless of race, colour, sex, sexual identity, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- ✓ Conduct myself in a manner that is consistent with the values of NGO Forum for Public Health
- ✓ Provide a welcoming, inclusive and safe environment for all children and adults at risk
- ✓ Respect cultural differences which do not harm the child or vulnerable adult
- ✓ Encourage open communication between all children, young people, adults at risk, parents, staff and volunteers and enhance and promote the participation of children and adults at risk in the decisions that affect them
- ✓ Be transparent in my actions and whereabouts
- ✓ Take responsibility for ensuring I am accountable and transparent, and that I do not place myself in positions where there is a risk of allegations being made. Wherever possible, I will ensure that another adult is present when I am working in the proximity of children or vulnerable adult
- ✓ Report any concern of abuse or policy non-compliance in accordance with my organisation's reporting procedures
- ✓ Keep all information confidential that I am party to regarding safeguarding protection cases, disclosing and discussing information only with the relevant parties including my organisations Safeguarding Contact

- ✓ Report any concerns or suspicions regarding abuse or policy non-compliance by a fellow worker, volunteer, contractor or visitor, in line with my organisation's reporting procedures
- ✓ Comply with all relevant national legislation, including labour laws in relation to child labour
- ✓ Immediately disclose all charges, convictions and other exploitation and abuse and policy non-compliance in accordance with appropriate procedures

I will not:

- ✓ Engage in behaviour that is intended to shame, humiliate, belittle or degrade children or adults at risk
- ✓ Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with a child or vulnerable adult
- ✓ Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes. If this is necessary, for example for a child or adults at risk with a disability, I will inform my supervisor first and be as open as possible in my behaviour, which includes explaining what I can do to assist them
- ✓ Invite unaccompanied children or adults at risk into my home, unless they are at immediate risk of injury or in physical danger
- ✓ Sleep close to unsupervised children or adults at risk unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible.
- ✓ Hit or physically assault children or adults at risk
- ✓ Use physical punishment on children or adults at risk
- ✓ Develop sexual relationships with children or relationships with children or adults at risk that may be deemed exploitative or abusive.
- ✓ Engage in any form of sexual activity or acts, including paying for sexual services or acts, with anyone under the age of 18 or with a vulnerable adult
- ✓ Encourage or condone behaviour on the part of others which constitutes abuse or exploitation of a child or vulnerable adult
- ✓ Behave provocatively or inappropriately with a child or vulnerable adult. Hold, kiss, cuddle or touch a child or vulnerable adult in an inappropriate, unnecessary or culturally insensitive way
- ✓ Seek to make contact, in person, by phone, or electronically, and/or spend time with any child or vulnerable adult that I come into contact with in my role as a representative of my organisation, outside of designated work and activity times of my role

- ✓ Discriminate against any children or adults at risk for any reason or show special favour towards any child or group of children or adults at risk
- ✓ Release or discuss any personal confidential information about suspected or proven abuse or protection cases other than with the relevant persons, including my organization safeguarding focal contact.
- ✓ Use any computer, mobile phone, or video and digital camera to exploit or harass children or adults at risk. I will not access illegal images of children through any medium (see also 'Use of Children's Images' below)
- ✓ Hire children to perform domestic labour or any other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury or any other harm.

Use of Children's Images

When photographing or filming a child/children or vulnerable adult for work purposes, I must:

- ✓ Assess and endeavour to comply with local traditions or restrictions for reproducing personal images
- ✓ Obtain consent from the child/vulnerable adult and a parent/guardian of the child/vulnerable adult. As part of this, I must explain how and where the photograph or film will be used. I must follow my organisations guidance on obtaining consent for taking photos of group of children.
- ✓ Ensure photographs or films present children and adults at risk in a dignified and respectful manner, not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ✓ Ensure images are honest representations of the context and the facts
- ✓ Ensure children and adults at risk are portrayed as part of their community
- ✓ Ensure file images do not reveal identifying information about a child or vulnerable adult when sending images electronically
- ✓ Ensure there is no identifying information of the child or vulnerable adult used in the publication of images with their location. Ensure all recorded identifying details are stored confidentially.
- ✓ Ensure all photographers I am supervising are screened for their suitability, including police checks where appropriate.
- ✓ Not post images or details of children or adults at risk associated with NGO Forum for Public Health's work on personal social media sites

I understand that the onus is on me, as a person engaged or associated with the NGO Forum for Public Health, to use common sense and avoid actions or behaviours that could be

construed as abuse when engaging in activities or visiting projects of my organisation or other agencies.

I have read NGO Forum for Public Health’s Safeguarding Policy and Safeguarding Code of Conduct and discussed its contents with my organisations Safeguarding Representative. I am aware that NGO Forum for Public Health expects me to uphold at all times the standards of behaviour described in the Safeguarding Code of Conduct above. I also understand that disciplinary measures and/or legal steps will be taken if I am found to be in breach of the Safeguarding Code of Conduct.

Signature of Staff Member: _____

Name of Staff Member: _____

Date: _____