

Social Organization District Coordination Committee Parsa

Head Office: Birgunj Metropolitan city-14



**GLOBAL SAFEGUARDING POLICY
2077**

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1. INTRODUCTION

1.1 SAFEGUARDING

Safeguarding is the responsibility of an organization to ensure as far as is reasonably practicable that its staff, volunteers, operations and programs regarding do no harm to children, young people, senior citizens or vulnerable adults. It is the organization's responsibility to ensure that it does not expose to children, young people or vulnerable adults to the risk of discrimination, neglect, injury or abuse (hereafter referred to as harm), and that any concerns the organization has about the safety of children, young people or vulnerable adults are addressed and reported to the appropriate authorities. The organization also has a responsibility to protect the staffs, volunteers and others program related persons when they are vulnerable, for example, when ill or at risk of harm, exploitations or abuse.

1.2 PURPOSE

This policy is designed to base on SODCC Parsa commitment to prevent harm, and to promote the health and wellbeing of children, young people, senior citizens and vulnerable adults. This policy is designed to guide the staffs and volunteers in the use of SODCC Parsa safeguarding framework. It details the framework through which SODCC Parsa can establish a culture of safeguarding at all levels throughout the organization.

1.3 SCOPE

This policy is mandatory for all SODCC Parsa staff, volunteers, partners and trustees (hereafter referred to as the Addressees) worldwide. It is for all the aforementioned to understand and abide by the guidelines outlined in this document, and by all policies and documents to which it is directly or indirectly linked, such as the Code of Conduct, Employee TOR and Global Safety and Security Policy.

1.4 ACCOUNTABILITY

SODCC Parsa board members and staffs take ultimate responsibility for the welfare and protection of children, young people, senior citizens and vulnerable adults within the context of SODCC Parsa works. However, it is recognized that despite different levels of accountability, safeguarding is everyone's responsibility.

1.5 COMPLIANCE

Compliance with the policy is not optional; it is compulsory for Addressees and concurrent with the start of any kind of relationship with SODCC Parsa. Actions of Addressees found to be in-breach of the policy will be subject to disciplinary procedures and potential legal action. SODCC Parsa believes that safeguarding children, young people, senior citizens and vulnerable adults is the responsibility of all Addressees, and will ensure everyone understands their own responsibilities including their mandatory obligation to report a concern, allegation or disclosure, and is aware of the mechanisms in place to do so.

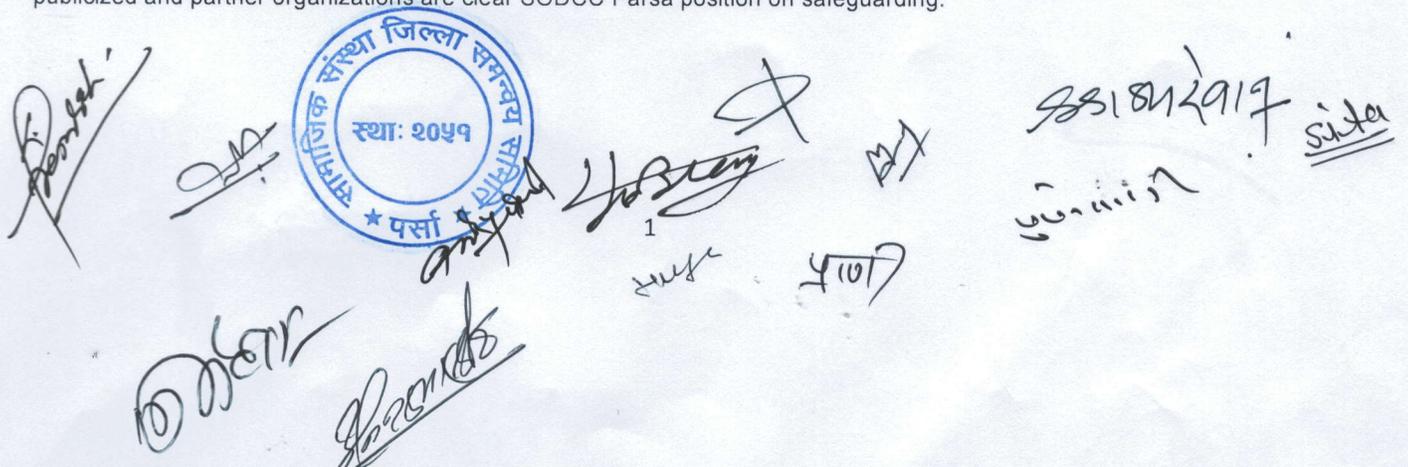
1.6 DISTRIBUTION

Key to the successful implementation of this policy is ensuring through and comprehensive distribution. To this effect:

SODCC Parsa will widely promote and disseminate the policy, making both hard and electronic copies available and accessible to all relevant stakeholders.

Head offices will be responsible for producing relevant local language versions to ensure as far as is reasonably practicable that the policy is fully accessible and understood by all relevant parties.

Distribute the policy to partner organizations so that the policy commitments, principles and practices are publicized and partner organizations are clear SODCC Parsa position on safeguarding.



2. POLICY STATEMENT

SODCC Parsa considers the welfare and protection of children, young people, senior citizens and vulnerable adults to be an organizational imperative with primacy over the success of program or strategic objectives.

SODCC Parsa has a zero tolerance approach to the harm of children, young people, senior citizens and vulnerable adults. SODCC Parsa recognizes that safeguarding Children is everyone's responsibility and that it has a responsibility to put in place reasonable measures to ensure, as far as possible, the safety and wellbeing of the children, young people, senior citizens and vulnerable adults with whom we work, and to protect the communities in which SODCC Parsa operates from harm caused by its program or the Addressees.

SODCC Parsa believes that everyone has an equal right to protect children from abuse and exploitation regardless of age, race, sex, sexual orientation, marriage and civil partnership, pregnancy or having a child, gender reassignment, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

SODCC Parsa is committed to responding promptly, appropriately and constructively to all information presented from children, young people and pledges to always believe and act on any disclosures made.

SODCC Parsa values the contribution of children, young people, senior citizens and vulnerable adults and considers them to be key partners in developing and improving safeguarding procedures and services.

3. PRINCIPLES

SODCC Parsa commits itself to the following principles. These principles should be upheld by all those who under this policy.

3.1 EMPOWERMENT: The importance of beginning with the assumption that each individual is best-placed to judge that individual's wellbeing with empowered of children..

3.2 PROTECTION: Support and representation for the children who has greatest need.

3.3 PREVENTION: Prevention of harm is a primary objective.

3.4 PROPORTIONALITY: A proportional and least intrusive response appropriate to risk.

3.5 PARTNERSHIP: Local solutions through services working in communities and other stakeholders.

3.6 ACCOUNTABILITY: Accountability and transparency in delivering safeguarding

4 UNITED NATION CONVENTION ON THE RIGHTS OF THE CHILD (UNCRC)

It is recognized that how vulnerable groups and behaviors are distinguished within SODCC Parsa operation is subject to cultural interpretation and that sensitivities and even taboos may exist as to how these groups and behaviors are recognized, supported or marginalized.

As an national organization, SODCC Parsa endorses the general principal of the United Nations Convention on the Rights on the Child (UNCRC), that all the rights guaranteed by it must be available to all children without discrimination; and article 19 CRC which accords equal rights of protection for children from abuse.

SODCC Parsa operation has signed and ratified the UNCRC, with the exceptions of India (ratified but not signed), and the USA (signed but not ratified).

Cultural discrepancies are not considered an appropriate reason for addressees to breach, contradict or dispute the rights guaranteed by the UNCRC.

(See appendix 3 – United Nations Convention on the Rights of the Child)

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5 LEGAL COMPLIANCE

SODCC Parsa is committed to exercising compliance as far as is reasonably practicable with all safeguarding legislation relevant to its program and operation.

It is recognized that local legislation in this area may vary from palika to palikas, however this policy identifies minimum standards that may exceed the requirements of local legislation, and these standards must be upheld where they do not cause conflict with local law.

Every program is required to complete a safeguarding mapping exercise to gain an understanding of the local safeguarding context. This will include identifying relevant local legislation and agencies or services available for referrals or sign-posting.

6 STAFF REQUIREMENTS

6.1 DUTIES

All Addressees staffs will receive training in order to fulfill the following duties:

RECOGNISE

To be able to recognize the possible signs that could indicate that harm is occurring to a child, young person or vulnerable adult. To be able to recognize when best practices as identified in this policy is not being observed.

RESPOND

To respond appropriately and proportionally in-light of a disclosure, incident, allegation or concern. The following can be used as guidance on how to respond when receiving a disclosure:

WHAT TO DO WHEN RECEIVING A DISCLOSURE

- ✓ Listen
- ✓ Empathies with the person
- ✓ Ask who, when, where and what, but NOT why
- ✓ Repeat / check your understanding of the situation
- ✓ Report appropriately

WHAT NOT TO DO WHEN RECEIVING A DISCLOSURE

- * Become defensive
- * Argue with the person
- * Be dismissive
- * Blame others
- * Make assumptions without knowing the facts
- * Make promises you can't keep
- * Ignore the problem
- * Try to investigate yourself



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RECORD

To record factually and accurately, without speculation, opinion or assumption the details of a concern or disclosure. In the case of a disclosure, a record must be made using, as much as is reasonably practicable the words used by the person when disclosing.

REPORT

To report promptly to the most relevant and accessible point of content. In the first instance this is the Lead Safeguarding Officer, then followed by the executive director or program focal person you feel most comfortable and able to report to.

6.2 PROHIBITED BEHAVIOURS

To ensure that the risk of harm to children, young people, senior citizens and vulnerable adults is kept as low as is reasonably practical, SODCC Parsa strictly prohibits the following behaviors. The prohibitions listed are not exhaustive and are underpinned by the safeguarding code of conduct, which all staff and volunteers are required to sign and uphold.

1. Sexual activity with anyone under the age of 18.
2. Sexually abuse or exploit children, young people or vulnerable adults.
3. Hit or physically assault a child, young person or vulnerable adult.
4. Put a child, young person or vulnerable adult at risk of harm.
5. Sexual activity with a community member and program related persons.
6. For staffs to have a sexual relationship with a volunteer.
7. Use a position of power to take unfair advantage of a fellow staff member, community member, partner or volunteer

6.3 LEAD SAFEGUARDING OFFICER (+ DEPUTY)

SODCC Parsa is committed to ensuring organizational safeguarding responsibilities are comprehensively fulfilled.

Integral to the successful implementation of robust safeguarding practice is the identification and training of a Lead Safeguarding Officer, executive director and program focal person as a vital internal resources to support the delivery of effective safeguarding management. The requirements and responsibilities outlined in the Lead Safeguarding Officer Terms of Reference (Appendix 2.) are designed to be compliant with widely accepted standards.

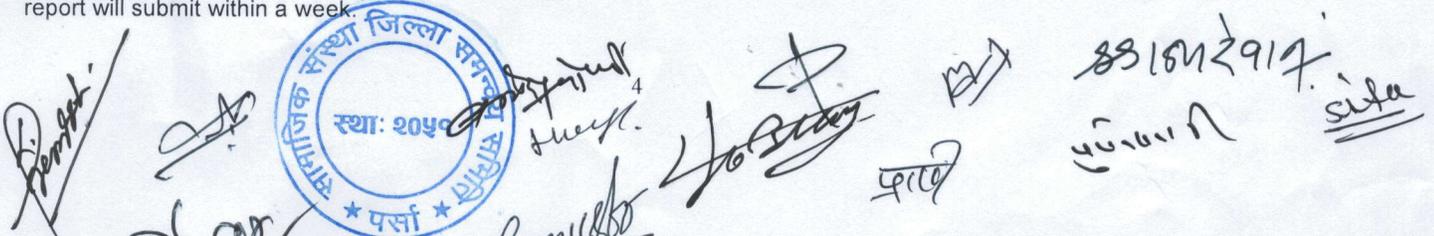
7 INTERNAL REPORTING

It is the responsibility of all Addressees to take seriously any safeguarding concerns, allegations, incidents or disclosures, and they are duty bound to report any incidents in compliance with the internal reporting guidelines outlined in this policy. It is essential that timely and effective action is taken, and therefore ensuring that the welfare of those affected is the paramount consideration.

Any safeguarding concerns, incidents, allegations or disclosures must be reported promptly and documented in writing (using the cause for concern form) to the most relevant and accessible point of content. In the first instance this is the Safeguarding Officer, normally Executive Director; secondly a program focal person feels most comfortable and able to report to. In certain circumstances, for example if a staff member is implicated in a disclosure, the whistle-blowing email may be used to report a safeguarding concern, incident, allegation or disclosure (ngocc_parsa@hotmail.com).

If needed or desired and prior to submitting a written report, the reporter can access support, guidance and advice regarding the issue through the Safeguarding officers.

Forms should be available in the electronic version with password protected and circulated on a strict need to know basis. Primary information reports should aim to be submitted within 24 hours of the incident occurring but details report will submit within a week.

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It is never an individual's responsibility to investigate a safeguarding case. No leading questions should be asked, and all written reports should be as factual and as objective as possible, and written to the fullest extent possible without speculation, assumption or opinion.

Once the report has been submitted, the reporter's responsibilities have been effectively fulfilled (unless that individual is later needed as part of an investigative process.)

Case discussions coordinated and chaired by the Safeguarding Officer and involving only relevant and necessary staff and program focal person will take place as soon as possible following the receipt of a report, and should aim to occur within a week. Decisions and actions will be taken on the basis of the case assessment, and appropriate steps, sign-posting or referrals will be made. This decision will be informed by the training received by the Safeguarding officer, and take into account the various considerations outlined in this document. These include but are not limited to; the safeguarding principles, confidentiality, local considerations, the scope of the policy and the principle of do no harm.

Examples of possible outcomes of a case discussion could include:

- No further action
- needed Internal
- action investigation
- External
- investigation
- Staff
- suspension
- Program
- suspension
- External referral
- External sign-posting
- Notification of authorities
- Contacting emergency services

8 ROLES AND RESPONSIBILITIES

Restless Development will ensure that all Addressees are trained and conversant in their safeguarding responsibilities.

8.1 TRUSTEES:

SODCC Parsa recognises that in-line with Charity Commission guidelines that trustees are responsible for ensuring that those benefiting from, or working with the charity, are not harmed in any way through contact with it. They have a legal duty to act prudently and this means they must take all reasonable steps within their power to ensure that this does not happen. It is particularly important where the charity comes into contact with children, young people and vulnerable adults at a community level.

Responsibilities are designed so that all reasonable steps to prevent harm have been taken, and include but are not limited to:

To have primary responsibility for safeguarding in the organization.

To act in the best interests of children, young people and vulnerable adults. Ensure safeguarding policies and procedures are in place.

To monitor and review safeguards policies and procedures. To respond appropriately to allegations of abuse.

Designated board level lead to take leadership responsibility for the organization's safeguarding arrangements.

People committee: In recognition of this commitment to participation, safeguarding is a standing agenda item on the People Committee Quarterly meeting. This comprises of key leadership from the People and Performance team meeting with a group of investigation focused trustees and affiliates, chaired by a trustee. This provides a dedicated and high level space to address safeguarding, and from which issues can be elevated to the entire board.

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8.2 LEAD SAFEGUARDING OFFICER :

The first point of contact for all staff and volunteers will go to for advice regarding safeguarding and child protection.

Senior member of staff to take lead responsibility for safeguarding and child protection within the organization. To refer all cases of suspected abuse to the local authority.

Responsible for ensuring that their organization's safeguarding policy is kept up to date, complete and reflects up to date legislation.

To test and review procedures as per needed..

The staff structure is in place to fulfill safeguarding responsibilities.

That safeguarding is afforded the utmost priority at the most senior levels within the organization, including the Senior Management Team and the Board of Trustees.

To ensure procedures are in place for: managing safeguarding allegations against staff and volunteers, and safe recruitment practices. That secure records concerning safeguarding are kept and shared appropriately.

To advocate for resources to fulfill organizational safeguarding responsibilities.

(See appendix 2 – Lead safeguarding Officer TOR)

9 TYPES AND INDICATORS OF ABUSE

SODCC Parsa does not limit or restrict its view on what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered. However, the following categories and accompanying indicators can act as useful guidelines.

9.1 PHYSICAL ABUSE

Including assault, hitting, slapping, pushing, and misuse of medication, restraint or in appropriate physical sanctions.

Signs of physical abuse can include:

- Fractures, bruising, burns, pain, marks, not wanting to be touched.
- No explanation for injuries or inconsistency with the account of what happened.
- Injuries are inconsistent with person's lifestyle. Frequent injuries.
- Subdued or changed behavior in the presence of a particular person.

9.2 SEXUAL ABUSE

Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Signs of sexual abuse can include:

- Bruising, particularly of the thighs, buttocks and upper arms and marks on the neck. STDs
- Unusual difficulty in walking or sitting
- Pregnancy in a woman who is unable to consent to sexual intercourse
- Uncharacteristic use of sexual language or significant changes in sexual behavior or attitude Self- harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear / apprehension of, or withdrawal from, relationships displays a level of sexual knowledge that is inappropriate for age.

9.3 DOMESTIC ABUSE

Including psychological, physical, sexual, financial, emotional abuse, verbal abuse and humiliation and so called 'honor' based violence.

Signs of domestic abuse can include:

- Low self-esteem
- Feeling that the abuse is their fault when it is not



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Sita

- Physical evidence of violence such as bruising, cuts, broken bones Verbal abuse and humiliation in front of others
- Fear of outside intervention Damage to home or property
- Isolation – not seeing friends and family Limited access to money

9.4 PSYCHOLOGICAL ABUSE

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, or unreasonable and unjustified withdrawal of services or supportive networks.

Signs of psychological abuse can include:

Air of silence when a particular person is present
 Withdrawal or change in the psychological state
 Insomnia
 Low self-esteem
 Uncooperative and aggressive behavior
 A change of appetite, weight loss / gain
 Signs of distress: tearfulness, anger
 Attention seeking behavior

9.5 FINANCIAL OR MATERIAL ABUSE

Including theft, fraud, internet scamming, coercion in relation to financial affairs or arrangement, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Signs of financial or material abuse can include:

Missing personal possessions
 Unexplained lack of money or inability to maintain lifestyle
 Unexplained withdrawal of funds from accounts
 Person allocated to manage financial affairs is evasive or uncooperative
 Family or others show unusual interest in the assets of the person

Disparity between people's living conditions and their financial resources, e.g. insufficient food in the house.

9.6 MODERN SLAVERY

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Signs of modern slavery can include:

- Signs of physical or emotions abuse
- Appearing malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
 Lack of personal effects or identification documents
- Always wearing the same clothes



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 - A signature in the middle, possibly 'Sita'.
 - A signature on the right, possibly 'Sita'.
 - A date '20/11/17' and the name 'sita' written in the bottom right corner.

- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers. Fear of law enforcers.

9.7 DISCRIMINATORY ABUSE

Including forms of harassment, slurs or similar treatment: due to race, gender and gender identity, age, disability, sexual orientation or religion.

Signs of discriminatory abuse can include:

- Person appears withdrawn and isolated
- Expressions of anger, frustration, fear and anxiety
- The support on offer does not take account of the person's individual needs in terms of protected characteristics

9.8 ORGANISATIONAL ABUSE

Including neglect and poor care practice within an institution. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies processes and practices within an organization.

Signs of organizational abuse can include:

- Lack of flexibility and choice for people using the service Inadequate staffing levels
- Poor standards of care
- Lack of adequate procedures
- Poor record keeping and missing documents Absence of visitors
- Public discussion of personal matters
- Lack of management overview and support

9.9 NEGLECT AND ACTS OF OMISSION

Including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate and available health, care and support or educational services, the withholding of necessities of life, such as medication, adequate nutrition and heating.

Signs of neglect and acts of omission can include:

- Poor environment – dirty or unhygienic
- Poor physical condition and/or personal hygiene Malnutrition un explained weight loss
- Untreated injuries and medical problems
- Uncharacteristic failure to engage in social interaction Inappropriate or inadequate clothing

9.10 SELF-NEGLECT

This covers a wide range of behavior related to neglecting to care for one's personal hygiene, health or surroundings and includes behavior such as hoarding.

Signs of self-neglect can include:

Very poor personal hygiene unkempt appearance
Lack of essential food, clothing or shelter Malnutrition and/or dehydration
Living in squalid or unsanitary conditions
Inability or unwillingness to take medication or treat illness or injury



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9.11 ABUSE OF POWER

This covers a wide range of behavior related to the dynamics of power (in the workplace, community or home). It refers to using a position of power to take unfair advantage of a fellow staff member, community member, partner or volunteer.

Examples of abuse of power can include:

A member of staff using their position to gain sexual favors from anyone else

A person with authority controlling or attempting to control the actions of another in the same organization project, community etc.

10 SAFE PROGRAM DESIGN

10.1 DO NO HARM

SODCC Parsa is committed to the ethical principle 'do no harm', where by it must be considered that in any given situation it may be better not to do something, or even to do nothing - than to risk causing more harm than good through intervention or action. SODCC Parsa will never knowingly implement a program that could directly or in-directly cause harm.

10.2 RESIDUAL RISK

It is recognized however that there is always a residual level of risk of harm that despite rigorous mitigation would never be possible to completely eliminate. SODCC Parsa is committed to ensuring that this level of residual risk is kept as low as is reasonable practical.

10.3 GUIDELINES ON IMPLEMENTING SAFEGUARDING IN PROGRAM

To ensure the level of residual risk remains as low as is reasonably possible, SODCC Parsa aims to adopt the following minimum standards to bench mark all programs:

- At least one safeguarding focal point is identified who has clearly defined safeguarding responsibilities in the program– this is likely to be the Executive director, who also assumes the position of proxy safeguarding lead in-country.
- A risk assessment is conducted considering all aspects of the program that may directly or indirectly harm children, young people or vulnerable adults.
- Design should consider limiting as far as is practical the potential for anyone working for or on behalf of SODCC Parsa from being in a position where they might find themselves in a completely private, or one – on – one situation with a child, young person or vulnerable adult.

11 WORKING WITH PARTNERS

It is recognized that there are inconsistencies in the establishment and rigor of safeguarding polices and practice across organizations. This can include variance in safeguarding comprehension, literacy and training. These inconsistencies can be further compounded when operating in different legal, social and cultural contexts.

- This disparity can have the potential to threaten the safety of programs, and increase exposure to risk both for SODCC Parsa and those with whom the organization comes into contact with.
- The provision and primacy of safeguarding in a partner organization should be a key determinate factor in the decision to enter into and establish a partnership. The Partnership Consideration Tool (Appendix 3) should be used to help establish the suitability of working in partnership with another organization.
- SODCC Parsa will work to support, as far as is reasonably practicable, partner organizations with a lower degree of safeguarding experience, rigor or protocol to safely and effectively fulfill their organizational responsibilities and deliver on partnership goals.

11.1 PARTNERSHIP TERMINATION

If it is considered that a partner is not effectively fulfilling its safeguarding responsibilities, then SODCC Parsa may decide to not enter a partnership.

If once a partnership has been established it is evident that acceptable practice is not being observed, then SODCC Parsa may decide to terminate the partnership on these grounds.

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12 CONFIDENTIALITY

SODCC Parsa is committed to maintaining the confidentiality of personal information that it handles. Any information given or received in confidence for one purpose will not be used for another purpose, or passed to a third party, without the express consent of the individual except in special circumstances e.g. to prevent further harm to an individual.

SODCC Parsa will aim to ensure that personal information is obtained, used and disclosed in accordance with the common law duty of confidentiality implementing by the government.

12.1 CONFIDENTIAL INFORMATION

Examples of confidential information include:

Personal information of a private or sensitive nature.

Information that is not already lawfully in the public domain or readily available from another public source.

Information that has been shared in circumstances where the person giving the information could reasonably expect that it would not be shared with others.

12.2 SHARING INFORMATION APPROPRIATELY AND SECURELY

If information is shared, it should be shared in a proper and timely way, and in accordance with the principles of the Data Protection Acts which is implementing by government. In relation to sharing information at the front-line, the following can be used to guide best practice and compliance:

Share only the information necessary for the purpose for which it is being shared.

- Understand the limits of any consent given, especially if the information has been provided by a third party.
- Distinguish clearly between fact and opinion.
- Share the information only with the person or people who need to know.
- Check, as far as is reasonably practicable that the information is accurate and up-to-date.
- Share it in a secure way, for example, confirm the identity of the person you are talking to; check that a conversation or phone call cannot be overheard; use secure email; check that the intended person will be on hand to receive a fax.
- Establish with the recipient whether they intend to pass it on to other people and check they understand the limits of any consent that has been given.
- Inform the person to whom the information relates and, if different, any other person who provided the information, if you have not done so already and it is safe to do so.

13 SUPERVISION

When working with groups of children or young people, it is important that the level of supervision is appropriate to their age group and their needs, which may be very specific. In general, younger children need to be more closely supervised and will require a higher adult to child ratio.

13.1 EFFECTIVE SUPERVISION

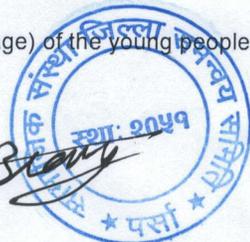
It is the responsibility of those commissioning, planning or providing sessions/activities to see that those running the activity are suitable to do so. In ascertaining the suitability of persons providing supervision, the following should be considered:

- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.
- The age and gender (including developmental age) of the young people to be supervised.

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- The ability of the young people (including their behavioral, medical, emotional and educational needs).
- Supervising personnel are safely recruited and screened in-line with organizational requirements.
- Supervising personnel have signed a code of conduct.
- Staff competence - appropriately experienced / trained / qualified to supervise both the activity and group demographic.
- Staffs have an understanding of their safeguarding responsibilities.
- Covered by appropriate insurance.

14 ONLINE SAFETY

These guidelines are by no means exhaustive, and should be considered a tool to help support the implementation and management of online safeguards.

- If a profile or group is set up by SODCC Parsa, it is essential that a member of board and staff joins as a moderator to oversee content and activity.
- The role of the moderator should be to monitor conversations, images and other activity of group members and challenge, educate and intervene as necessary.
- Moderators should take responsibility for educating members of the group about online safety, including how to customize privacy settings.
- Sufficient moderation should be in place to inhibit anyone working for on behalf of SODCC Parsa from having a private conversation with a child, including the moderator.
- This extends to email correspondence, which may mean replacing personal email addresses with a group inbox, and text messages which may require the use of a team phone that multiple staff have access to.
- Staff should not make use of their personal social media accounts for the purpose of delivering SODCC Parsa activities. In such cases a new account should be opened that enables the staff member to maintain boundaries between their personal and professional lives.
- Board members and staffs must not publish images of people unless consent has been given in writing.

14.1 NEW MEDIA

Social media evolves rapidly, and in response SODCC Parsa needs to consider the potential risks inherent in new forms of media. The following questions can be used to help guide this conversation:

- Could a SODCC Parsa board members and staff or volunteer use this social media to develop a private relationship with a child, young person or vulnerable adult?
- Could use of this social media facilitate any other form of harm to a child, young person or vulnerable adult? (E.g. could it bring them in contact with a third party who poses a risk of harm?)

15 MEDIA AND THE USE OF IMAGES

15.1 COMMITMENT

All photos taken should respect human dignity and consider the rights, safety and well-being of the person or people being portrayed.

15.2 MINIMUM STANDARDS

Comply with local traditions or restrictions when taking photos of people, objects or places.

Inquire into national laws related to photography and privacy rights.

Gain verbal or written consent before taking photographs.



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Respect a person's right to refuse to be photographed. If you sense any reluctance or confusion, refrain from taking the photo.

Do no harm. Individuals or groups may be put at risk of reprisal, violence or rejection in their communities as a result of exposing their identity or personal story through the publication of their image.

Do not misrepresent the individual, situation or context of the photo.

Absolutely no payments or any other form of compensation are to be provided to subjects in exchange for their photo or consent.

15.3 LARGE CROWDS

When taking images at an event attended by large crowds, such as a sports event, this is regarded as a public area and so permission is not required from everyone in a crowd shot. People in the foreground are also considered to be in a public area

15.4 SAFE STORAGE OF IMAGES

Once a picture has been taken and written consent to use it has been obtained, it is necessary to store the images appropriately. A risk based approach should be adopted to determine what measures are appropriate for the safe internal storage of images.

15.5 DATA PROTECTION

It is important to remember that images of people constitute personal data, particularly if they are processed in conjunction with other personal data such as names and addresses. As such the Data Protection Act 1998, enhanced by the 2018 Act, refers to the processing of all personal images, including their capture, retention, storage, sharing and destruction.

15.6 ETHICAL USE OF PHOTOGRAPHY

Photos and captions used to illustrate or support written materials should be factual and in keeping with the context of the story.

- No photo of a recognizable individual(s) to be falsely captioned or used in such a way as to imply information about that person.
- Use disclosures where there is the risk of misunderstanding (e.g. "The photos in this material are used for illustrative purposes only: they do not imply X on the part of any person who appears in the photos".)
- Care needs to be taken not to stereotype certain groups e.g. beware of the repeated use of images of particular ethnic groups, nationalities or genders when illustrating particular issues.
- If photos are edited to protect identities, this must be noted and explained.
- Photos of individuals should illustrate autonomy and dignity of person.



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CAUSE FOR CONCERN FORM

IF THE INDIVIDUAL CONCERNED IS IN IMMEDIATE DANGER, OR NEEDS URGENT MEDICAL TREATMENT, CALL EMERGENCY SERVICES

SECTION A

PART 1 – FORM COMPLETED BY

DATE:

NAME:

POSITION:

EMAIL:

CONTACT NUMBER:

PART 2 – NATURE OF INCIDENT

ARE YOU REPORTING: (INSERT HERE)

1. A disclosure
2. A concern
3. An allegation
4. An incident

NAME:

DATE OF BIRTH:

GENDER:

DATE AND TIME OF CONCERN:

PROGRAMME (OR CONNECTION TO SODCC PARSA):

PRESENT LOCATION WITH COUNTRY AND DISTRICT):

PART 4 – CAUSE FOR CONCERN

Detail below an account of your concern.

REMEMBER: It is never an individual's responsibility to resolve a case. No leading questions should be asked, and all reports should be factual and objective, and contain zero speculation, opinion or assumption.

SECTION B *REMAINING SECTIONS TO BE COMPLETED BY LEAD

SAFEGUARDING OFFICER PART 1A – ACTIONS TAKEN

Detail here immediate actions taken (add as needed).

	ACTION	RESPONSIBLE	TIME FRAME
1.			
2.			
3.			

PART 2A – EXTERNAL AGENCIES CONTACTED

POLICE: (YES / NO)

NAME AND CONTACT NUMBER:

DETAILS OF ADVICE RECEIVED:

SOCIAL SERVICES: (YES / NO)

NAME AND CONTACT NUMBER:

DETAILS OF ADVICE RECEIVED:

LOCAL AUTHORITY: (YES / NO)



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LEAD SAFEGUARDING OFFICER TOR

SODCC Parsa is committed to comprehensively fulfilling its organizational safeguarding responsibilities. Integral to the successful implementation of robust safeguarding practice is the identification and recruitment of a Lead Safeguarding Officer (and deputy) as a vital internal resources to support the delivery of effective safeguarding management. The requirements and responsibilities outlined below are designed to see that this position is fulfilled in compliance with widely

REQUIREMENTS

A paid member of staff.

Appropriate seniority to manage the demands and responsibilities of the role. A member of the Senior Management Team. (The focal person may be filled by a Head).

Disclosure and Barring Service checked.

Two references received and followed up.

Appropriately trained to effectively fulfill the requirements of the role. (External safeguarding training should be received once every two years to remain compliant with changes to legislation and best practice.)

To act as the first point of contact of all staffs and volunteers for advice relating to any safeguarding issue.

To support staffs access to, and understanding of the organizational safeguarding policy.

Ensure the organizational safeguarding policy is kept up to date and reviewed at least once every two years.

To support staffs compliance with safe recruitment procedures in-line with relevant policies.

Responsible for working with the Senior Management Team and Board of Trustees to ensure the organization's safeguarding policy and related policies and procedures are followed and regularly updated.

To communicate to trustees their safeguarding duties and responsibilities, and work with the board to see that these are effectively fulfilled.

Keep detailed, accurate, secure written records of concerns and referrals.

Ensure the organizations safeguarding policy is made widely available and accessible, including publically.

To promote and champion a working environment that prevents harm, and which enables the healthy development and wellbeing of children, young people and vulnerable adults.

To know the contact details of relevant statutory agencies e.g. Police, Local Safeguarding Children Board, and the Local Authority Designated Officer (LADO) for allegations against staff.

NAME:

POSITION:

SIGNATURE:



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UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD

SUMMARY

1. DEFINITION OF A CHILD

Everyone under the age of 18 has all rights in the convention.

2. WITHOUT DISCRIMINATION

Every child whatever their ethnicity, gender, religion, abilities, whatever they think or say, no matter what type of family they come from.

3. BEST INTERESTS OF THE CHILD

Must be a top priority in all actions concerning a child.

4. PROTECTION OF RIGHTS

Governments must do all they can to fulfil the rights of every child.

5. PARENTAL GUIDANCE

Governments must respect the rights and responsibilities of parents to guide and advise their child.

6. SURVIVAL AND DEVELOPMENT

The right to live. Governments must do all they can to ensure that children survive and grow up healthy.

7. REGISTRATION, NAME, NATIONALITY, CARE. The right to a legally registered name and nationality, and the right to know and, as far as possible be cared for by their parents.

8. PRESERVATION OF IDENTITY

Governments must respect and protect a child's identity and prevent their name, nationality or family relationships from being changes unlawfully

9. SEPARATION FROM PARENTS

Children must not be separated from their parents unless it is in the best interests of the child. A child must be given the chance to express their views when decisions about parental responsibilities are being made.

10. FAMILY REUNIFICATION

Governments must respond quickly and sympathetically if a child or parent apply to live together in the same country.

11. KIDNAPPING AND TRAFFICKING

Governments must take steps to prevent children being taken out of their home country illegally or being prevented from returning.

12. RESPECT FOR THE VIEWS OF THE CHILD

Every child has the right to say in all matters affecting them, and to have their views taken seriously.

13. FREEDOM OF EXPRESSION

Every child must be free to say what they think and to seek and receive information of any kind as long as it is within the law.

14. FREEDOM OF THOUGHT, BELIEF AND RELIGION

The right to think and believe what they want and to practice their religion as long as they are not stopping other people from enjoying their rights.

15. FREEDOM OF ASSOCIATION

The right to meet with other children and young people and to join groups and organizations, as long as this does not stop other people from enjoying their rights.

16. RIGHT TO PRIVACY

The right to privacy. The law should protect the child's private, family and home life.

17. ACCESS TO INFORMATION FROM MASS MEDIA

The right to reliable information from the mass media. TV, radio, newspapers, and other media should provide information that children can understand.

18. PARENTAL RESPONSIBILITIES, STATE ASSISTANCE

Both parents share responsibility for bringing up their child and should always consider what is best for the child.

19. PROTECTION FROM ALL FORMS OF VIOLENCE

Governments' do all they can to ensure that children are protected from all forms of violence, abuse, neglect, and mistreatment by their parents or anyone else who looks after them.

20. CHILDREN DEPRIVED OF A FAMILY

If a child cannot be looked after by their family, governments must make sure they are looked after properly by people who respect the child's religion, culture and language.

21. ADOPTION

If a child is adopted, the first concern must be what is best for the child. The same protection and standards should apply whether the child is adopted in the country where they were born or not.

22. REFUGEE CHILDREN

If a child is a refugee or seeking refuge, governments must make sure they have the same rights as any other child. Governments must help in trying to reunite child refugees with their parents. Where this is not possible, the child should be given protection.

23. CHILDREN WITH DISABILITY

A child with a disability has the right to live a full and decent life in conditions that promote dignity, independence and an active role in the community.

24. HEALTH AND HEALTH SERVICES

Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food and a clean environment.

25. REVIEW OF TREATMENT IN CARE

If a child has been placed away from home, eg. in care, hospital or custody, they have the right to a regular check of their treatment and conditions of care.

26. SOCIAL SECURITY

Governments must provide extra money for the children of families in need.

27. ADEQUATE STANDARD OF LIVING

Every child has the right to a standard of living that is good enough to meet their physical, social and mental needs.

28. RIGHT TO EDUCATION

Every child has the right to an education. Primary education must be free. Secondary education must be available to every child. Discipline in schools must respect children's human dignity.

29. GOALS OF EDUCATION

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other culture, and the environment

30. CHILDREN OF MINORITIES

Every child has the right to learn and use the language, customs and religion of their family whether or not these are shared by the majority of the people in the country where they live.

31. LEISURE, PLAY AND CULTURE

Every child has the right to relax, play and join in a wide range of cultural and artistic activities.

32. CHILD LABOUR

Governments must protect children from work that is dangerous or might harm their health or education.

33. DRUG ABUSE

Governments must protect children from the use of illegal drugs.

34. SEXUAL EXPLOITATION

Governments must protect children from sexual abuse and exploitation.

35. ABDUCTION

Governments must ensure that children are not abducted or sold.

36. OTHER FORMS OF EXPLOITATION

Governments must ensure that children are not abducted or sold.

37. DETENTION

No child shall be tortured or suffer cruel treatment or punishment. A child shall only ever be arrested or put in prison as a last resort and for the shortest time possible.

Children must not be put in prison with adults and they must be able to contact their family.

38. WAR AND ARMED CONFLICTS Governments must do everything they can to protect and care for children affected by war. Governments must not allow children under the age of 15 to take part in war or join the armed forces.

39. REHABILITATION OF CHILD VICTIMS

Children neglected, abused, exploited or tortured or who the victims of war must receive special help to help them recover their health dignity and self-respect.

40. JUVENILE JUSTICE

A child accused of or guilty of breaking the law must be treated with dignity and respect. They have the right to help from a lawyer and a fair trial that takes account of their age or situation. The child's privacy must be respected at all times.

41. RESPECT FOR BETTER NATIONAL STANDARDS

If the laws of a particular country protect the children better than the articles of the convention, then those laws must stay.

42. KNOWLEDGE OF RIGHTS

Governments must make the Convention known to children and adults.

45. UNICEF

UNICEF can provide expert advice and assistance on children's rights.



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DEFINITIONS AND TERMINOLOGY

ADULT

A person aged 18 years and over.

ALLEGATION

A claim or assertion that an individual has done something wrong or illegal, which has yet to be proven.

CHILD / YOUNG PERSON

A child is defined in the constitution of Nepal and convention on the Rights of Child as anyone who has not reached their 18th birthday. Children therefore extends to children and young people, with young people typically identified in the 10 – 19 age range. Child protection legislation and guidance therefore only applies to those under SODCC Parsa duty of care up to that age. SODCC Parsa however also works with those over the age of 18 and recognizes its duty of care to all young people with whom it works, including those who can be described as vulnerable adults.

CONSENT

Agreement freely given to an action based on knowledge and understanding of what is involved and its likely consequences.

CONFIDENTIAL INFORMATION

Information that is not normally in the public domain or readily available from another source, it should have a degree of sensitivity and value and be subject to a duty of confidence. A duty of confidence arises when one person provides information to another in circumstances where it is reasonable to expect that the information will be held in confidence. It is recognized that there are limits to confidentiality when working with children, young people and vulnerable adults.

DISCLOSURE

When a child or youth tells you or lets you know in some other way that she or he has been, or is being abused. A disclosure can be direct, indirect, or a third-party disclosure. You need to report all disclosures of abuse, no matter where or when they happened.

DUTY OF CARE

Duty of care is a common law concept that refers to the responsibility of the organization and its individuals to protect as far as is reasonably possible, children, young people and vulnerable adults from harm; and to minimize as far as is reasonably practical the risk of injury.

PARTNER

Refers to any other individuals or organizations with whom SODCC Parsa is in a working relationship. The nature of the partnership will determine whether it is subject to safeguarding scrutiny by SODCC Parsa, e.g. performing a regulated activity, or working directly with children young people of vulnerable adults, or where there is potential for abuse of power.

PROTECTION

Protection includes ensuring that individual human rights, welfare and physical security are recognized, safeguarded and protected in accordance with international standards.

REGULATED ACTIVITY

This refers to certain roles carried out by employee and volunteer applicants in relation to children and vulnerable adults, for example personal care of a child or adult. Anyone wishing to carry out a regulated activity needs to go through certain checks to ensure they are suitable to carry out the activity. See Appendix 8 for a flowchart on what does and does not constitute a regulated activity..

VULNERABLE ADULT

An adult is vulnerable if they are or may be in need of care by reason of mental or other disability, age or illness, and who are or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

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SAFEGAURDING MY RESPONSIBILITIES

1. RECOGNISE
2. RESPOND
3. PRIVACY
4. RECORD
5. REPORT

SOCIAL ORGANIZATION DISTRICT COORDINATION COMMITTEE PARSA

Ngocc_parsa@hotmail.com

051-527334

18



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