

South India AIDS Action Programme

Safeguarding Policy Children, Young People & Vulnerable Adults

**Policy guidelines
Safe guarding procedures
Code of conduct**

Drafted: March 2019
Implemented with effect from: 6th April, 2019

SAFEGUARDING POLICY – CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

General Statement of Intent

SIAAP, in all its work pursues rights-based approach, gender equality and expect the same from associated organisations. We cherish civil society as a pillar of democracy and justice, and nurture innovation and visionary leadership within it. We value diversity both within SIAAP and among our partners; we seek to be inclusive and flexible and engage with different points of view. At SIAAP, we believe that the rights, safety and protection of individuals (irrespective of their age, gender identity, disease status), are of paramount concern to us. As a part of our responsibility for the safety and protection of people we work with, we draft this safeguarding policy for children, young people & vulnerable adults.

The field of safeguarding continues to evolve, and this policy reflects some of the thinking and learning that has emerged with our work with different groups.

Vision

SIAAP envisages a world in which all children and adults are protected from any form of bullying, harassment, exploitation, abuse and violence. Violence, abuse and exploitation of children are global phenomena and SIAAP sees such acts as crimes against children, young people & vulnerable adults that have devastating consequences on their development and on societies as a whole.

As a Trust, SIAAP supports fundamental human rights, including the human rights of children and marginalised people. However, despite the existence of international covenants, regional treaties and domestic laws, the reality is that children and people from the marginalised groups are routinely unable to claim their basic rights. SIAAP seeks to contribute to a world in which all people are treated equally, irrespective of their age, gender, ethnicity, religion, caste, disability, work or disease status, and have the ability to claim their rights, capacity and opportunity to experience safety from violence and to enjoy their full and equal human rights.

Commitment

SIAAP, through its projects, addresses a wide range of social justice issues and, with this policy, commits to ensuring that through *all* its programmes, it will strive to prevent abuse and promote the safety, protection, wellbeing and development of children, young people & vulnerable adults. In so doing, SIAAP also seeks to enhance its reputation as a Trust of integrity, committed to putting its principles into practice.

Values and Principles

As a Civil Society, SIAAP's role is to support and enable others to make the world a safer, fairer and more sustainable place to live. Our values are underpinned by a firm belief in the rights, safety and protection of all. Specifically, we believe that:

- Safeguarding children, young people & vulnerable adults, is 'everybody's business'
- All people including children should always be treated with respect, regardless of their sex, ethnic or social origin, language, religious or other beliefs, disability, gender identity, sexual orientation or other status.
- All people have the right to freedom from all forms of violence, abuse, neglect and exploitation.
- Any abuse is an abuse of power and any violence towards children, young people & vulnerable adults are both unacceptable and preventable.
- Every individual have the ability to actively and competently contribute to their development, with the right to participate in decisions affecting their lives.

- Although children may be resourceful and resilient, there is an inherent vulnerability in relation to abuse, given their general lack of status and power, dependence, stage of development, and reliance on adults.
- Children’s capacities have to be built for self-protection and to advocate for issues of their concern.
- Children, young people & vulnerable adults are most at risk from those people they know and often trust. Adults engaged in positions of trust towards them must therefore exercise the highest levels of integrity and good practice.
- All organisations and professionals working or in contact with children, young people & vulnerable adults have an obligation to ensure that their operations are ‘safe’. This means that staff, volunteers & contractors do not represent a risk to any person – children, young people & vulnerable adults - and that programmes, policies and practices are designed and developed in ways that promote their protection.
- We respect the UN Convention on the Rights of the Child and promote the four core principles of the Convention: non-discrimination; the best interest of the child; the right to life, survival and development; and respect for the views of the child.

Safeguarding standards

SIAAP holds itself accountable to the standards outlined here below, and upon review of its safe guarding measures will evaluate progress based on these standards. We hold our partners accountable to the same standards, and through our partnership we pledge to provide support for them to meet these standards.

SAFEGUARDING POLICY GUIDELINES

Purpose

Working with special groups such as children, young people & vulnerable adults, along with their families and communities, South India AIDS Action Programme (SIAAP) will take all steps possible to create safe environments in all aspects of our work. The safeguarding policy guidelines set forth our core values, principles and commitments to children, young people & vulnerable adults. These values, principles and commitments define SIAAP’s identity, establish our accountability, require adherence to the highest standards and promote an organizational environment supportive of our work to ensure equal rights, protection, and well-being.

Scope

This policy applies to all personnel, consultants and invited guests regardless of work location, and other representatives.

Definition and Terms

According to the Protection of Children from Sexual Offences Act, 2012:

Penetrative sexual assault: Under the Act, a person commits “penetrative sexual assault” if he: (i) penetrates his penis into the vagina, mouth, urethra or anus of a child, or (ii) makes a child do the same, or (iii) inserts any other object into the child’s body, or (iv) applies his mouth to a child’s body parts. The punishment for such offence is imprisonment between seven years to life, and a fine. The Bill increases the minimum punishment from seven years to ten years. It further adds that if a person commits penetrative sexual assault on a child below the age of 16 years, he will be punishable with imprisonment between 20 years to life, with a fine.

Aggravated penetrative sexual assault: The Act defines certain actions as “aggravated penetrative sexual assault”. These include cases when a police officer, a member of the armed forces, or a public servant commits penetrative sexual assault on a child. It also covers cases where the offender is a relative of the child, or if the

assault injures the sexual organs of the child or the child becomes pregnant, among others. The Bill adds two more grounds to the definition of aggravated penetrative sexual assault. These include: (i) assault resulting in death of child, and (ii) assault committed during a natural calamity, or in any similar situations of violence. Currently, the punishment for aggravated penetrative sexual assault is imprisonment between 10 years to life, and a fine. The Bill increases the minimum punishment from ten years to 20 years, and the maximum punishment to death penalty.

Aggravated sexual assault: Under the Act, “sexual assault” includes actions where a person touches the vagina, penis, anus or breast of a child with sexual intent without penetration. “Aggravated sexual assault” includes cases where the offender is a relative of the child, or if the assault injures the sexual organs of the child, among others. The Bill adds two more offences to the definition of aggravated sexual assault. These include: (i) assault committed during a natural calamity, and (ii) administering or help in administering any hormone or any chemical substance, to a child for the purpose of attaining early sexual maturity.

Pornographic purposes: Under the Act, a person is guilty of using a child for pornographic purposes if he uses a child in any form of media for the purpose of sexual gratification. The Act also penalises persons who use children for pornographic purposes resulting in sexual assault. The Bill defines child pornography as any visual depiction of sexually explicit conduct involving a child including photograph, video, digital or computer generated image indistinguishable from an actual child.

According to the World Health Organisation, “child abuse” or “maltreatment” constitutes ‘all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power’. Our understanding of abuse and exploitation is the same and includes, but is not limited to:

Child abuse is defined as acts that damage the child's prospect of a safe and healthy growth and development into adulthood. It may be a deliberate act, or it may result from a failure to ensure a reasonable standard of care and protection. The main categories of abuse are defined by the World Health Organization (WHO) as:

- Physical abuse
- Emotional abuse
- Neglect and negligent treatment
- Sexual abuse
- Sexual and commercial exploitation.

Physical abuse may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to who they are looking after.

Emotional abuse is defined as the persistent emotional ill-treatment of an individual, such as to cause severe and persistent effects on the person’s emotional development. It may involve conveying to them that they are worthless and unloved, inadequate, or valued only so far as they meet the needs of another person. It may involve age or developmentally inappropriate expectations being imposed on them. It may involve causing frequently to feel frightened or in danger, or the exploitation or corruption. Some level of emotional abuse is involved in all types of ill-treatment, though it may occur alone. Acts include restriction of movement, degrading,

humiliating, and scapegoating, threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

Sexual abuse involves forcing or enticing a person to take part in sexual activities, whether or not the person (child) is aware of what is happening. The activities may involve physical contact, including penetrative (e.g., rape) or non-penetrative acts. They may include non-contact activities, such as involving them in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

Child: for the purpose of this policy, and in line with the United Nations Convention on the Rights of the Child, a child is defined as anyone **under the age of 18 years**.

Child safeguarding: child safeguarding refers to the set of organizational guidelines, procedures and practices that we employ to ensure that we do no harm to children. Our aim is to ensure that everyone associated with SIAAP is aware of and responds appropriately to issues of violence, exploitation, abuse and neglect towards children.

Commercial sexual exploitation comprises sexual abuse by the adult and remuneration in cash or kind to the child or a young person or a vulnerable person, or a third person or persons. They are treated as sexual object and as a commercial object. The commercial sexual exploitation constitutes a form of coercion and violence against such people (children, young people and vulnerable adults), and amounts to forced labour and a contemporary form of slavery.

Grooming in general, refers to behaviour that makes it easier for an offender to procure a person for sexual activity. It also includes online grooming, which is the act of sending an electronic message by an adult to a recipient whom the sender believes to be under 18 years of age, with the intention of establishing a sexual relationship.

Harassment: harassment consists of inappropriate comments or behaviour that is demeaning, suggestive, offensive or physically harmful. It may include physical harassment, assaults, impeding movement or blocking movements, unwanted attention or verbal harassment, such as name calling and labelling.

Neglect and negligent treatment is the inattention or omission on the part of the caregiver with respect to health, education, emotional development, nutrition, shelter and safe living conditions, in the context of resources reasonably available to the family or caretakers and which causes, or has a high probability of causing, harm to the person's health or physical, mental, spiritual, moral or social development. This includes the failure to properly supervise and safeguard people from harm as much as is feasible.

Persons with disabilities and abuse: Persons with disabilities can be more vulnerable to abuse. What might be considered harmful or abusive treatment of a non-disabled person is sometimes seen as normal for a person with disabilities to experience. For children with disabilities, indicators of abuse may be masked or confused by

their disability. The safeguarding of children with disabilities may need extra thought and attention, especially when a community or society does not recognize the human rights of children with disabilities.

Pornography means any representation, by whatever means, of any individual engaged in real or simulated explicit sexual activities or any representation of the sexual parts for primarily sexual purposes. This can include photographs, negatives, slides, magazines, books, drawings, movies, videotapes and computer disks or files. Generally speaking there are two categories of pornography: soft-core which is not sexually explicit but involves naked and seductive images of people and hard core which relates to images of persons engaged in sexual activity and use them in the production of pornography is sexual exploitation.

Violence is 'physical, psychological (psychosocial), and sexual violence through abuse, neglect or exploitation, as acts of commission or omission in direct or indirect forms, that endanger or harm people's dignity, physical, psychological, or social status, or development.'

Vulnerable adults: Vulnerable adults are groups of people who are particularly vulnerable to gender based violence, HIV infection, People living with HIV, orphans, street based people, people in closed settings (such as prisons or detention centres), people with disabilities and migrant and mobile workers.

Young person: Any person between the age group 15 – 24 years

Associates: Associates are defined as those staff who are members of SIAAP Teams at SIAAP Offices. These positions are most likely to be titled "Project Officer", "Project Coordinator", "Manager," "Director," "Chief" or "Executive Director."

Business partners: current and potential consultants, contractors, sub-contractors, sub-recipients, suppliers, vendors, and institutional donors. For the purposes of this policy, business partners fall under one of the following categories:

Category 1: Vendors/consultants who have direct contact with children, young people and/or vulnerable adults are required to follow SIAAP policy and procedures or their own internal policy and procedures.

Category 2: Vendors/consultants who have access to SIAAP data are required to take all appropriate measures to ensure the protection and confidentiality of data, including not using the data inappropriately. The creation of an organization policy by such business partners is required in order to protect the confidentiality and handling of the organisation's data.

Category 3: All other vendors who complete work on behalf of SIAAP are expected to commit to the protection of all during their business operations. As part of the selection process, SIAAP will give special consideration to vendors who demonstrate through their internal policies and practices their commitment to safeguarding children, young people and vulnerable adults.

Local partner: an organization that works with SIAAP to deliver projects and program activities in the field.

Partner organizations: partner organizations include local partners, networking agencies, contractors and suppliers with which SIAAP is involved for the delivery of services.

Strategic partners: an organization or institution allied with SIAAP for strategic purposes e.g., (Associates and members from, various International, National and Local organizations and institutions).

Supporters: supporters include sponsors and individual donors, and visitors or guests such as media.

Strategies for Prevention and Awareness

1. Recruitment and Selection Processes

SIAAP members should follow strict procedures in line with safeguarding principles to ensure that they only employ staff, consultants, volunteers or other representatives who are non-judgemental and has the right attitude to respect all as equal irrespective of their age, gender identity, class, caste, religion, disability, health status, etc. Guidelines for choosing persons who will have direct contact with children & special groups, should integrate safeguarding considerations into all stages of the process, from the job advertisement to the final job offer and signing.

2. Recruitment of Staff, Consultants and Other Representatives

Where applicable, SIAAP will require prospective employees and other representatives to be subject to:

- Interview questions during recruitment that explore their suitability to work with children & other vulnerable groups (sexual minorities, People Living with HIV, LGBTQIA);
- A criminal record check, to completely exclude those with a record of sexual offenses or abuse/exploitation, especially for posts that involve direct work with children and other vulnerable groups;
- An employment history check, with at least two references who can confirm their suitability to work with children;
- Signing the "Declaration of Acceptance" in line with the Safeguarding Guidelines and Code of Conduct
- Induction training on Safeguarding and protection issues and the code of conduct relevant to the post.

Measure: Recruitment and selection of staff and others must reflect safeguarding principles by ensuring that checks and procedures are in place to screen out anyone who may be unsuitable to work with children and other vulnerable groups.

3. Recruitment and Selection of Local Partner Organizations

A critical aspect of SIAAP's strategy is to work collaboratively with partners. It is essential to integrate elements of the safeguarding policy guidelines and good practice at the time of forming the partnership / coalition.

Local partners, individuals and agencies contracted to provide services that may involve direct or indirect contact with different beneficiaries including children, young people and vulnerable groups, should be recruited in a safe manner. Partners include field-based organizations, consultants, contractors and suppliers involved in the delivery of program activities and operations. SIAAP members will work proactively with local partners to ensure that measures are taken to minimize the risk of harm or exploitation to the beneficiaries. SIAAP will also support the local partners with training, mentoring and information resources. In some instances, local partners may need assistance in developing their safeguarding policy, with similar standards to SIAAP's policy guidelines and code of conduct.

The recruiting officer and SIAAP staff should:

- Inform the local partners of their status and obligations to deliver safe programs.
- Be sure that partnership agreements include a statement of commitment to implement the safeguarding policy guidelines and procedures.
- Ensure that local partners make clear their position and approach to working with children and vulnerable groups and how they propose to respond to any instances of abuse.

- Confirm with others such as contractors and suppliers who have no direct contact with the beneficiaries but who are linked to SIAAP programs that they understand the standards required of them by their association. They are also expected to abide by the safeguarding policy guidelines and code of conduct.
- State that SIAAP will respond promptly to any concerns and allegations of abuse, and liaise closely with local partners and statutory agencies to ensure they are dealt with properly.
- Clearly outline in the partnership agreements agreed procedures for reporting and investigating concerns involving breaches of safeguarding policy guidelines, with respect to any form of abuse and exploitation.

4. Supporter Relations

SIAAP recognizes that supporters would like to have a relationship with whom they have supported / sponsored (beneficiary). This aspect of the program occurs through letters, emails, social media and sponsor visits to the community. Steps must be taken to protect the sponsored, SIAAP and the supporter reputation. To ensure that the beneficiaries are not at risk from unapproved, unsupervised or inappropriate contact with supporters:

- Brief and orient supporters on the nature of the visit and their relationship with the beneficiary and/or the community.
- Have a mechanism to review communication and correspondence between supporters and the beneficiaries to ensure they are appropriate and respectful of the beneficiary's family and culture. Protect the privacy of the beneficiary, the supporter address and contact details. SIAAP will consider any unmediated contact between the beneficiary and the supporter in the same light as an unauthorized contact.
- Do not allow supporters to place photos or personal information of the beneficiaries on websites or intranets, due to privacy and security risks. Supporters who wish to share photos or stories should contact the SIAAP administration for more information.

5. Risk Assessment & Mitigation

SIAAP has endeavoured to identify as far as possible the risks of harm that are relevant to our programmes and settings, to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, we have in place the procedures to manage and reduce risk to the greatest possible extent. The sample risk assessment tool has been attached as Annex- 5 in this document.

CHILD SAFEGUARDING IN PROGRAMS

SIAAP and its members seek to promote the protection of children's rights in all development and humanitarian programs. The organisational standards aim to integrate safeguarding principles throughout the program cycle of program planning, design, implementation, monitoring and evaluation.

Strengthening child protection will be an on-going focus in all programmatic practices, particularly around the dangers children might face in their communities. To protect children from the risk of abuse, neglect, violence and exploitation, all programs and projects should be designed, implemented and monitored using processes that actively assess safeguarding risks; and actions will be taken to eliminate or minimize these risks.

Accountability

The management and Board of Directors of SIAAP are ultimately accountable for ensuring safeguarding. The Executive Director, and Designated safeguarding officer (DSO) appointed to oversee implementation are responsible for implementing the safeguarding procedures that comply with these policy guidelines.

Monitoring

To monitor adherence to these policy guidelines, all SIAAP offices are required to document their child safeguarding procedures and codes of conduct to demonstrate active use of, and compliance with, these policy guidelines.

Reporting and Responding

All SIAAP Representatives have an obligation to report violations of this policy in a timely manner, according to the reporting requirements detailed in the procedures. For example, you must report if:

- You see or hear of abuse or suspect a case of abuse;
- A staff member tells you about an allegation of abuse;
- A child discloses an incident of abuse.

A clear reporting procedure has been established to facilitate the handling of any arising concerns or allegations. All policy adherents, partner personnel, children and members of the community have an obligation to report witnessed or suspected abuse within 24 hours.

It is important for all staff to remember that their responsibility is to report concerns, not to conduct investigations. In all cases, maintain confidentiality by reporting concerns only to the appropriate designated safeguarding officer.

Internal Cases (which involve staff and other SIAAP representatives)

For internal cases, send reports to the designated safeguarding officer (DSO) within SIAAP – Ms. Anu Aaron.

External Cases (which involve community members and partner agencies)

For external cases, send reports to the relevant community authorities and the partner organization concerned – Head of the Organisation. Where the Head of the Organisation is suspected, the case will be reported to the Executive Director of SIAAP. Serious external cases (e.g., sexual violence, torture or severe physical abuse) where the alleged perpetrator is not a representative of SIAAP must also be reported to the local authorities, viz., Police personnel, Child helpline, Women helpline, as the case maybe.

External cases where the alleged perpetrator is a staff member or representative of another organization must be reported to the designated person within that organization.

Child Friendly Reporting Mechanisms

All SIAAP offices and programs must have in place a child-friendly way for children to report concerns, in addition to child-friendly methods to demonstrate transparency and accountability. There will be a poster in every office stating that South India AIDS Action Programme (SIAAP) will take all steps possible to create safe environments for children in all aspects of our work and in case there is any abuse or threat, the children can reach out to the designated safeguarding officer (Ms. Anu Aaron, email: anu@siaapindia.org).

Recruitment and Training

Our recruitment procedures ensure that only people with positive non-judgemental attitude are hired to work with SIAAP. Those who seem to have strong patriarchal mind-set are considered misfits to our organisational culture that promotes respect, empathy and gender equality, and are deterred from applying, and are not recruited into the organization. Criminal reference checks are required and are a condition for all employment with SIAAP. In addition, SIAAP requires at least two verbal reference checks.

We are committed to increasing awareness of child, young people and vulnerable adults safeguarding. Personnel are trained relevant to their level of direct contact with children and others. All personnel receive a copy of our

safeguarding policy and are required to acknowledge their adherence to the policy. All personnel are trained on reporting protection concerns and allegations.

Marketing and Communications

Every individual's right to privacy is important to SIAAP. Any support, sponsor or mentoring relationship is carefully managed and beneficiaries' information are securely stored to fulfil the individual right to privacy. As such SIAAP does not disclose information that could reveal the identity of a beneficiary (date of birth, full name, location, etc.). SIAAP will obtain formal consent from the persons and/or parent/guardian in the case of children prior to taking and/or using photos, videos or other information.

Non-Compliance

For any violation or non-compliance of this policy, immediate and appropriate disciplinary action will be taken, up to and including termination and criminal prosecution. Partner organizations will lose SIAAP support and a contractor will have the contract terminated. Criminal proceedings may also be instituted against partners and contractors who violate the policy. If a donor contravenes the policy, the relationship will be terminated and appropriate action taken which may include criminal proceedings. SIAAP will report incidents to local law enforcement and child welfare authorities.

SAFEGUARDING PROCEDURES

General Statement of Intent

SIAAP believes in a world that respects the rights of all, including children, young people and vulnerable adults (vulnerable to gender based violence, HIV infection, People living with HIV, orphans, street based people, people in closed settings (such as prisons or detention centres), people with disabilities and migrant and mobile workers). It is our concern that every individual must live in an environment that is safe and free from all forms of harm or exploitation, in order to reach their full potential in life. This means that during our engagements in our programs and projects, we are obliged to provide the highest level of care.

SIAAP's "Safeguarding Policy Guidelines," along with its "Code of Conduct," broadly outline the steps and responsibilities SIAAP takes to ensure that no harm is done to any individual and possible repercussions in case of breach or non-compliance. **These "Safeguarding Procedures" explain the practical actions to take for implementing the policy guidelines and outline how to ensure compliance with standards and laws to make SIAAP a 'safe organization'. All associates and other representatives should follow these procedures.**

Local Translation

SIAAP's "Safeguarding Policy Guidelines", "Safeguarding Procedures" and "Code of Conduct" should be translated into local languages to ensure that all staff and partners understand them and can easily refer to and apply them.

Definitions The definitions covered in the "Safeguarding Policy Guidelines" also apply to the procedures.

SAFEGUARDING STANDARDS

SIAAP holds itself accountable to the standards outlined here below, and upon review of its safe guarding measures will evaluate progress based on these standards. We hold our partners accountable to the same standards, and through our association we pledge to provide support for them to meet these standards.

Policy

A written, comprehensive safe-guarding policy that underlines commitment to prevent and respond to any safeguarding concerns, is in place. The consequences of breaking the policy are clear.

Pledge

A clear commitment to the implementation of safeguarding measures is in place. These are monitored and reviewed regularly to ensure application and effectiveness.

Prevention

There are safeguards in place for recruiting staff that include assessing their suitability to work with children, young people and vulnerable adults. References and background checks are carried out.

Procedures

There are clear, well-publicised reporting procedures in place that allow staff, children, and their families to raise concerns, confidentially if necessary, about unacceptable behaviour or actual/suspected abuse by staff. All concerns raised are taken seriously, responded to appropriately, recorded and followed up on.

People

All staff are trained, aware and informed of their particular responsibilities and expectations as per the policy. Any sub-contracted party must also meet these standards.

SAFEGUARDING CODE OF CONDUCT

This safeguarding code of conduct will be used in tandem with the safeguarding policy guidelines and procedures, SIAAP program standards and other policies.

Scope

All SIAAP members and their representatives are encouraged to adhere to the common values and commitments outlined in this code of conduct in their work with or through SIAAP.

6. Associates (full time, part time, under probation, permanent, senior management)
7. Contractors
8. Volunteers
9. Interns
10. Local partners
11. Members of governing bodies (i.e., board members)
12. Other organizational representatives (all of whom are collectively referred to hereafter as "SIAAP Associates")

Each SIAAP partner may have their own code of conduct, which should comply with the commitments outlined in this code of conduct.

SIAAP sponsors, donors and supporters are required to comply with the member's code of conduct when interacting directly with all beneficiary communities.

Guiding Principles

SIAAP members are encouraged to adopt the following values:

Honesty and integrity: We see honesty and integrity as necessary for being accountable to sponsors, donors, partners, communities and to the beneficiaries and their families we work with.

Cultural sensitivity: We value cultural diversity and expect everyone associated with SIAAP to respect other cultures and to be sensitive to the ways in which their behaviour, dress and practices may be offensive to local people.

Dignity and respect: We view every individual, fellow workers and the governments, communities and families we work with as entitled to be treated with dignity and respect.

Confidentiality and informed consent: We work in an ethical manner that respects the principles of confidentiality and informed consent.

International human rights: We support international human rights standards.

Humanitarian principles: We see our work as humanitarian and seek to adhere to principles of non-discrimination, Do No Harm, gender equity, harmonization and neutrality; that is, not taking sides or playing favourites in a conflict.

Strength-based development: We recognize the strengths, capacities and assets inherent in communities and support them to lead and forge the changes they wish to see.

Core Commitments

SIAAP holds these commitments to be inviolable:

Integrity and honesty: All SIAAP representatives must be forthright, transparent and accurate in their dealings with others; accurate and honest in their communications; and avoid any involvement in crime, corruption or practices that could tarnish the reputation of SIAAP or impair its work, or place the beneficiaries and/or their families at risk.

Accountability/stewardship: All SIAAP representatives must be transparent, honest and lawful in all financial matters; exercise moral and legal responsibility; and show good stewardship in managing the resources of sponsors, donors and partners.

Respect: All SIAAP representatives must treat each other and those whom they serve with dignity and respect.

Cultural sensitivity: All SIAAP representatives should demonstrate among themselves and with others an appreciation of the values and practices of different ethnic and religious groups. They should be aware of local cultural beliefs and norms, respect non-harmful local practices such as norms of dress and behaviour, and avoid demeaning local people and customs.

Sexual conduct: SIAAP representatives must create a work environment free of sexual harassment. They must not abuse their power and authority by implicitly or explicitly demanding sex from a subordinate or a beneficiary or by engaging in other forms of sexual exploitation. Relationships that are based on a tacit or explicit abuse of power will be regarded as violations of this code of conduct.

Promote human rights: All SIAAP representatives must respect human rights, including gender equity and non-discrimination. Discrimination, harassment, sexual harassment and exploitation, including sexual exploitation, are expressly prohibited. These terms are defined in the SIAAP Safeguarding Policy Guidelines and are extended here to all people, including children, young people and vulnerable adults.

Reporting: All SIAAP representatives are obligated to report violations of the code of conduct in accordance with procedures established by the organization and as required by local law.

The Code of Conduct in Practice

As associates or representatives of SIAAP, you are required to promote the organization's core values, core commitments and principles.

You will:

- Work actively to protect all people and comply with the safeguarding policy guidelines and procedures;
- Protect the safety and well-being of others, as well as yourself;
- Protect the organization's assets and resources;
- Maintain confidentiality of sensitive information;
- Respect and listen to the opinions of young people;
- Report any matter that breaks the standards contained in this code of conduct.
- Maintaining high standards of personal and professional conduct means you will not behave in a way that breaches the code of conduct, or undermines your ability to do your job or brings SIAAP's reputation into disrepute.

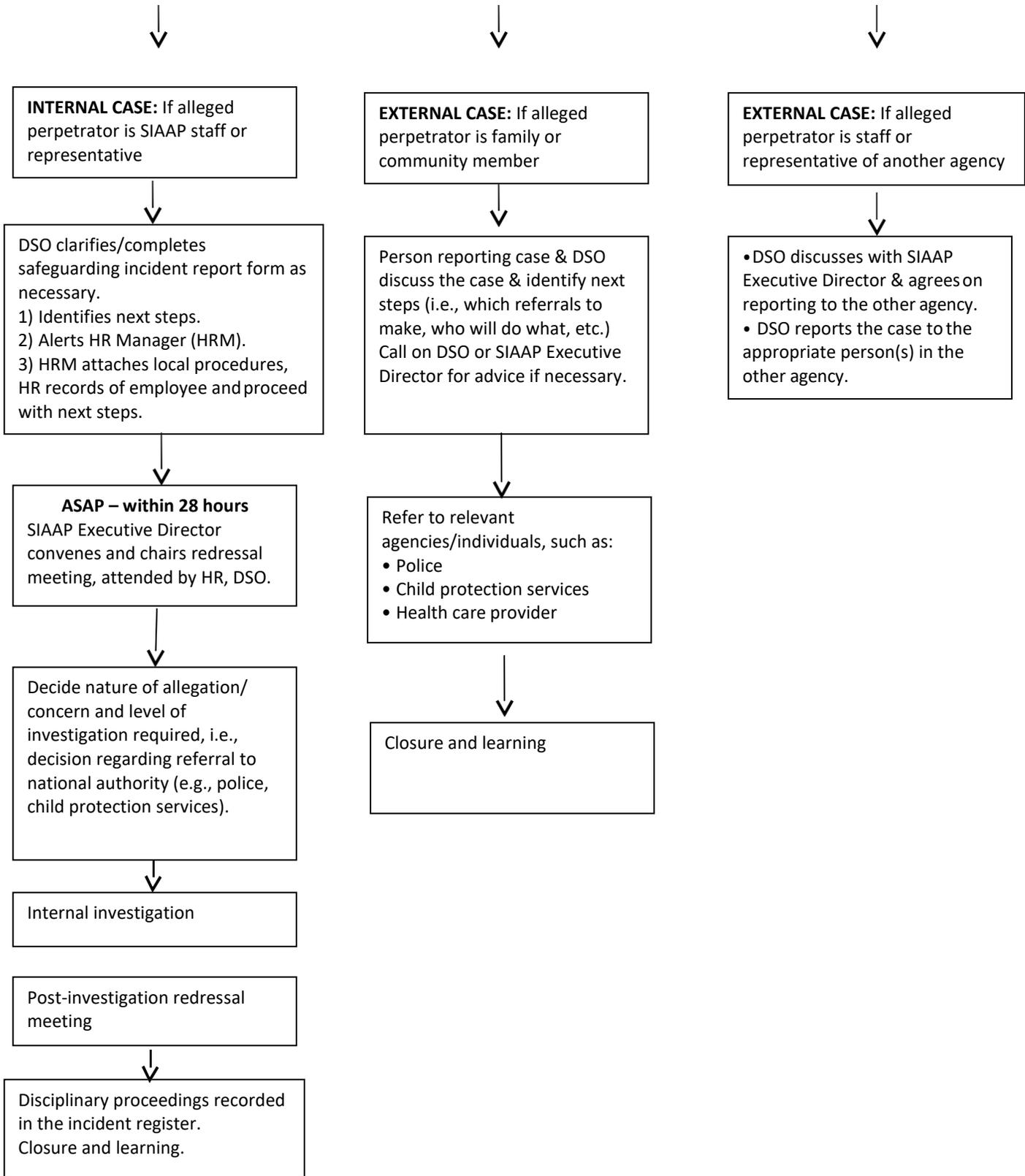
You will not:

- Engage in sexual relations with anyone under the age of 18;
- Abuse or exploit anyone in any way;
- Exchange money, employment, goods or services for sexual favours;
- Drink alcohol or use any other substances in a way that adversely affects your ability to do your job or affects the reputation of the organization;
- Possess or profit from the sale of illegal goods or substances;
- Accept bribes or significant gifts (except small tokens of appreciation) from governments, beneficiaries, donors, suppliers or others, which have been offered as a result of your employment;
- Undertake business for the supply of goods or services with family, friends or personal contacts or use the organization's assets for personal benefit;
- Behave in a way that threatens the safety or security of yourself or others or contravenes the law of the country in which your work is taking place;
- Use the organization's computer or other equipment to view, download, and create or distribute inappropriate material.

ANNEX – 1: REPORTING PROCEDURES FLOWCHART

If you see, hear, suspect or receive a disclosure of abuse/exploitation: (within 24 hours)

- Collect information via incident report form — available with the designated safeguarding officer (DSO)
- Report immediately to the designated safeguarding officer (DSO) - talk in person & hand over the incident report form.
- Address any immediate safety & health needs of survivor. Care for the survivor as per the Safeguarding Procedures.



ANNEX-2: INCIDENT REPORTING FORM

| | |
|---|------|
| Part 1. About you | |
| Name | |
| Role in [SIAAP] | |
| Detail of the organization involved [SIAAP or other] | |
| Your relationship with the affected person | |
| Part 2. About the person involved | |
| Name | |
| Sex | |
| Age | |
| Address | |
| Living with | |
| Part 3. The concern, suspicion or complaint | |
| Describe what has prompted your concern or suspicion of maltreatment or violence against the person | |
| Have allegations of maltreatment or violence been made by the affected person? | |
| Time, date and place of the incident | |
| Type of concern (type of maltreatment, abuse, etc.) | |
| Any observations you have made (for example, the Person's emotional or physical state) | |
| Describe exactly what the person said and what you said to the person | |
| Please include any other information you consider relevant | |
| Are any other people involved in or aware of this incident? | |
| Have you informed the family or legal guardians or any child protection agency? | |
| Reporting time and date | |
| Guidance received | |
| Actions taken | |
| Signature | Date |

ANNEX – 3: SAMPLE INFORMED CONSENT FORM

My name is..... and I am here to collect information/data to help protect and support the well-being of you and other similar people in this area. I am a..... with SIAAP/ partner organisation, and my role is to *visit and learn about difficulties that you / your families may be facing [INSERT RELEVANT INFO]*.

What We Are Asking You to Do

What I will do is ask you some questions to gather information about you and your life, [*such as schooling, registration, violence, etc.*]. The purpose of doing this is for me to learn about your situation so we can provide you with information about the services available and help you connect with these service providers. Another purpose of doing this is to help our community and partners work together to take collective action to safeguard similar people like you and promote their rights.

Will being in this study hurt or help me in any way?

The benefits for sharing information/data include helping you access [*insert description of services available such as medical, psychosocial, legal/justice, and safety opportunities in your community*]. There are limited risks to sharing information/data [*insert risks based on your local settings/program e.g. very small chance others could find out*].

What will you do with information about me?

I will keep what you tell me confidential, including the notes that I write down. I will store your information/data safely and securely. I will share your name information with other people in the community and SIAAP who need to know and who will also keep your information/data confidential. If you ask me to share your information/data with someone, I will. If you are in serious danger, I will share your information/data with the proper authorities who can help, such as the Police department, and other protection services available [*insert appropriate department*]. I will also share some of your information/data with others, but your name will not be on it and it will most often be combined with information/data gathered. I will share this information to plan programs to protect and advocate for your (community) rights, and to show others that the actions we are taking to protect you are effective.

Do I have to take part?

Before we begin, I would also like to share with you your rights as we speak together. I share this same information with everyone I speak with:

- You have the right to refuse to share your information/data, or only parts of your information/ data. Sharing your information/data is voluntary.
- You have the right not to answer any question that I ask you.
- You have the right to ask me to stop at any time.
- You have the right to be interviewed alone or with a caregiver/trusted person with you. This is your decision. You have the right to ask me any questions you want to, to ask me to slow down at anytime or to let me know if you do not understand something I say.
- You have a right to take a break from speaking with me for any amount of time, and still share your information.
- You have the right to take back your information/data at any time without consequence to your relationships with family, friends, community-groups or anyone else.
- Your rights will be respected at all times.

If you have questions about the interview /discussion/study, contact:

Name of Staff: _____

If you have questions about your rights in the interview/discussion/study, contact:

Name: _____, Contact #: _____ Designated Safeguarding Officer responsible for implementation of the safeguarding policy

Agreement:

By signing this form, I agree to participate in, and/or for my child to participate in, the information/ data collection described above.

Guardian / Caregiver's Name:

Guardian / Caregiver's Signature: _____ Date: _____

Child's Name: _____

You will receive a copy of this form.

Name of staff obtaining Consent: _____ Title: _____

Signature: _____ Date: _____

ANNEX-4: SAMPLE DECLARATION OF ACCEPTANCE

I have received:

SIAAP Safeguarding Policy Guidelines

SIAAP Safeguarding Procedures

SIAAP Code of Conduct

I have discussed the contents with my manager, and I agree to be bound by them.

Name: _____

Position: _____

Program/Department: _____

Location: _____

Signature: _____

Date: _____

To be completed by manager/person doing the induction:

I have shared and discussed the contents of:

SIAAP Safeguarding Policy Guidelines

SIAAP Safeguarding Procedures

SIAAP Code of Conduct

With the person named above. He/she has indicated his/her agreement to be bound by them.

Name of manager: _____

Position and location: _____

Date policy discussed: _____

Signature: _____

Date: _____

ANNEX 6 – REFERRAL FORM

Confidential

REFERRED BY:

Name of Organisation :
Address :
E-mail :

DSO Name :

Contact Number:

REFERRED TO:

Name of Organisation :
Address :
E-mail :

Name of service provider:

Contact Number :

SURVIVOR DETAILS

Name :
Gender :
Address :
Contact Number :

Age :

Name(s) and address of Parents/guardian, if under 18:

Relationship to child:

REASON FOR REFERRAL:

SERVICES REQUIRED

Mental Health Services
Education
Nutrition

Medical Care
Livelihood Support
Adoption service

Legal Services
Shelter
Others (Specify):

Safety and Security
Material Assistance

SURVIVOR CONSENT FOR REFERRAL

I, _____(survivor name), was explained that the purpose of referral and of disclosing this information to _____(name of facility/individual providing service) is to ensure support, care, protection and safety. I was also explained about the benefits and risk of accessing services and disclosing information to service providers. By signing this form, I permit the _____(referring agency) to exchange of information.

Signature of the survivor or guardian:

Date:

Place: