

Safeguarding Policy
for
Children and Vulnerable Adults

Prova Society



Prova Society

Approved by: Executive Committee (EC)
2023

Prova Society

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Safeguarding Policy

for Children and Vulnerable Adults of Prova Society's

1. Introduction/Background

All children and young people below the age of eighteen years should be protected from all forms of abuse, neglect, exploitation and violence and adheres to the fundamental rights of the child as spelled out in the UN Convention on the Rights of the Child of 1989. Vulnerable adults, persons over the age of eighteen years who are unable to take care of or protect themselves against harm or exploitation for whatever reason, require particular protection. Both children and vulnerable adults (hereinafter referred to as the "Vulnerable Persons") have rights as individuals and shall be treated with dignity and respect.

Prova Society believes that each and every child as well as vulnerable and disadvantaged people has rights to live safe with dignity. It is, therefore, the responsibility of Prova Society to take necessary initiatives within the organization and communities. Every place under the organization will be safe and secured for children as well as vulnerable and disadvantaged people. Every personnel of Prova Society are supposed to be the pathfinder to build a safe and secured society for them. Prova Society does believe that every staff's moral and professional responsibilities are to protect them with ensuring dignity for the vulnerable groups in every tire of the society.

2. Principles

This Safeguarding Policy is prepared based on keeping Children Safe International Safeguarding Standards; the Convention on the Rights of Persons with Disabilities (UN CRPD) and its related UN conventions; the Convention on the Elimination of All forms of Discrimination against Women (CEDAW), adopted in 1979, the UN Convention of the Rights of the Child, 1989 (and all child-related protocols) the UN statement for the Elimination of Sexual Abuse and Exploitation and all child related UN conventions; the national child protection and vulnerable adults legislation of Bangladesh and international good humanitarian practice.

3. Methodology of preparation

The policy has been prepared taking participation through representation of all level staff.

4. Prova believes that

All children and vulnerable adults have equal rights to protection from harm.

It is the organizational duty to take care of children, vulnerable adults with whom it works, is in contact with, or who are affected by its works and operations.

5. Objective of the Policy

To protect the children and vulnerable from any physical, mental and other types of harassments at all levels of the organization duty to take care of children, vulnerable adults with whom it works, is in contact with, or who are affected by its works and operations.

To create awareness and inspiration among the staff of the organization on the safety, security and dignity of children and vulnerable groups of the society.

To create awareness and inspiration by its works and operations.

6. Definitions and Terms

Child according to the UN convention on the Rights of the child, any person below the age of 18, will be treated as child.

Safeguarding: Safeguarding is the responsibility that organization has to make sure their staff, operation, and programs do no harm to children and vulnerable adults in any way for now and in future.

Vulnerable Adults/Adults at risk: Any person aged 18 or over, and if the adult has particular care, support or special needs and as result abuse occurs when a vulnerable adult/adult at risk is mistreated, neglected or harmed by another person who holds a position of the organization.

Sexual Abuse: Forcing or enticing a child or vulnerable adult to take part in sexual activities that he or to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and torching. It may also include involving children in looking at, or inappropriate ways, watching sexual activities and encouraging children in looking at, or producing sexual image, watching sexual activities and encouraging children to behave in sexually inappropriate ways.

Sexual Exploitation: A form of sexual abuse that involves children or vulnerable adults being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and verbal or physical conducts of a sexual nature.

Neglect and negligent treatment: Allowing for context, resources and circumstances to show neglect and negligent treatment to a child and vulnerable adults.

Emotion Abuse: Persistent emotional maltreatment that impact on mental wellbeing and mental health. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber culling), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

Commercial Exploitation: Exploiting a child or vulnerable adult in work or other activities for the benefit of others. It includes cheating, exploitation and forced labour.

Employee: All staff from local, national, international level, volunteers and interns.

Associates: All contractors, e.g. consultants, EC/GC members, stakeholders, including local community based stakeholders as well as guest and visitors.

Emotional Misconduct: It would not be considered as emotional misconduct if the supervisor needs to deliver sharp talk to any staff for neglecting his/her duty.

Defamation/Humiliation/Satire: Includes delivering sharp talk in front of other people to any child/vulnerable adult or staff or program participants, that hits on his/her dignity. But it does not include if the supervisor needs to speak such in private to any staff for neglecting of his/her duty.

Forcing to do (Including Cyber Bullying): It includes forcing someone to take part in sexual activities or making public of his/her private picture or inappropriate think in the social media.

Bullying: If Supervisor warns any staff for neglecting of his/her duty first time by giving advice, second time by giving verbal warning, third time by written warning and next time warning by saying that she/he could loss her/his job-this type of actions would not be treated within the purview of bullying.

Discrimination: Supervisor praises staff for performing their duty well, sometimes uses hard talk for less performance. It is because the employee can improve and perform well. If it happens so, using of hard talk to the staff for his/her improvement will not be treated as discrimination. Discrimination will not be included the race, religion, color etc.

Mental Torture: If any employee gives pressure to any other employee or member to

complete their duty or task on time that is aligned with the organization e.g. shouting or setting a date line etc. that type of pressure or gesture or supervisor would not be treated as mental torture.

7. Prevention

Risk assessment/risk mitigation:

A risk assessment of all operations, programs and project activities of the Prova Society will be conducted (e.g. health risk, security risk, negative impact etc.). Risk mitigation strategies will be developed, which minimize the risk to children, and vulnerable adults and incorporated into the design, delivery and evaluation of programs, operations and activities which involves or impact upon children.

Safe recruitment:

Prova Society will ensure that it applies the highest standards in its recruitment and vetting policies across the organization. Candidates are checked for their suitability for working with children and their understanding of safeguarding.

Safety Check:

Protection checks, such as disclosure of previous convictions or police checks (if disclosure is unavailable), forms an important part of the organizational recruitment policy and covers all those representatives that there have an employment relationship with, if police checks are impossible, other checks are put into practice and noted. Checking evidence of identity and the authenticity of qualifications, requesting self- declarations about previous convictions, and a minimum requirement of at least two references are carried out in all cases.

Education/training: All staff and associates receive safeguarding policy and training to help them understand why it is necessary to safeguard and protect children and vulnerable adults. Children and families will be informed on Prova Society commitment to safeguarding and what to do if they have concerns about a child.

Safe Program design: Organization will design its program keeping in mind that the programs/projects/activities will not put the children and vulnerable adults. The policy will be as the cross-cutting of all projects/programs

Use of image and children's information: To use of information and visual images, photographic stills and video, then the overriding principle to maintain respect and dignity in the portrayal of children, families. The communication policy/guidelines details will be the mentioned the recruitment

8. Partners

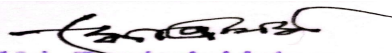
Agreements with partners will include a statement that partners who do not have a safeguarding policy will either abide by Prova Society policy or develop their own as a condition of the partnership.

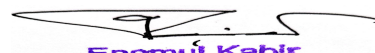
9. Protection and Confidentiality

Here it is noted that the organization shall ensure full protection of the whistle blower. By no means shall the name of the whistle blower be disclosed. While discussing, never squeeze the complainant in a way that pretend to defame or harass him/her.

10. Reporting / responding to concerns

Prova Society will receive disclosure from children and adults with sensitivity and will strive not to re-traumatized children in their handling of complaints if a child or adult persons tells that they are being or have been abused.


Md. Emdadul Islam
Chairman
Prova Society


Enamul Kabir
Executive Director
Prova Society

Listen to and accept what the child or vulnerable adult says but do not press for information. Let the child or vulnerable adult know what their will be going to do next and that it will be known to them what happens. Do not investigate and do not inform question or confront the alleged the abuser.

Record carefully what is mentioned on the reporting form.

Identifying information about children or vulnerable adults will be shared on a need to know basis only. Deliberate false allegations are a serious disciplinary offence and will be investigated.

11. Duties and Responsibilities of staff/volunteers

- a. All staff must read this policy; they should have clear understanding on this. They have to abide by this.
- b. Management action can be taken against those who violate this.

12. Scope

The policy will be applicable for all staff, members of EC/GC, volunteers, vendors/suppliers, consultants, program participants.

13. Approved by Executive Committee (EC), effective date and monitoring

This policy has been approved unanimously in the 102 EC meeting held on 29/12/2022 and be effective in no delay. Coordinator will monitor the implementation progress of this policy in the organization. If any incidence happens no sooner than S/he will inform the Executive Director.

14. Orientation

The policy will be oriented to the staff and program participants.

15. Review of this Policy

This policy will be reviewed before or in June 2025 with the significant changes made in the national and international laws, policies, human rights declaration.