



Child Safeguarding and Child Protection Policy 2021



Unite Theatre for Social Action (UTSA)

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The Child Safeguarding and Child Protection Policy (CSCPP) of UTSA

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What is UTSA: UTSA- Unite Theatre for Social Action, one of the renowned development organization in Bangladesh, started its journey in the year of 1997 and working for increasing awareness programs for mental health issues through Therapeutic Theatre as a pioneer organization utilizing UTC (Unit Theatre Concept). It does anticipate peace through theatre as its thematic choice and does inherently believe that peace attainment is further more possible if the theatre by content does itself inherent the concerned issues. UTSA has perpetuated its movement with the dissemination of area-based and issue-focused theatre works on sustainable socio-economic and cultural development since its inception. UTSA considers the theatre as one of the most effective tools in raising awareness and organized more than five thousand issue-based theatre shows in different areas in Bangladesh. Different issues like Child Labor, Child Rights, Labor Rights, Rights of Persons with Disabilities (PwD's), Women's Rights, Gender, Sexual Harassment, Child Trafficking, Early Child Care development, HIV/AIDS, Environment Preservation, Disaster Management, Leprosy, Drug Addiction, Gender-based Violence, Human Rights with Acid Survivors and Cancer Survivors of Acid have been incorporated into the list of their theatre shows.

To match with those development trend, UTSA has adopted a unique approach named REHECDU. Interestingly this approach of development interventions maintains and align with the issues identified at the development trend analysis. Adopting this approach has led UTSA to change a lot to the organization itself. For example, the management structure has been changed to align the need of the organization and enhancing its capacity. UTSA is also one of the pioneer organization that created a bridge among therapy-based interventions, advocacy at different level, care giving services on mental health, psychosocial service and supported to develop enabling environment for individual and in society through addressing conflict agendas.

UTSA was established on 14th March of 1997, head office at Akbarshah, Chittagong of Bangladesh. This organization is registered with the Social Welfare Department (SWD) in 2001 and NGO Affairs Bureau of Bangladesh (NGOAB) in 2011 and renewed later on the year of 2021.

VISION, MISSION & VALUES

Vision:

UTSA envisions for a society of self-reliant people ensuring inclusion, accessibility, gender diversity and socio economical justice with climate resilience.

Mission:

- UTSA endeavors to unleash every single potentiality of mankind and to ensure no discrimination at any background through theatre centric development interventions.
- UTSA envisions to see that every human being is enjoying their economic freedom in a just and economically inclusive society.
- UTSA wants to create a society of freedom by ensuring human rights for the rights holders and assistance at minimum level to the beneficiaries.

Values of UTSA

Empathy – Our staff members shall work with empathy for all the people we serve; persons of concern, right holders, beneficiaries, staff members, service providers, donors, suppliers, and volunteers.

Unity – Our staff members shall promote the idea of unity as UTSA believes that our collective effort to solve the problems and challenges of our right holders require united purpose of serving and service delivery.

Non-discrimination – Our staff members are committed to show no discrimination on the basis of race, religion, gender, color, caste, creed, origin, location, nationality, ethnicity, sexual orientation, political affiliation and cultural representation.

Inclusion – Our staff members are committed, signed, trained, informed and rehearsed that they shall promote the ideology of inclusion of persons with disabilities, minorities, sexual minorities, ethnic groups and other disadvantaged groups.

Equity – UTSA staff members shall promote and advocate for equity in all sphere of its working scopes.

Respect and Dignity – Fundamental respect and dignity of every human person shall be one of the foundational core values of UTSA staff members.

Cultural Attitude – Culture is in the core of UTSA’s history and cultural attitude shall be a star to guide our everyday work in the office and field.

ARTICLE 1: SAY YES

UTSA is committed to ensure children’s right guaranteed by the United Nation’s Convention on the Rights of Children (UNCRC). UTSA is committed to “SAY YES” ideology for the children by acknowledging all their rights enshrined in the UNCRC and National Child Policy of Bangladesh.

ARTICLE 2: FOUNDATION OF THIS POLICY

These are the foundations of this Child Safeguarding and Child Protection Policy:

- ◇ Convention on the Rights of the Child,
- ◇ Code of Conduct for International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief,
- ◇ The texts of the Alliance for the Fundamental Standards of Humanitarian Aid,
- ◇ The minimum standards for protection during humanitarian action,
- ◇ The standard of accompaniment to the Humanitarian Charter and the minimum standards of humanitarian intervention of the SPHERE project.

ARTICLE 3: DEFINITIONS

Bullying: Bullying may be defined as deliberately hurtful behavior, 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: Child means “every human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier”. This is in accordance with Article 1 of the United Nations Convention on the Rights of Children.

Child abuse: Child abuse constitutes all forms of physical and emotional illtreatment, 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.

Child labor: Child labor includes full-time work by children under the age of 15 that prevents them from attending school (getting an education), or is hazardous to their health (International Labor Organization, Convention 138). Part-time child labor is permitted from the age of 15, except for activities that could in any way impede the child’s access to education or development. UTSA applies a minimum age of 18 years.

Child pornography: Child Pornography means any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child 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 children and hard-core which relates to images of children engaged in sexual activity and use of children in the production of pornography is sexual exploitation.

Child protection: Child protection is the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect.

Child protection policy: A course or principle of action adopted or proposed by an organization or an individual.

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.

Commercial or other exploitation: The use of a child for work or other activity in the interest of others. This includes, but is not limited to, work. These activities are harmful to the child's physical and mental health, education and spiritual, moral or emotional social development (WHO, 1999).

Corporal Punishment: The use of physical force with the intention of causing a child pain, not for the purpose of injury, but correction.

CSEC: CSEC stands for commercially sexually exploited children. Commercial sexual exploitation of children comprises sexual abuse by the adult and remuneration in cash or kind to the child or a third person or persons. The child is treated as sexual object and as a commercial object. The commercial sexual exploitation of children constitutes a form of coercion and violence against children, and amounts to forced labor and a contemporary form of slavery.

Discriminatory abuse: Abuse motivated by a vulnerable person's age, race, nationality, sex, sexual orientation, disability, or other personal characteristic.

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

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 labor 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.

Financial or material abuse: Financial or material abuse including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

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.

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.

Psychological abuse: It includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. Examples include not giving a vulnerable person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on a vulnerable person, which may include interactions that are beyond a vulnerable person's developmental capability. It may involve serious bullying (including cyber bullying), or the exploitation or corruption of a vulnerable person.

Violence against child: All forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse and commercial and sexual exploitation.

ARTICLE 4: GOAL

To protect children from all forms of abuse in the course of our work and services we provide inside and outside our organization.

ARTICLE 5: PURPOSE

The purpose of this Child Safeguarding and Child Protection Policy is to:

- a. provide a management strategy to prevent child abuse and protect children in the course of our work;
- b. protect UTSA staff and partners from unfair practices and processes; and
- c. provide UTSA staff and partners with clear guidelines on what to do in the case of suspected child abuse.
- d. make child safeguarding and child protection a case of practice and exercise in daily work.

ARTICLE 6: THE NEED FOR A CHILD SAFEGUARDING AND CHILD PROTECTION POLICY

UTSA needs a child safeguarding and child protection policy because:

- ◇ **Organization staffs are protected:** All children have a right to freedom from all forms of violence, abuse and exploitation, based on the UNCRC. It is therefore the responsibility of UTSA to ensure that all its activities, policies, projects and programs are 'child safe'. This means that staffs do not represent a risk to children and that programs, policies and practices can be designed and developed in ways that promote the protection of children.
- ◇ **Children are protected:** Some children are in particular vulnerable to abuse, exploitation, and ill-treatment at the hands of caregivers, project workers, and those with access to their personal information. Many children growing up in vulnerable circumstances have already experienced

ruptured relationships of trust or abuse of an adult-child relationship in the form of physical, psychological or sexual abuse.

- ◇ **The organization and its reputation is protected:** Organizations working with vulnerable children have been, are and will continue to be vulnerable to abuse until the issues are brought into the open. Organizations without protection policies, guidelines and systems are more vulnerable to false or malicious accusations of abuse.

ARTICLE 7: SCOPE

UTSA's Child Safeguarding and Child Protection Policy applies to:

- All staff; members; interns and volunteers;
- All those acting on behalf of UTSA, such as members, consultants or trainers;
- All those adults accompanying children to events and activities organized by UTSA;
- All those who participate in UTSA events and meetings involving children, including journalists, sponsors, donors, policy makers, etc.

All the individuals cited above will be expected to read UTSA's Child Safeguarding and Child Protection Policy and sign a commitment to adhere to its principles and procedures.

ARTICLE 8: UTSA'S COMMITMENTS

UTSA's commitment to child safeguarding and child protection will be guided by the following:

- ➔ Awareness: we will ensure that all UTSA staff and partners as well as stakeholders involved in projects are aware of the problem of child abuse and the risks to children.
- ➔ Prevention: we will ensure, through awareness and good practice, that UTSA staff and partners minimize the risks to children.
- ➔ Reporting: we will ensure that UTSA staff and partners are clear on what steps to take where concerns arise regarding the safety of children.
- ➔ Responding: we will ensure that action is taken to support and protect children where concerns of abuse arise.

Further to the above, UTSA will:

- not permit a person to work with children if it has been identified that they pose an unacceptable risk to children's safety or well-being;
- take all child abuse concerns raised seriously;
- take positive steps to ensure the protection of children who are the subject of any concerns;
- support children, UTSA staff or other adults who raise concerns or who are the subject of concerns;
- act appropriately and effectively in instigating or cooperating with any subsequent process of investigation;
- guide through the child protection process by the principle of 'best interests of the child';
- listen to and take seriously the views and wishes of children; and
- work in partnership with parents/carers and/or other professionals to ensure the protection of children.

ARTICLE 9: UTSA CHILD PROTECTION CODE OF CONDUCT: MUST DO

- 1) All people involved with UTSA must have awareness on child rights:
 - To make children aware about their rights and responsibilities;
 - To let know a child and its parents/guardians about UTSA's process of response to child abuse;

- To make a child capable in identifying difference between acceptable and unacceptable behavior;
- To make a child capable of protesting other's unacceptable behavior with gentle manner;
- 2) If a child's behavior is unacceptable, motivate him to change his mode of behavior.
- 3) Create enabling environment where children can freely express their opinion:
 - To help children in taking decision and respect their opinion;
 - To ensure child friendly environment in UTSA offices and select risk free place for holding activities with children.
- 4) Children should be provided healthful and hazard free education or communication material:
 - To create enabling environment where children will feel free to express their concern and participate in discussion;
 - To ensure reflection of Child Safeguarding and Child Protection Policy in principle, strategy, procedure and process of activities of UTSA;
 - To behave with children on the basis of equality, dignity and respect irrespective of their religion, caste, ethnic identity, socio-economic status, background and religion of their parents etc.
- 5) Respect a child's right to personal privacy.
- 6) Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- 7) Provide an example of good conduct you wish others to follow.
- 8) Gain written parental consent or consent from legal guardian for any significant travel arrangements e.g. overnight stays. Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member staff.
- 9) Recognize that special caution is required when you are discussing sensitive issues with children or young people.
- 10) Challenge unacceptable behavior and report all allegations/suspensions of abuse.
- 11) Create enabling environment if there is chances to hide incident of abuse by a child due to unawareness.
- 12) Always give enthusiastic and constructive feedback rather than negative criticism:
 - To give priority to the need and capacity of children and never pushing them against their will.
- 13) Gain written parental consent or consent from legal guardian for using photograph or information of a child for study, research or business purpose.
- 14) Be aware what constitutes child abuse and exploitation (included in the Child Safeguarding and Child Protection Policy) and understand its provisions.
- 15) Know signs of abuse and reporting any suspicious observations immediately to the Child Protection Focal Person.
- 16) Ensure that you know who the Child Protection Focal Person at UTSA is.
- 17) Respect lines of authority and reporting procedures.
- 18) Respect the basic rights of others by facing fairly, honestly, and tactfully, and by treating people with dignity and respect.
- 19) Treat all children equally: be inclusive and involve all children without discrimination.
- 20) Work actively to ensure the highest levels of respect towards each other.
- 21) Maintain high standards of personal and professional conduct both personally and in others.
- 22) Protect the health, safety and well-being of yourself and others.
- 23) Be aware of high-risk peer situations (e.g. unsupervised mixing of older and younger children and possibilities of discrimination against minors).
- 24) Be aware of potential for peer abuse (e.g. bullying of children).
- 25) Be concerned about the way in which your language, actions, and relationships with children could be perceived.

- 26) Develop special measures/supervision to protect younger and especially vulnerable children from peer and adult abuse.
- 27) Provide an enabling environment for children's personal, physical, social, emotional, moral and intellectual development.
- 28) Encourage and respect children's voices and views.
- 29) Limit access to and/or not expose children to any inappropriate electronic material.
- 30) At all times respect the confidentiality of children's personal information.
- 31) Obtain written consent from the child and parent/carer when photographing, filming or requesting personal information for activities.
- 32) Ensure that there is a minimum of two staff members present in meetings with children (to allow one to go out to deal with any immediate needs of children).
- 33) Ensure that when children with disabilities participate that all buildings are fully accessible for them.
- 34) Precise information on specific equipment used by the disabled child needs to be obtained prior to the event to ensure its accessibility to all buildings and meeting spaces.
- 35) Accompanying adults should not be younger than 21 years old, unless in exceptional circumstances and agreed in advance.
- 36) When participants are invited to stay overnight, room sharing arrangements are agreed in advance and with consent of the parents/guardians and children.

ARTICLE 10: UTSA CHILD PROTECTION CODE OF CONDUCT: MUST NOT DO

- 1) Engage in any form of sexual activity with children.
- 2) Avoid any action or behavior that could be construed as poor practice or potentially abusive. For example, never behave in an inappropriate or sexually provocative manner.
- 3) Never have a child stay overnight in the adult's room or sleep in the same bed (unless prior consent is provided by both the child and his/her parent/guardian).
- 4) Do not perform activities for children that they can do themselves, including dressing, bathing and grooming.
- 5) Do not discriminate, shame, humiliate, belittle, or degrade children. This includes anything that may be considered emotional abuse (e.g. use language that will mentally or emotionally abuse a child or tell a story/show pictures that will mentally or emotionally abuse a child).
- 6) Do not hit or otherwise physically assault participants.
- 7) Do not act in any way that may be abusive or place others at risk of abuse.
- 8) Do not condone violations of this code by others – staff, interns, consultants, etc.
- 9) Do not be alone with a child in any circumstances that might be questioned by others.
- 10) Do not allow children to engage in sexually provocative games with each other.
- 11) Do not kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way (e.g. do not initiate physical contact, such as holding hands, unless initiated by the child).
- 12) Do not suggest inappropriate behavior or relations of any kind or encourage any crushes by a child.
- 13) Do not take photos, film or request personal information if not required for UTSA's activities.
- 14) Do not use inappropriately contact details (including social media accounts) from children out of UTSA's programs.
- 15) Any discrimination to a child on the basis of its parents profession, socio-economic status, religion, ethnic identity etc.
- 16) Express annoyance for unwanted conduct of a child or force him to refrain from doing such or rebuke.
- 17) Unnecessarily spending excessive amounts of time alone with children away from others.
- 18) Have inappropriate physical or verbal contact with children against their will:

- To call a child with humiliating name;
 - Making a child to do personal work;
 - To use abusive word in the presence of a child;
 - making sexually suggestive comments to a child, even in fun
- 19) Watch nude photographs, porn video or other materials.
 - 20) Let a child in contact with hazardous equipment or cautious him.
 - 21) Convince a child through lying to avoid his concentration from a specific issues.
 - 22) Physical or mental torture or any act that causes physical and mental torture.
 - 23) Any act that provoke sexual feeling or sexual relation with a child.
 - 24) Show favoritism to any individual.
 - 25) Ensure that at away events adults should not enter children's room or invite children to their rooms.
 - 26) Engaging in rough, physical or sexually provocative games.
 - 27) Push children to attend in discussion, cultural program or competition against their will.
 - 28) Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
 - 29) Smoking or drinking alcohol in the company of children.
 - 30) Involve child labor in UTSA activities.

ARTICLE 11: MONITORING AND EVALUATION

The aim of monitoring and evaluating is to learn from practical case experiences, which will contribute to inform policy reviews and changes to the Child Safeguarding and Child Protection Policy. UTSA will regularly monitor the implementation of its Child Safeguarding and Child Protection Policy and procedures. Progress, performance and lessons learned are reported by the Child Protection Focal Person to the Management Committee annually and included in UTSA's annual reports. Monitoring and evaluation will be done by checking whether the standards from the Child Safeguarding and Child Protection Policy is implemented and whether safeguards are working. This will be done by carrying out a survey among UTSA's staff, interns and volunteers on how the standards from the CSCPP are being met, how effective they are and what needs improving. Next to the overall monitoring and evaluation of the CSCPP, reactive monitoring will take place, after incidences have occurred, which will contribute to a learning process for UTSA and if necessary changes to the Child Safeguarding and Child Protection Policy or reporting procedures. Every year an internal review of the policy will be carried out and its results will be approved by the Management Committee. In addition, an external evaluator will review the policy and practices.

ARTICLE 20: 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 UTSA.

ARTICLE 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, executive board members and representatives of staff members. The change through review should be rightly reflected in the policy and each staff and other concern people should be informed about the change as early as possible.

ARTICLE 13: INFORMED CONSENT

Informed consent must always be sought before taking any photos, videos, or requesting personal information about children's lives that may then be used in UTSA's materials. Informed consent means that children are told how UTSA may use the information or image/film and that they are under no obligation to agree to its use. They should also be reassured that locations and other identifying information that might to the location of residence of children will be changed. They will need to be asked whether they give consent that their first name is shared with the information or image/film. Consent must be obtained by completing and signing the informed consent form given in the annex. Consent is also required from the child's parent/carer or guardian, who must countersign the form or, where this is not possible, from the organization working with them. The organizations working with the children should lead on asking for consent of children and families, as they may feel more comfortable to refuse consent when asked by someone they already know and trust. The media consent forms and other consent forms will be kept on the child's file by UTSA. Obtaining prior written consent, does not mean that there is no requirement to obtain verbal consent at the time of taking photographs/video/interviews.

ARTICLE 14: INTERVIEWING CHILDREN

Interviewing children requires skills and certain basic principles should be followed to ensure their dignity and their rights are respected.

Principle 1: Informed Consent: In relation to interviews, informed consent includes explaining what subjects are likely to be covered in the interview and clarifying the child's right to withdraw their consent at any point. The interviewer should review the child's understanding of consent at the start of the interview.

Principle 2: Provision of Support: There should be someone else present during the interview, who the child is familiar with. Wherever possible, the child should be given a choice regarding who supports him/her during the interview.

Principle 3: Respecting the right to say No: Be clear before you start the interview that the child only has to talk if they are comfortable doing so, and they can stop and withdraw their consent at any point.

Principle 4: Gender: Consider the different needs of boys and girls and whether they would be more comfortable to talk to a man or a woman. Gender must be considered when deciding what topics may be discussed.

Principle 5: Respecting the right to information: If you are going to take notes, or record the interview in another way, you must explain this to the child and verbally ask their permission to do so.

ARTICLE 15: INVESTIGATION OF ANY REPORT

Reporting Channel 1: UTSA's investigation in case of internal reporting

1. In accordance with the present policy, UTSA staff must inform their line manager and/or UTSA's Focal Point and/or the Head of Human Resources of head office in case of suspicion of child ill-treatment or negligence.
2. An e-mail response is sent from complaints.utsa@gmail.com upon receipt of the complaint. This answer:
 - details the process to be followed in cases of suspected child ill-treatment or negligence;

- requests, where appropriate, further clarification and evaluation of the complaint.
- 3. The management of the complaint is done either at the local level, at the national level, or at UTSA headquarters depending on the seriousness of the reported facts.
- 4. UTSA staff must:
 - Cooperate in any investigation conducted by UTSA;
 - Keep all records of any alleged involvement that may be required for an investigation;
 - Preserve the confidentiality of any allegation.

Reporting Channel 2: UTSA's investigation in case of reporting by a stakeholder

1. In accordance with this policy, stakeholders may report through the Complaints and Response Mechanisms any cases of suspected child ill-treatment or negligence at **complaints.utsa@gmail.com**.
2. A response via the Complaints and Response Mechanisms will be provided upon receipt of the complaint from **complaints.utsa@gmail.com**.
This response:
 - details the process to be followed in the event of suspicion of child ill-treatment or negligence;
 - requests, where appropriate, to provide further clarification and elevation of the complaint.
3. UTSA staff and other entities referred to this policy must:
 - cooperate in any investigation conducted by UTSA;
 - keep all records of suspected involvement in such cases that may be required in case of investigation;
 - preserve the confidentiality of all allegations.

Investigating authority: Management Committee is responsible for the independent oversight of Child Safeguarding and Child Protection Policy and is responsible for its implementation within UTSA. In particular, Management Committee is in charge of the management of all child ill-treatment or negligence issues within UTSA.

Any incidence in contrast to CSCPP will be prevented through proper investigation and action. The processes of investigation are as follows –

- i. 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 CSCPP. The other staff will be senior level staff or manager from any department.
- ii. For serious abuse, investigation have to be carried out within 6 (six) hours of the incident. In the meantime, 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 hand over to the law enforcing agency.
- iii. For less serious abuse, investigation will be carried out within the three days of the incident.
- iv. 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.
- v. 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.
- vi. No information will be disclosed to any person or organization during investigation.

- vii. All the staff and board members should act appropriately and effectively in instigating or cooperating with any subsequent process of investigation.
- viii. 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 ended.

ARTICLE 16: RESPONDING TO CONCERNS

In order to protect children it may be necessary to take immediate action to ensure that the Child Safeguarding and Child Protection Policy is not broken again and/or that further abuse cannot take place.

The best interests of the child and the desire to secure the best outcomes for the child should always govern decisions regarding what action should be taken in response to concerns.

From the date of this policy, all new UTSA staff and contractors will have a provision in their to employment agreements for dismissal or transfer other duties if he/she breaches the Child Safeguarding and Child Protection Policy.

UTSA's CSCPP Management Committee will ultimately decide what sanctions will be taken against breaches.

Some concerns may be so serious that they would have to be reported to local authorities and police. In these circumstances, based on local guidelines, UTSA will assess on a case-by-case basis what steps to take. If the concerns are reported to local authorities, UTSA staff will assist the authorities wherever possible but may also need to make arrangements, possibly through the appropriate diplomatic representation, to seek representation for the person who has had allegations made against them.

ARTICLE 17: LEGISLATION

When handling child abuse complaints, UTSA will take into account the relevant legislation in both Bangladesh and the country in which the alleged incident took place.

ARTICLE 18: TRAINING

UTSA is committed to educating staff and others on the Child Safeguarding and Child Protection Policy, how to reduce risks and create child safe environments. We will promote child safe practices which keep children safe in the organization and in their own community, and provide information about child protection to the children and communities in which we work. This information will include reporting child abuse if they have concerns about a UTSA staff.

As part of its child protection training, UTSA will:

- provide comprehensive written documents on UTSA's Child Safeguarding and Child Protection Policy to all new staff/partners;
- incorporate extensive information on the organization's Child Safeguarding and Child Protection Policy in the briefing procedures for new staff;
- provide child protection training for staff assigned in projects where they will work directly with children.

ARTICLE 19: DESIGNATED “CHILD PROTECTION FOCAL”

Designated Child Protection Focal are responsible for handling reports or concerns, about the protection of vulnerable people, appropriately and in accordance with the procedures that underpin this policy.

The designated person is responsible for:

- monitoring and recording safeguarding concerns;
- ensuring referrals to the relevant authorities happen without delay;
- updating safeguarding training for all staff;
- ensuring this policy is reviewed every 2 years or earlier if necessary;
- ensuring it is implemented throughout the organization and safeguarding training given;
- ensuring monitoring and recording procedures are implemented.

ARTICLE 20: SOCIAL MEDIA

This Policy is linking the relevant articles from UTSA Social Media Policy here that should be applied in all situations. Specifically relating to protection of children, we will:

- Use names and images of children which are respectful and not expose them to further vulnerability (not degrading or showing sexual images of children naked or partially clothed).
- Reproduce images and use names of children only where we have the written permission of their parents / guardians using a consent form.
- Make clear to children and their families that agreement to providing information or images is not a condition of involvement in UTSA activities and programs.
- Inform employees, volunteers and partners about the UTSA Social Media Policy and Child Safeguarding & Child Protection Policy.

ACCEPTANCE AND SIGNATURE OF DUTY

I am taking responsibility to inform about this Child Safeguarding and Child Protection policy.

I am taking responsibility to inform the persons of concern about the reporting mechanism of violation of this Child Safeguarding and Child Protection policy.

I will report any violation of this Child Safeguarding and Child Protection through the channels prescribed by the Child Safeguarding and Child Protection policy Reporting Mechanism.

I will not stop or force or influence anybody from reporting the violations of this Child Safeguarding and Child Protection policy.

I am acknowledging that any kind of breach of this Child Safeguarding and Child Protection policy may lead to disciplinary action, dismissal or in applicable cases, legal action.

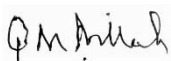
I will not report any false accusations.

I am signing this Child Safeguarding and Child Protection policy in full sense of duty and responsibility.

	Signature of the Employee	Signature of the assigned authority/person
Name :		
Position :		
Date :		
Phone :		
Email :		
Place :		

THE ABOVE GENDER POLICIES CAN BE ADDED, SUBTRACTED, CHANGED AND EXPANDED AS REQUIRED.

The executive body meeting held on 29 September 2021 approved the reviewed this Child Safeguarding and Child Protection policy.



(Quazi Mostain Billah)
 President, UTSA



(Mostafa Kamal Jatra)
 General Secretary, UTSA