



PEOPLE'S PARTICIPATION

101 & 102, Sarada Apartment, Library Para, Station Pally (North), Dankuni, Hooghly, W.B-712311. India

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Safeguarding Policy

Purpose

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with **People's Participation**. This includes harm arising from:

- The conduct of staff or personnel associated with **People's Participation**
- The design and implementation of **People's Participation**'s programmes and activities

The policy lays out the commitments made by **People's Participation**, and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under **People's Participation's** Anti Bullying and Harassment Policy²
- Safeguarding concerns in the wider community not perpetrated by **People's Participation** or associated personnel

What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes.

Further definitions relating to safeguarding are provided in the glossary below.

Scope

- All staff contracted by **People's Participation**
- Associated personnel whilst engaged with work or visits related to **People's Participation**, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians.

Policy Statement

People's Participation believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. **People's Participation** will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding [as appropriate]: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies).

People's Participation commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

Prevention

People's Participation responsibilities

People's Participation will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with **People's Participation**. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process

Staff responsibilities

Child safeguarding

People's Participation staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

Adult safeguarding

People's Participation staff and associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an at risk adult to physical, emotional or psychological abuse, or neglect

Protection from sexual exploitation and abuse

People's Participation staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, **People's Participation** staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by an **People's Participation** staff member or associated personnel to the appropriate staff member

Enabling reports

People's Participation will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by **People's Participation's** Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

People's Participation will also accept complaints from external sources such as members of the public, partners and official bodies.

How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Focal Point [as appropriate] or line manager. If the staff member does not feel comfortable reporting to their Safeguarding Focal Point or line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be a senior manager or a member of the HR Team.

Please contact:

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Response

People's Participation will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in Associated Policies).

People's Participation will apply appropriate disciplinary measures to staff found in breach of policy.

People's Participation will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

Associated policies

- ⊕ Anti-Corruption
- ⊕ Anti-Sexual Policy
- ⊕ Child Safeguarding policy
- ⊕ Code of Ethics
- ⊕ Conflicts of Interests
- ⊕ Members' disciplinary
- ⊕ Purchase Committee
- ⊕ Disclosure of Malpractice in the Workplace (Whistleblower) policy

Glossary of Terms

Beneficiary of Assistance

Someone who directly receives goods or services from **People's Participation's** programme. Note that misuse of power can also apply to the wider community that the NGO serves, and also can include exploitation by giving the perception of being in a position of power.

Child:

A person below the age of 18

Harm:

Psychological, physical and any other infringement of an individual's rights

Psychological harm

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.

This policy has been reviewed and is recommended for approval by:

Dipankar Mitra
Secretary - 'People's Participation'

This policy has been viewed and is approved by:

Samita Goswami
President- 'People's Participation'