

Safeguarding Policy

The Duke of Edinburgh's Award Foundation 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 (the NAO) 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.
- Award participants are aged between 14 and 24. For the purposes of the Award, all Award participants are considered to be either a child or young person when considering how they should be treated in regard to contact with adults.
- Award participants may engage with children, young people and/or vulnerable adults during the course of their Award. In this case, an Award participant, even if aged under 16, must adhere to the standards of conduct described in this policy and expected of an adult engaged in Award related activity.
- It is important to note that a child, young person or vulnerable adult may occupy the role of Award participant and Adult in the Award concurrently.
- The NAO and Sub-Licensed Award Centres approach to safeguarding are underpinned by the following principles:
 1. Everyone has a responsibility for safeguarding
 2. Do no harm
 3. Act in the best interests of the child/young person/vulnerable adult

4. All children, young people and vulnerable adults shall be treated equally, irrespective of race, gender, religion/or none, sexual orientation or disability
5. Safeguarding should be embedded in all of our activities as an organization

Safeguarding Framework

The Foundation's approach to maintaining a safe, positive and empowering environment for youth development is encompassed in a safeguarding framework.

The framework sets out the key responsibilities and requirements for any licensed Award Operator and can be summarised below:

1. General Safeguarding and Child Safeguarding

Safeguarding shapes the approach, practice and culture of The Duke of Edinburgh's Award Foundation Bangladesh and all licensed Award Centres, ensuring a comprehensively safe environment for all people who come into contact with the Award, including adults, children, young people and vulnerable adults. All Award Centres should be able to demonstrate:

1. Safeguarding policy/policies
 - Must have a child protection policy and/or a vulnerable adult's policy in place.
 - If not overt in the policy, must also have bullying, sexual exploitation and harassment and abuse policies.
2. Serious Incident Reporting policy, and associated mechanisms
3. Appropriate safeguarding training with the national legislation
4. A Safeguarding Register
5. Appropriate investigation processes
6. A disciplinary process.

2. Whistleblowing

Whistleblowing allows concerns to be raised and resolved at the appropriate level. All Award Centres should be able to demonstrate:

7. Whistleblowing policy
8. Appropriate training policy for understanding the process
9. A complaints process
10. Commitment to no reprisals

3. Risk Management

A risk management framework must set out the NAO and Award Centres approach to risk identification and assessment. All Award Centres should be able to demonstrate:

1. Risk management policy; with safeguarding as a distinct risk category
2. Risk assessments conducted on downstream partners
3. Adoption and use of the Due Diligence Framework
4. Risk register, with safeguarding as a distinct category; maintained and regularly reviewed
5. Process for escalation of safeguarding risks
6. Oversight by a designated senior staff member of the organization.

4. Code of Conduct

A Code of Conduct describes the ethics and behaviors required of all individuals, to ensure a robust safeguarding environment. All Award Centres should be able to demonstrate:

1. Adoption of the Award Code of Conduct by all staff, volunteers and, where applicable, children/young people/vulnerable adults
2. An operating environment that supports Adults in the Award to adhere to the standards of the Code of Conduct, as a minimum.

5. Human Resources

Recruitment and vetting processes should support recruitment of the right people, and on-going safeguarding training should be provided for all staffs and volunteers. All Award Centres should be able to demonstrate that all paid staffs, Award Leaders, Adventurous Journey Supervisors, and Award Assessors (or equivalent titles) must:

1. Have a clear job description; including an identified risk level for each role
2. Have competency-based selection procedures for roles working directly with children/young people
3. Be over 16 years
4. Be trained, including mandatory safeguarding and whistleblowing training at point of induction
5. Be appropriately vetted (according to national standards)
6. Be aware of and committed to the vision and values of the International Award
7. Be compliant with national child protection guidelines and health and safety legislation
8. Conduct ongoing safeguarding and whistleblowing training for staffs

6. Governance and Accountability

The NAO's Board of Trustees has ultimate responsibility and duty of care for the safeguarding of staff, volunteers and young people who come into direct contact with the NAO. In addition, the Board has responsibility for ensuring licensed Award Centres comply with this policy.

Further Information

For any other policies related to Safeguarding, please visit our website: <https://deabd.org/sub-page/policies>

Code of Conduct and Re-committing on a Three-year Cycle

1. The NAO has a Code of Conduct with regard to safeguarding. It describes what behaviours the Foundation expects of individuals and the organisations to which they belong.
2. All Adults in the Award, regardless of appointment or role, are expected to adhere to this Code of Conduct and treat it as a description of a minimum standard of behaviour, recognising that further standards may be required by the national legislation or policies.
3. Every Adult in the Award, and every Award participant working with children, young people and vulnerable adults, should be provided with a copy of this Code of Conduct as part of their induction to the Award.
4. It is recommended that, as a minimum, all Adults in the Award, re-sign the Code of Conduct and where appropriate take a refresher version of the e-learning safeguarding guidance on a three-year cycle.
5. Organisations that work with Award participants should have appropriate policies and procedures in place to ensure, as a minimum, that they allow adults to comply with the Code of Conduct.

Safeguarding due diligence

The Duke of Edinburgh's Award Foundation Bangladesh conducts due diligence when selecting organisations and individuals with whom to partner with and license to deliver the Award. This is based on the licensing application and evaluation process. This policy requires Award Centres to undertake due diligence when selecting organisations and individuals with whom to partner to deliver Award activity. Appropriate due diligence should be carried out under the principle of proportionality. A risk assessment should be conducted to establish appropriate levels of due diligence.

Reporting procedures

To respond to any incident or incidents of actual, suspected or alleged exploitation, abuse, harassment or bullying that arises:

- a) In the first instance the incident should be reported to the appropriate law enforcement authorities, should that be appropriate.
- b) Necessary immediate actions should be taken to remove any actual or alleged victim from threat of imminent (further) harm.
- c) If applicable, any incident of concern should also be reported in accordance with the Serious Incident Reporting Policy and associated procedures.
- d) If the incident is serious (as defined by the Serious Incident Reporting Policy) this should be reported to the NAO'S Designated Safeguarding and Serious Incident Reporting Lead.

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 Centres 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.