



THE DUKE OF EDINBURGH'S
INTERNATIONAL AWARD
BANGLADESH

The Duke of Edinburgh's Award Foundation Bangladesh (THE DEA BD)

Safeguarding & Child Protection Policy

BANGLADESH

THE DUKE OF EDINBURGH'S AWARD FOUNDATION, BANGLADESH

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1. Introduction

This child protection & safeguarding policy depicts the process and mechanism of The Duke of Edinburgh's Award Foundation Bangladesh (THE DEA BD) to deal with any forms of abuse and exploitation. It is a set of detailed process that tells everyone involved with the organizations what to do, if they are concerned about a child's wellbeing. This child protection & safeguarding policy articulates THE DEA BD's zero tolerance approach to child abuse. The Duke of Edinburgh's Award Foundation Bangladesh has zero tolerance for harassment or exploitation of Award participants, partner organizations, staff, and volunteers.

1.1 Introduction of the Duke of Edinburgh's Award Foundation Bangladesh (THE DEA BD)

The Duke of Edinburgh's Award Foundation Bangladesh is a noble initiative of six national and multinational organizations to bring the world's most prestigious award for young people "The Duke of Edinburgh's Award" to Bangladesh. The Duke of Edinburgh's Award Foundation, Bangladesh is a non-profit organization that administers "The Duke of Edinburgh's Award" in Bangladesh. On 20 August 2008, the former British High Commissioner to Bangladesh HE Mr. Stephen Evans initiated the programme in Dhaka for the students of 12 leading educational institutions. Within the first month 460 students enrolled in the award and started their journey towards exploring a better self.

Since the inception 7000 students from 54 leading institutions from Dhaka and Chittagong enrolled for the award. Bangladesh has achieved the status of National Award Authority within very short time. The award programme in Bangladesh is being operated with direct coordination and support from the Regional Secretariat in Australia and the International Secretariat in the UK.

Vision & Mission

Our mission is to provide opportunity for young people of Bangladesh to challenge themselves through leisure activities and voluntary service which they can discover their hidden abilities and gain a special sense of satisfaction and achievement.

To realize our mission, we pledge to provide quality service to our young people through working in partnership with our operating units, award coordinators, award leaders and volunteers. We will pursue our mission with vision, creativity and commitment.

Our Role

- *Filling the gap left by formal education for all-rounded development of youth*

The Duke of Edinburgh's Award is a programme about challenge, enterprise, effort and achievement. It addresses the development of the whole human being by providing a unique rewarding agenda that fills the gap left by formal education. It gives young people a chance to constructively use their leisure time, to set and achieve personal goals and to learn about themselves and their community through experiential learning either in a group or in person.

Without doubt, The Duke of Edinburgh's Award is playing an important role in youth development. Through the commitment to its programme, young people will be acquiring leadership skills, social and life skills, self-reliance and a sense of responsibility to others. Moreover, young people will have a chance to learn by experience/doing the importance of planning, commitment, perseverance, enterprise and effort. More importantly, it gives young people a very good chance to enrich their experience and to become active and responsible citizens of Bangladesh.

- *Connecting to the society*

The well-balanced Award Programme can help our young people acquire basic leadership skills. Based on a positive assessment system, young people get to know their own interest, ability, potential, strengths and weaknesses. In the process of fulfilling the Award requirements, they will have a chance to learn how to plan the way ahead, how to set and achieve their goals. Together with the prestigious presentation of Award, young people can build up the sense of personal achievement and social responsibility, which will enhance their confidence towards the society.

- *Building up the collaboration between the young people and adults*

The value of the support of Award Coordinators, Award Leaders and Award Volunteers is paramount and fundamental to the Award Program in Bangladesh. Adults have a wealth of experiences, abilities and attitudes, which can have a profound influence on the development of young people. In this vein, we have now more than 200 adult volunteers in support of the daily functioning of our Award. These Award Coordinators and Leaders are the backbone of the award programme in Bangladesh.

It is our belief that general standards of behaviour are acquired in part by example and imitation. The abilities and moral convictions of those adult volunteers, who give their time to practice and teach any kind of worthwhile challenging Award activities, will imprint to our younger generation. Thus, the successful completion of a venture earmarks the successful collaboration between the young people and adults.

Our future plan is to promote the award all over Bangladesh.

Safeguarding

Safeguarding refers to protecting all people and the environment from all harm, unintended or otherwise. In the context of the Award, it specifically refers to preventing and responding to harm caused by sexual exploitation, abuse, harassment or bullying of any kind. Children, young people and vulnerable adults are at particular risk of harm from exploitation, harassment or abuse and the policy therefore focuses on these groups.

The Duke of Edinburgh's Award Foundation Bangladesh has zero tolerance for harassment or exploitation of Award participants, partner organizations, staff, and volunteers.

The aim of this policy is to minimise the likelihood and impact of these actions on Award Participants and on those working or volunteering for and with The Duke of Edinburgh's Award Foundation Bangladesh or licensed Award Operators.

The purpose of the policy is to enable all children, young people and vulnerable adults to have the best outcomes from their Award experience, regardless of sex, age, disability, sexual orientation, race, and religion or gender reassignment.

The Duke of Edinburgh's Award Foundation Bangladesh is committed to:

- Ensuring the interests and well-being of children, young people, and vulnerable adults are considered in all activities and that their rights, wishes, and feelings are respected.
- Promoting the health, wellbeing, protection, and welfare of children, young people, and vulnerable adults.
- Taking all reasonable and practical steps to protect children, young people, and vulnerable adults from neglect, physical, sexual, and emotional abuse.

Award Units are licensed subject to a set of standards, one of which requires staff and volunteers working with participants to be vetted for suitability in compliance with NAO policies and local laws. To this end, the Award Unit agrees to and shall take all necessary actions to promote and prioritize the safety and wellbeing of participants by:

- Ensuring that the organization and adults delivering the Award understand and comply with all local and NAO child protection policy, health and safety policy, serious incidence reporting policy and code of conduct, adult delivering the Award policy and others legislation.
- Reviewing child protection and serious incidence reporting policy, standards, guidelines, and legislation annually, and making any necessary amendments or revisions to its code of conduct or internal policies.
- Ensuring that all Award staff and volunteers understand their roles and responsibilities regarding the protection of children, young people, and vulnerable adults, and are provided with appropriate training for this purpose.
- Taking appropriate action if an adult observes, suspects, or receives a disclosure of harm, neglect, physical, sexual, emotional abuse or exploitation of children, or any other violations of its child protection policies or applicable laws, standards, guidelines, or legislation.
- Maintaining detailed and accurate records of all safeguarding concerns and securely storing such records as confidential information for an appropriate time period.
- Vetting Award staff and volunteers in accordance with local laws, NAO HR policy and guidelines, and preventing the employment and/or deployment of unsuitable individuals, including having an appropriate background check on file for Award Leaders, Adventurous Journey Supervisors, and Adventurous Journey Assessors, at minimum.
- Ensuring that robust safeguarding arrangements and procedures are in operation.

Adults involved in the delivery of the Award are committed to ensuring that:

- In every respect, the relationships they form with the children, young people, and vulnerable adults under their care are appropriate.
- They observe the rules established by The Duke of Edinburgh’s Award Foundation Bangladesh about Adult Delivering the Award Policy and their organization for the safety and security of children, young people, and vulnerable adults.
- In compliance with local laws and they follow the procedures of their organization regarding the suspicion, disclosure, allegation, or observation of neglect, physical, sexual, or emotional abuse.
- They recognize the position of trust in which they have been placed.
- They recognize the Adult Delivering the Award Policy, Child Protection Policy, Health and Safety Policy and Code of Conduct set out by The Duke of Edinburgh’s Award Foundation Bangladesh.

3. Justification of Child Protection Policy (CPP)

All children have the right to be protected. They have the right to survive, to be safe, to belong, to be heard, to receive adequate care and to grow up in a protective environment. A child protection policy is necessary for The Duke of Edinburgh’s Award Foundation Bangladesh (THE DEA BD) to ensure that the young people in our service are protected. Developing and implementing a child protection policy shows that we are actively involved in safeguarding children, young people, volunteers and staff. While also fulfilling both moral and legal obligations, a child protection policy represents a genuine commitment on behalf of the organisation to upholding children’s rights in all aspects of their work. The following is a list of some of the key functions and benefits of the child protection policy of THE DEA BD. The benefits of having our child protection policy include:

- The policy communicates that we are committed to keeping children safe
- It helps to create a safe and positive environment for children
- Clear procedures and guidance help to ensure that there is a prompt response to concerns about a child’s safety or welfare
- A child protection policy can legitimately help to develop a protective culture within organisations in which young people are safe and protected and where staff/ volunteers are encouraged and supported to ensure that the safety of children and young people are prioritise

3.1 Organization's position on CPP

The Duke of Edinburgh's Award Foundation Bangladesh (THE DEA BD) rejects all forms of abuse and exploitation suffered by children, and seeks to ensure that throughout its work it commits to policies, practices and procedures that are consistent with the best interests and the protection of the child at all times. In this regard, THE DEA BD believes that it's all level staff, representatives, volunteers, award leaders and all those whom it may employ, or all those over whom it has any authority and influence, must demonstrate behaviour simply consistent with CPP. Child protection is both an institutional and an individual responsibility. THE DEA BD is committed to best practice in promoting child rights both at organizational and individual level.

THE DEA BD are responsible for the implementation of this policy and must ensure that all parties comply with the Child Protection Code of Conduct. Particular management responsibilities as set out in this policy include building child protection awareness, rigorous recruitment and selection practices, training, and responding appropriately to allegations must be ensured.

3.2 Statement of the policy

This document is the Child Protection Policy for THE DEA BD which will be followed by all staff and all stakeholders. The primary goal of child protection policy is to protect the well-being of children. Acting on behalf of the best interests of the children, and in agreement with the United Nations Convention on the Rights of the Child, THE DEA BD strives to design and implement programs that protect children from abuse, neglect, and exploitation. THE DEA BD does not tolerate child abuse in any form.

To this end, THE DEA BD intends to familiarize itself with situations which may present risks and learn how to deal with those situations.

4. Goal and Objectives of the Child Protection Policy

4.1. Goal

The overall goal of the policy is Children are protected from abuse of all kinds in the delivery of activities of THE DEA BD.

4.2. Objective

- a) A child friendly environment ensured where children directly or indirectly involved with THE DEA BD are protected from any form of abuse and exploitation
- b) All level staffs, volunteers, consultants, visitors, award leaders and other individuals /organizations involved with THE DEA BD are sensitized to the child protection issues
- c) Child protection policy is reflected in all the policies, strategies, planning of the organization as well as implemented and monitored.

4.3. Applicable to

Protecting children from harm is the responsibility of all those who participate in the work of THE DEA BD. This Policy applies to:

- a) All employees of THE DEA BD
- b) Executive members
- c) Trustee members
- d) Volunteers
- e) Award leaders
- f) Contractors, subcontractors or other service providers
- g) Anyone directly or indirectly involved with THE DEA BD

5. Definition and Guiding Principles

5.1 Definitions and indicators of child abuse and its effects

This child protection policy defines child, child rights abuse and category wise abuse of child rights in this way -

- a) **Definition of Child:** In accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being below the age of 18 years.
- b) **Definition of Child Abuse:** Child abuse constitutes all forms of physical and 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 or responsibility, trust or power.
- c) **Physical Abuse:** Physical abuse of a child is that which results in actual or potential physical harm from an interaction or lack of interaction, which is reasonably within the control of a parent or a person in a position of responsibility, power or trust. These may be single or repeated incidents.
- d) **Emotional Abuse:** Emotional abuse includes the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child can develop a stable and full range of emotional and social competencies commensurate with her or his personal potentials and in the context of the society in which the child dwells. Acts include restriction of movement, patterns of belittling, denigrating, threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

e) **Neglect:** Neglect is the failure to provide for the development of the child in all

spheres: health, education, emotional development, nutrition, shelter and safe living conditions, in the context of resources reasonably available to the family or caretakers and causes or has a high probability of causing harm to the child's health or physical, mental, spiritual, moral or social development. This includes the failure to properly supervise and protect children from harm as much as is feasible.

f) **Exploitation:** Commercial or other exploitation of a child refers to the use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child's physical or mental health, education, or spiritual, moral or social-emotional development.

g) **Child sexual abuse:** Child sexual abuse is the involvement of the child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violate the laws or social taboos of society. Child sexual abuse is evidenced by this activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to:

- The inducement or coercion of a child to engage in any unlawful sexual activity
- The exploitative use of child prostitution or other unlawful sexual practices.
- The exploitative use of children in pornographic performances and materials.

5.2. Guiding Principles

This policy is informed by a set of principles that derive from the UN Convention on the Rights of a Child. Principles upon which the Child Protection Policy is based -

- a) **Non-discrimination:** All children have equal rights to protection from abuse and exploitation regardless of their race, religion, ethnicity or socio-economic status. They should be encouraged to fulfill their potential and inequalities should be challenged.
- b) **Best Interest:** Child's best interest should be priorities in all our activities.
- c) **Participation:** In all our activities children should have opportunity to participate when relevant and participation in decision making Survival and development: Children's survival and development issues should be prioritised in all our activities.

The specific articles of UNCRC valued to prepare this policy are-

Article 2: Indiscrimination	Article 28: right to Education.
Article 3 : Child's best interest	Article 34: Right to protect from sexual abuse.
Article 6: right to life, survival and development	Article 35: Right to protect from all forms of abduction and trafficking
Article 12: Right to expression	Article 36: Right to protect from any activities that could harm a child's development.
Article 23: special care and support for children with disability	Article 37: Right to protect from cruel sentence, imprisonment and right to freedom

6. Code of Conduct

In order to ensure full protection of children in all activities, strategies and planning of THE DEA BD, following code of conducts are taken as obligatory for all persons or organizations involved with THE DEA BD directly or indirectly.

6.1 The person involved with THE DEA BD activities must do:

- a) All people involved with THE DEA BD must have awareness on child rights
- b) To make children aware about their rights and responsibilities
- c) To let know a child and its parents/guardians about THE DEA BD's process of response to child abuse
- d) Create enabling environment where children can freely express their opinion
- e) To help children in taking decision and respect their opinion
- f) To ensure child friendly environment in THE DEA BD secretariat and select risk free place for holding activities with children
- g) To ensure reflection of CPP in principle, strategy, procedure and process of activities of THE DEA BD
- h) To behave with children on the basis of equality, dignity and respect irrespective of their religion, caste, ethnic identity, socio-economic status etc.
- i) Respect a child's right to personal privacy
- j) Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- k) Provide an example of good conduct you wish others to follow
- l) Gain written parental consent for any significant travel arrangements e.g. Overnight stays.
- m) Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member staff
- n) Recognise that special caution is required when you are discussing sensitive issues with children or young people
- o) Challenge unacceptable behaviour and report all allegations/suspicious of abuse

- p) Create enabling environment if there is chances to hide incident of abuse by a child due to unawareness.
- q) Always give enthusiastic and constructive feedback rather than negative criticism
- r) To give priority to the need and capacity of children and never pushing them against their will
- s) Gain written parental consent for using photograph or information of a child for study, research or business purpose.

6.2 The person involved with THE DEA BD activities must not do:

- a) Any discrimination to a child on the basis of its parents profession, socio-economic status, religion, ethnic identity etc.
- b) Express annoyance for unwanted conduct of a child or force him to refrain from doing such or rebuke
- c) Unnecessarily spending excessive amounts of time alone with children away from others
- d) Have inappropriate physical or verbal contact with children against their will
- e) To call a child with humiliating name
- f) Making a child to do personal work
- g) To use abusive word in the presence of a child
- h) Making sexually suggestive comments to a child, even in fun
- i) Watch nude photographs, porn video or other materials
- j) Let a child in contact with hazardous equipments
- k) Convince a child through lying to avoid his concentration from a specific issues
- l) Physical or mental torture or any act that causes physical and mental torture
- m) Any act that provoke sexual feeling or sexual relation with a child
- n) Show favouritism to any individual
- o) Ensure that at away events adults should not enter children's room or invite children to their rooms
- p) Engaging in rough, physical or sexually provocative games
- q) Push children to attend in discussion, cultural program or competition against their will
- r) Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- s) Smoking or drinking alcohol in the company of children
- t) Involve child labor in THE DEA BD activities

7. Implication of the Child Protection Policy

7.1. Strategy

The strategy THE DEA BD undertakes for its Child Policy are as follows –

- a) As this document describes the organizational policy to protect children from abuse, so it is obligatory to full implementation of this policy in all level of the organization.
- b) THE DEA BD must ensure a child friendly environment and for this all its planning, policy and procedure, activities, code of conduct, recruitment even infrastructure will have to be appropriate for a child.

- c) This policy must be in line with the convention on child by UN and other policy and laws of international agency and Bangladesh government.
- d) The policy will be made as per the norms of work of THE DEA BD and must be consulted with all level staff and board of executives and if possible with other consultants, volunteers and service providers.
- e) Other policies of the organizations (e.g. financial policy, procurement policy, service rule etc.) have to be reviewed whether they are conflicting to the child protection policy and if they are they have to be amended before the CPP come in to practice.
- f) Code of conduct set with the child protection policy will be in use for any kind of activities like recruitment, hiring consultants, employment of volunteers, contractors etc.
- g) The organization will undertake activities to build awareness, capacity building in using the policy like monitoring, investigation and reporting skill among the staff about child protection policy.
- h) The organization will ensure all the staff, board members, contractors, volunteers, service provider are aware about all contents of the policy and implementation process.
- i) The organization will maintain liaison, communication or exchange of information with other child rights organization to learn about the implication of child protection policy.

7.2. Implementation Process

- a) A Management Committee will be formed for the implementation of the policy. This 5 members' committee will be comprised of senior level staff, National Director and Executive members of THE DEA BD. The management committee will be responsible for overall implementation of the policy.
- b) The management committee will nominate a focal person for child protection policy. He/she will be the key person for oversee/monitor child protection in the organization.
- c) A help desk will be established in THE DEA BD secretariat. All kinds of information about CPP of THE DEA BD will be available in the help desk. It will also receive allegation of abuse. Besides, information regarding CPP will be displayed in common place of THE DEA BD secretariat.
- d) All level of staff of THE DEA BD, Executive members, Award leaders, Volunteers, Service providers and other people and organization directly or indirectly involved with THE DEA BD will be given awareness on CPP of THE DEA BD.
- e) THE DEA BD must ensure of all financial requirements and logistic support for implementation of the policy.
- f) For any allegation of child abuse THE DEA BD will undertake immediate investigation and action and protect the rights of the children.

7.3. Activities

Following activities will be undertaken in implementation of the Child Protection Policy of THE DEA BD.

Awareness:

- a) All staff and others will be made aware of violation of child rights, nature of child abuse and risks to children. This will be provided by orientation, workshop, training and campaigning materials like poster, leaflet, display board etc.
- b) For the newly recruited staff or if the risk of child violation increased (based on the periodical monitoring report) and for any change or revision of the CPP, special training/orientation on CPP will be organized. Staff, Volunteers, and Award leaders will be given short orientation about CPP if applicable.

Prevention:

- a) Ensure, through awareness and personal and professional conduct, that staff and others minimise the risk to children.
- b) Any recruitment and hiring of external service providers, consultants must abide by the CPP.
- c) Ensure a strong monitoring mechanism in this regard.
- d) Risk assessment will be conducted on annual basis.
- e) Pictures, images, or other likenesses of children and/or information related to children that could compromise their care and protection will not be made available through any form of communication media.

Recruitment and Selection process:

- a) Confirmation of the identity of the applicant including personal details and sensitivity towards child rights obtained either through using an application form where appropriate, or through other means.
- b) Use of several selection techniques to maximise the chance of safe recruitment, eg interview, references checks.
- c) For other recruitment like consultant, volunteer, service provided organization, their past record and experience will be considered.

Responding:

Any incidences resemble in the definition of abuse as described in the chapter -3 and break of code of conduct as described in the chapter -4 will be considered breach of the Child Protection Policy and necessary action will be taken for protection and prevention.

- a) Any abused children or witness (she/he can be a staff also) will inform the focal person orally or in written about the incident. Specific forms or format also can be used in this regard.
- b) After receiving allegation, focal person immediately go through the incidence. If found breach of CPP he will report to the management committee and form and carry out formal investigation of the abuse.
- c) The seriously injured child will be provided medical and legal aid if applicable.

- d) THE DEA BD will provide support and security for the child and staff who raise concern or who are the subject of concern.
- e) THE DEA BD will ensure any kind of physical security of child and his family after allegation and monitor their situation even after action taken.
- f) The focal person will inform the victim and his family of the steps taken and continue to keep them advised of the status of the investigation. If child abuse is confirmed, ask the victim and the victim's family what action they would like to take in the matter and fully cooperate to address their requests within the bounds of a legal and prudent response.
- g) In an instance where child abuse is confirmed, THE DEA BD will immediately dismiss the worker temporarily.
- h) After the investigation report made the management committee will arrange a hearing participated by the victim, person involved with the abuse and witness. The committee will come to an effective decision about the case.
- i) Any abuse subjected to criminal offence referred to court for litigation. THE DEA BD will provide necessary assistance in this regard.

Investigation:

Any incidence in contrast to CPP will be prevented through proper investigation and action. The process of investigation is as follows –

- a) An investigation team will be formed to act upon every reporting of abuse of children. The team will be consisted of not more than three members headed by the focal person of CPP. The other staffs will be senior level staffs.
- b) For serious abuse, investigation have to be carried out within 6 (six) hours of the incident. In the mean time, the abused children will be provided medical help if needed. The abuser must be asked not to leave his/her position till the decision come of management committee based on the investigation report. If the alleged person is found guilty he/she should be handed over to the law enforcing agency.
- c) For less serious abuse, investigation will be carried out within the three days of the incident.
- d) The team will not attempt to conduct a detailed investigation either through examination or interrogation of the child, the accused person or a witness. It is acceptable to obtain a reasonable amount of information to have cause to believe a child has been abused or neglected.
- e) While interrogation of the child inform him how the given information will use for his betterment. Do not pursue him to give information giving assurance that will be protected. Assure the child that given information will not be disclosed excepting specific person.
- f) No information will be disclosed to any person or organization during investigation.
- g) All the staff and board members should act appropriately and effectively in instigating or co-operating with any subsequent process of investigation.

- h) The team will submit a report with proper evidence not more than three days after the investigation. But for serious cases the report has to be submitted as soon as the investigation ends.

8. Management

A management committee will be formed to oversee the implementation of CPP. It will be consisted of five members from senior level staffs, National director and Executive members. This committee will nominate focal person and approve investigation team, monitoring team and conduct hearing of allegation and action. The detailed roles and responsibility of the management committee are given herewith.

- a) A Management Committee will be responsible for overall implementation of the Child Protection Policy of THE DEA BD. This committee will approve all activities relating to CPP.
- b) This committee will observe all report relating to investigation and monitoring of child abuse and take necessary steps.
- c) The committee will sit regularly and discuss about the status of CPP in the organization based on the monitoring report. However, for serious reporting of abuse, the committee will arrange instant meeting.
- d) The management committee will approve all reports, monitoring, awareness raising activities, recruitment along with all forms, formats and other materials.
- e) Management committee will be responsible for allocation of budget for investigation, medical assistance and legal aid etc and all financial activities.
- f) Management committee will ensure whether the CPP is followed in planning, strategy, recruitment, procurement and infrastructure development etc.
- g) The management committee has authority to take any decision at any level in favor of implementation of CPP.

9. Monitoring:

THE DEA BD will undertake regular monitoring for proper implementation of the Safeguarding & Child Protection Policy. A three members' team consisted of National Director of THE DEA BD, senior DEA BD staff and Executive Members will monitor the implementation of CPP. Monitoring of CPP will undertake in two ways - event based monitoring and periodic monitoring.

Event based monitoring means monitoring of any new planning, activities or policy and procedure whether they are conflicting to the CPP.

Periodical monitoring will be carried out half yearly basis.

10. Reporting

Reporting will be regarded an important tool for tracking implementation of CPP of THE DEA BD. Monitoring team will report to management committee regularly about findings of monitoring. It will be discussed as agenda in the monthly coordination meeting, meeting of

executive board. If any change is made based on the monitoring report, it should be effective as early as possible.

11. Confidentiality

All documents and information of child abuse will be held in absolute confidence. No person or organization shall communicate any information concerning the alleged event except as necessary to ensure proper and neutral investigation. Limited additional disclosure can be made as example to protect other children from harm in the near future. Any breach of this confidentiality shall be cause for utmost punishment as per the constitution of THE DEA BD.

12. Policy review

The management committee responsible for implementation of this policy will periodically review the policy on the basis of monitoring report. This may be at least once in two years or based on the emergency with participation of focal person, member of management committee, and executive board members. The change through review should be rightly reflected in the policy and each staff and other people concerned should be informed about the change as early as possible.

TRUSTEES



Concorde Garments Group



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