



2020

# CHILD AND VULNERABLE ADULTS SAFEGUARDING POLICY



2020

# CHILD AND VULNERABLE ADULTS



Written and approved on: Decision No. 2.2 of the 62nd meeting of BDDT's Board of Trustees held on 21/11/2020.

Redrafted date: 28.03.2020

Revision date: 29.08.2020

Responsible officer: CEO, Managing Trustee




  
**Chairman**  
Bangladesh Disabled Development Trust

  
30.08.2020  
**Md. Meniruzzaman Khan**  
Managing Trustee  
Bangladesh Disabled Development Trust

Contents	Page
1. About BDDT	3
2. Mission of BDDT	3
3. Goal of BDDT	3
4. Philosophy of BDDT	3
5. Purpose of the Policy	4
6. Scope of the Policy	4
7. Child and Vulnerable Adult Safeguarding Policy Statement	5-6
8. Definitions and Core knowledge	7-8
9. Prevention	8-9
9.1 Codes of values and behavior	9-10
9.2 Use of photos and information & visits by donors and media	10-11
9.3 Duty of Care	11
10. Roles and Responsibilities	11
11. Enabling Reports	12
12. Reporting Concerns	12
12.1 When to report and who to report to	12-13
13. Responding to Concerns	13
13.1 Confidentiality	13
13.2 Reprisal	13
13.3 Support, communication, training and implementation for staff	13-14
13.4 Investigation of complaints	14
13.5 Working with partner organisations	14
14. Monitoring and review	14-15
Annex 1: Responsibility within BDDT for Safeguarding	16-17
Annex 2: Safeguarding Incident Report Form	19-21
Annex 3: Risk Register	22
Annex 4 : Consent Form	23-25

  
**Chairman**  
 English Disabled Development Trust

  
**Managing Trustee**  
 English Disabled Development Trust

### 1. About BDDT:

Bangladesh Disabled Development Trust-BDDT is a non-governmental voluntary organization, has been working for developing the lives of Persons with Disabilities PWDs by providing training, rehabilitation services, education support, and employment. Children are prime stakeholders of BDDT. It is registered with NGO Affairs Bureau under The Foreign Donation (Voluntary Activity) Regulations Rules 1978 vs. reg no:2429 dated 28-04-2009 and Trusts Act 1882. Reg No IV 22 dated 26 July 2007. BDDT has a board of trustees This Board of trustees is functions as the Apex policymaking body of BDDT.

Bangladesh is one of the most disadvantaged developing countries in the world. It is continuing with poverty, illiteracy, lack of health facilities, and other basic rights, which mark our national life adversely. Therefore, it has become the responsibility of all to build an infrastructure of a prosperous Bangladesh. The government has initiated different programs for our national development. But it is very difficult for the government to achieve ultimate success alone. As such, initiative and cooperation from both the public and private sectors are essential. An integrated effort could only make it a success.

In response to the above circumstances, BDDT has come forward and started working through some humanitarian initiatives. BDDT is an Organization, working in the community to uphold basic human rights for all. Our main focus is to improve the ultimate living condition of disabled persons, disadvantaged, distressed, poor, and the people in social discrimination.

BDDT is a resource organization committed to explore and mobilize available resources for the betterment of the persons with disabilities of the country. This organization has a wide range of experiences to demonstrate innovative approaches towards consolidating the disability movement of Bangladesh.

### 2. Mission of BDDT

The mission of BDDT is to develop the lives of PWDs and disadvantaged groups through the promotion of awareness, advocacy, information, rights, and opportunities for participation of PWDs and to be contributive towards a barrier-free environment for all.

### 3. The goal of BDDT:

BDDT's goal is to equal and opportunity in all activities for people with disabilities ensuring the attainment of their equal rights, access to all opportunities, and full participation in nation-building activities.

### 4. Philosophy of BDDT:

BDDT believes PWD's are not sporadic being in society. An integrated development approach with nondisabled people can change their lives.

  
30-08-2020  
Managing Trustee  
Bangladesh Disabled Development Trust

5. Formulation of the Policy:

This policy was approved following Resolution No. 2.2 of the 62nd meeting of BDDT's Board of Trustees held on 21/11/2020.

6. Purpose of the Policy

- The purpose of this policy and associated procedures is to provide clarity to ALL on how they should engage with children, young people, and vulnerable adults when working for, on behalf of, or in partnership with BDDT. It is also to help us make sure that employees, volunteers, and other representatives are protected.
- It is intended to help us to have a common understanding of safeguarding issues, develop good practice across the diverse and complex areas in which we operate and thereby increase accountability in this crucial aspect of our work.
- To provide trustees, staff, and volunteers, as well as children, young people, vulnerable adults, and their families, with the overarching principles that guide our approach to child protection.
- Any breach of this policy will be treated as a disciplinary matter, which may result in immediate termination of employment or contract, withdrawal of volunteer status, and reporting to the police, relevant regulatory authority, or other body.
- The policy lays out the commitments made by BDDT and informs staff and associated personnel of their responsibilities concerning safeguarding.

7. Scope of the Policy:

This policy is mandatory for all BDDT employees. For this policy, 'employee' is defined as anyone who works for or on behalf of BDDT, either in a paid or unpaid capacity. This, therefore, includes directly employed staff, trustees, contractors, employees, and volunteers of sub-contractors, agency workers, consultants, volunteers, interns, and all visitors to BDDT work programmes and offices.

It also covers implementing partners whom we fund, and who we expect to work under the policy as a condition of their involvement with BDDT.

This policy demonstrates how BDDT will meet its legal obligations and reassure volunteers, employees, partners and members of the public:

- a) On what they can expect BDDT to do to protect and safeguard vulnerable people.
- b) That they can safely voice any concerns through an established procedure.
- c) That all reports of abuse or potential abuse are dealt with seriously and effectively.
- d) That there is an efficient recording and monitoring system in place.
- e) That employees, volunteers, sub-contracted agencies and partners receive appropriate

induction on safeguarding.

f) That a robust 'safe' recruitment procedure is in place.

There are BDDT additional procedures in place that apply to those that work or have contact with, either directly or indirectly, children, young people or vulnerable adults or who live in communities alongside them.

#### 8. Child and Vulnerable Adult Safeguarding Policy Statement

Safeguarding means protecting a child's and vulnerable adults' right to live in safety, free from harm and neglect. BDDT has a strong commitment to the welfare of all those involved in the scope of our work including through our partners, and their protection from abuse and exploitation. We want to develop and maintain an organizational environment that is free of harassment, abuse and exploitation, and to ensure the same in all our work with communities.

We know that the children and vulnerable adults in the communities with whom we work can be at particularly at risk and BDDT is committed to preventing and bringing an end to both the risks and experience of abuse and neglect, while at the same time making sure that the child's and adult's wellbeing is promoted including, where appropriate, having regards to their views, wishes, feelings and beliefs in deciding on any actions.

In line with Article 19 of the United Nations Convention on the Rights of the Child (UNCRC), BDDT policy states that all children have a right to protection, from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has the care of the child. Furthermore, this right is extended to all vulnerable adults with whom BDDT comes into contact.

BDDT is committed to the principle that children and vulnerable adults should be safe and protected from harm. BDDT works to the following key principles to protect vulnerable people:

- The welfare of children and vulnerable adults is paramount and shall be the primary consideration in our decision-making.
- All children and vulnerable adults have the right to protection from harm irrespective of their age, culture, disability, gender, language, racial origin, religious beliefs, pregnancy/maternity, gender reassignment and/or sexual orientation.
- Our physical and virtual spaces should be safe and secure and promote enjoyable and positive experiences.

3  
30.08.2020  
Mamang Trusee  
Regd. Disabled Development Trust  
Regd. Disabled Development Trust

- All suspicions and allegations of harm should be taken seriously and responded to speedily and appropriately.
- All staff should be aware of their responsibility to ensure the safeguarding of children and vulnerable adults.
- Our recruitment processes should ensure that our staff do not pose a risk of harm to children or vulnerable adults.
- BDDT will take responsibility to meet our obligations regarding our duty of care towards vulnerable people, and take action where we believe that a child, young person or vulnerable adult is at risk or is actually harmed.
- BDDT will ensure that employees and volunteers are inducted in our Safeguarding Standards and procedures as a key part of the recruitment and on boarding process.
- BDDT will ensure that all partners are informed and in compliance with our Safeguarding Standards.
- When working with or through partners or sub contracted agencies, BDDT will ensure that their safeguarding procedures are consistent and in line with the principles and approaches set out in this policy.
- BDDT recognizes that an element of risk exists, and while we may never be able to totally remove this, we need to do all we can to reduce it or limit its impact.
- BDDT respects confidentiality and has a responsibility to protect sensitive personal data. Information should only be shared and handled on a need-to-know basis, that is, access to the information must be necessary for the conduct of one's official duties. Only individuals who have legitimate reasons to access the information are allowed to receive it.
- BDDT commits to monitoring the implementation of the safeguarding policy.
- Cultural sensitivity; BDDT seeks always to work in ways which are culturally sensitive and that respect the diverse nature of the people we work with. We recognize that there are many different ways of thinking and taking care of vulnerable people and making sure they are protected. It is acknowledged that protecting these groups of individuals and being culturally sensitive can be a difficult balancing act. We endorse the United Nations Convention on the Rights of the Child general principle, that all the rights guaranteed by it must be available to all children without discrimination; and article 19 which accords equal rights to protection for children from abuse. Every child matters everywhere in the world. Culture must not be used as an excuse to abuse children, young people or vulnerable adults.

  
 30.08.2020  
 Managing Trustee  
 Bangladesh Disabled Development Trust

- BDDT People Business Partner representative is available to give guidance on how to interpret the policy and its application to the local context.

BDDT commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

### 9. Definitions and Core knowledge

In order to safeguard the welfare of children and vulnerable adults all Trustees and staff need an understanding of common safeguarding terms.

**Abuse** - a violation of an individual's human and civil rights by any other person or persons. It can take the form of physical, psychological, financial or sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the health, survival, development or dignity of a child, young person or vulnerable adult.

Abuse can be a single act or repeated acts and can be unintentional or deliberate. Abuse often involves criminal acts.

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

**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.

**Abuse of authority or power**- for example a person is frightened to disagree or contradict someone who is pushing them for an answer.

**Neglect** - the persistent failure to meet a vulnerable person's basic physical and/or psychological needs, likely to result in the serious impairment of his/her health or development. Examples include failure to provide adequate food, clothing and shelter, failure to protect them from physical or psychological harm or danger; failure to ensure adequate supervision (including the use of inadequate care-givers); or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a vulnerable person's basic emotional needs.

**Physical abuse** – includes hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm, misuse of medication, restraint, or inappropriate sanctions.

**Psychological abuse** - 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 opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or

3  
30.08.2020  
Managing Trustee  
Bangladesh Disabled Development Trust

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.

**Sexual abuse** - involves forcing, enticing or coercing someone to take part in sexual activities, whether or not the vulnerable person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving a vulnerable person in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse can be carried out by adults or other children.

**Child** – BDDT regards a child as anyone under the age of 18 years, irrespective of the age of majority in the country in which the child lives or in their home country. It is widely recognized that children are generally more vulnerable to abuse and exploitation due to factors such as age, gender, social and economic status, developmental stage, and dependence on others.

**Vulnerable person/people** – for the purposes of this policy this is an umbrella term which covers children, young people and vulnerable adults.

**Vulnerable adult** - a person, 18 years and above, who by reason of disability, age, gender, social and economic status, or illness, the context they are in, may be unable to take care of or to protect him or herself against abuse, harm or exploitation.

**Youth or young people** - individuals aged 15 to 25 (15 to 35 in some countries) – BDDT recognizes that this group spans the categories of 'children and 'adults' but regards young people as having particular safeguarding needs and requiring distinct consideration aside from younger children and older adults.

The examples given above are not exhaustive, and there are many types of actions and behaviors that could be considered harmful to others. Deciding if something is abuse is complex and staff should be encouraged to report any concerns they have, however minor, rather than waiting until things reach the level of abuse. Harm is not always easy to spot but the above give examples of situations to be aware of. Above all, trust your instincts – if something feels wrong, say something.

#### 10. Prevention

By the nature of BDDT's work, staff and representatives of BDDT may come into contact with children and vulnerable adults. BDDT must ensure, through awareness and personal and professional conduct, that staff and others minimize the risk to children and vulnerable adults.

BDDT will:

3  
30.08.2020  
Managing Trustee  
Bangladesh Disabled Development Trust

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy;
- Ensure that all staff and personnel named in the scope of this policy, including partners, will be required to sign up to this policy if undertaking work on behalf of BDDT.
- 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 BDDT. This includes the way in which information about individuals in our programmes is gathered and communicated;
- Work with partners to design, implement and monitor programmes that put the individual's rights first and ensure there are reporting mechanisms in place that allow community members to raise concerns with implementing partners or directly with BDDT;
- 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 and based on a risk assessment of the role in relation to their contact with vulnerable groups. Staff will also receive regular refresher training, and those with specific responsibilities for safeguarding will also receive specialist training e.g. for investigations.
- Follow up on reports of safeguarding concerns promptly and according to due process.

#### 9.1 Codes of values and behavior


BDDT's 'Values and Behaviors' and 'Code of Conduct' help build a safe organization. Through defining what is and is not acceptable behavior, good practice can be promoted and opportunities for abuse minimized. All staff, Trustees and other representatives are required to sign up to the Code of Conduct and agree to abide by the Values and Behaviors and the Code at the time of joining the organisation.

Programmes that implement projects for children, families and communities, must be implemented in a safe environment.

BDDT believes that all staff, Trustees, volunteers, personal and partners linked to BDDT uphold the safeguarding Code of Conduct at all times.

According to BDDT's safeguarding Code of Conduct it is not permissible (and in some instances maybe unlawful) to:

- Use your position to intimidate, bully, threaten, discriminate against, coerce or undermine children and young people, adults, volunteers or staff;

  
 30/08/2020  
 Managing Trustee  
 Disabled Development Trust

- Behave or communicate with children, young people or adults in ways which seek to build inappropriate relationships in order to abuse or put them at risk;
- Use a relationship with a beneficiary or their family for personal gain. Gift-giving and the acceptance of presents should only take place in line with 'Hospitality and Gifts';
- Give special rewards or privileges in an attempt to build inappropriate relationships with children and young people or adults;
- Possess indecent images of children; this will always be reported to the police regardless of the explanation provided;
- Carry out your duties or volunteering whilst adversely affected by alcohol, solvents or drugs;
- Encourage or assist others to break the law in any way.

In addition, BDDT adheres to the Core Principles of the United Nation's Task Force on Preventing Sexual Exploitation and Abuse in Humanitarian Crises 2002 and updated in 2017. These apply to implementing projects for children, families and communities and apply irrespective of whether there is an emergency situation or not.

- Sexual exploitation and abuse by staff constitute acts of gross misconduct and are therefore grounds for termination of employment.
- Sexual activity with children is prohibited regardless of the age of majority or age of consent locally.

A mistaken belief about a child's age is not accepted as a defense.

- Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior are prohibited.
- Sexual relationships between staff and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics.
- Such relationships would undermine the integrity of BDDT's work.
- Where a staff member develops concerns or suspicions regarding sexual abuse or exploitation by a colleague, whether in the same organisation or not, s/he must report such concerns in accordance with the system and procedures in place.

All Trustees, staff, consultants, advisers, volunteers are expected to strictly adhere to these codes. Any breach of the codes will be subject to the disciplinary action according to the HR Policy.

  
30.08.2020  
Managing Trustee  
Bengaluru Disabled Development Trust

### 9.2 Use of photos and information & visits by donors and media

Photographs, films and websites must show respect for children and adults, be in their best interest and conform to BDDT's standards on 'Use of Visual Images' and 'Ethical principles'. This includes prioritizing their best interests over the opportunity for increased funding, positive public profile and advocacy purposes for BDDT.

BDDT pays particular attention to pictures, images, videos or other likenesses of children and adults and/or information related to children and adults that could compromise their care and protection. These will not be made available through any form of communication media or funding application or report without proper protection, full voluntary informed consent and understanding of their use. Images with corresponding text which may identify a child or vulnerable adult should be removed and any identifying images or data will be stored securely. BDDT will also change names as appropriate. Any media or donor representatives will be chaperoned and will be obliged to adhere to these safeguarding protocols (including signing up to this policy).

BDDT will ensure that information generated from interviewing children and vulnerable adults is in accordance with the 'Interviewing Children Guidelines'.

### 9.3 Duty of Care

BDDT takes its duty of care for children and vulnerable adults seriously and aims to ensure that all our programmes and partner organisations comply with child and vulnerable adults safeguarding policies.

BDDT staff and representatives should ensure that they are never alone with a child or vulnerable adult. There should be two adults with any group of children and/or vulnerable adults at all times, and the BDDT staff / representatives should stay within sight of one another. BDDT staff / representatives will not always know the full background of the second adult, but the 'Two adults' principle offers a higher level of protection than where an adult works alone with a child or vulnerable adult. BDDT staff and representatives must stay vigilant in supervising individuals who are given access to children and vulnerable adults.

Further guidance on minimizing the risk to children and communities will be detailed in the Safeguarding Guidance Document.

### 10. Rules and Responsibilities

BDDT staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of this Policy;
- Report any concerns or suspicions regarding safeguarding violations by a BDDT staff member or associated personnel to the appropriate staff member.

  
30-8-2020

Managing Trustee  
Royal National Development Trust

All Trustees, staff, advisers, volunteers and all linked personnel and partner organisations of BDDT who come in to contact with children and vulnerable adults have a duty of care to safeguard them and promote their welfare by following the procedures set out in this document. BDDT accepts no excuses and maintains a zero-tolerance policy on safeguarding to eliminate undesirable behavior.

### 11. Enabling Reports

BDDT will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with. This includes working with partners to ensure that they put in place adequate reporting mechanisms that allow communities to raise issues and concerns on both the implementation of any interventions as well as the conduct of any staff or personnel associated with these interventions.

BDDT managers should also facilitate regular discussions with staff and partners on safeguarding to encourage greater understanding and awareness of safeguarding issues within their teams or partnerships and seek to continually assess and improve reporting mechanisms.

BDDT will also accept complaints and concerns reported by/from external sources such as members of the public, partners and official bodies.

### 12. Reporting Concerns

Disclosures of harm or abuse are rare, and it is more likely you will discover someone is being harmed in other ways. Every individual who becomes aware of any suspicions or allegations regarding harm to children or vulnerable adults is required to report this immediately.


#### 12.1 When to report and who to report to

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their line manager. If the staff member does not feel comfortable reporting to their 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 of the Safeguarding Focal Point at country level, or directly to the Trustee Focal Point on the Board.

Partners are also expected to report concerns to the Safeguarding Focal Point at country level or directly to the Trustee Focal Point on the Board.

Contact details for all those with specific responsibilities for safeguarding at BDDT are contained in Annex 1.

It is mandatory for any allegation, belief or suspicion of abuse (past or present) by a BDDT employee, sponsor, donor, board member, or partner to be reported immediately or within the same working day. Failure to report may result in disciplinary action under BDDT's Disciplinary Policy. BDDT will not tolerate malicious or frivolous complaints, and such complaints may be dealt with under BDDT's Disciplinary Policy.

  
30.8.2020  
3  
Managing Trustee  
Deborah Disabled Development Trust

Where harm is suspected to have been caused by someone not connected to BDDT it should still be reported in the same way. BDDT will then deal with this appropriately and pass the allegations to the relevant authority.

BDDT office will have their own reporting, referral and support systems detailed in their office, which will be based on a detailed mapping of the appropriate authorities and services available. Where there are concerns that a criminal offence may have been committed, or if you think a child or adult is in immediate danger, the local police should be notified without delay (please see Annex 1 for details).

BDDT's manager/safeguarding focal person have the responsibility to report serious concerns and safeguarding incidents to the Board of Trustees with their statutory requirements.

### 18. Responding to Concerns

BDDT will ensure that action is taken to support and protect children and adults where concerns arise regarding possible abuse.

Each safeguarding report will be recorded on a Safeguarding Register and all actions and referrals recorded. The Lead Officer for Safeguarding in BDDT will keep the Managing Trustee and Board of Trustees fully informed of all concerns and cases relating to safeguarding.

BDDT will apply appropriate disciplinary measures to staff found in breach of policy.

BDDT 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.

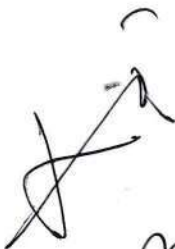
### 18.1 Confidentiality

Confidentiality is crucial to a fair and effective reporting procedure. 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. Records will be stored in line with BDDT's Data Protection Policy.

It is unacceptable and potentially defamatory for concerns of abuse (and abusers) to be spread throughout the organisation rather than being directed through a formal complaints process. All participants must understand the importance of following the set reporting lines when concerns arise. Protection of the child or vulnerable adult who has been subject to harm must be the primary consideration. Breaches of confidentiality may be treated as a disciplinary offence.

### 18.2 Retrial

We will not tolerate any form of coercion, intimidation, reprisal or retaliation against any employee who reports any form of abuse or exploitation, provides any information or other

  
30.08.2020  
3  
Managing Trustee  
Bangladesh Disabled Development Trust

assistance in an investigation. Any such behavior may be treated as a disciplinary offence under the BDDT HR Policy.

### 13.3 Support, communication, training and implementation for staff

Child or vulnerable adult abuse or neglect can be a difficult, emotional and disturbing subject for the staff dealing with the issue. BDDT supports staff who disclose safeguarding concerns, refer concerns or are involved when an incident occurs. It is important that you seek support after the event from the Lead Officer for Safeguarding in BDDT. Professional independent counseling is available to staff in these circumstances.

### 13.4 Investigation of complaints

BDDT will notify relevant authorities when there are reasonable grounds for reporting abuse. Allegations will be considered in line with the national legislation and BDDT disciplinary procedures to investigate and take action.

In deciding the most appropriate course of action consideration should be taken of possible secondary harm to the victim through reporting in some contexts. Where there are concerns this should be discussed at Senior Management level, involving the Trustee Safeguarding Focal Point, and a decision taken on the balance of risk. The principle of *do no harm* should prevail when reporting to authorities. The decision should be documented, and a record kept as to the course of action decided upon.


### 13.5 Working with partner organizations

BDDT staff will frequently be delivering in close partnership with Disabled People's Organizations (DPOs) and other organizations who may already be BDDT addressing safeguarding issues involving staff and individual participants. In these cases, it is important to clarify reporting processes with partners at the start of the project. All partnership agreements must include a statement confirming BDDT's commitment to child and vulnerable adults safeguarding. If the partner organization does not have appropriate safeguarding policies, then BDDT's child and vulnerable adults safeguarding policy takes the precedent.

Our duty of care requires us to ensure that any disclosures or concerns are formally reported in order that appropriate action is taken to safeguard the welfare of the participant. Partners will be required to look at appropriate referral and reporting processes in their own region of operation. Simply leaving the issue with staff from partner organizations is not an adequate response to a disclosure. It is essential to make arrangements for formal reporting between the Lead Officer for Safeguarding at BDDT and a named person at the partner organization must be agreed. Guidance should always be sought regarding such case.

### 14. Monitoring and review

BDDT's Child and Vulnerable Adults Safeguarding Policy will be monitored and evaluated to ensure this policy is rigorous both in its approach and its application by both BDDT Senior

  
30.08.2020  
.....  
Managing Trustee  
Bangladesh Disabled Development Trust

Management and the Board of Trustees. The Board will also maintain oversight of safeguarding risks as detailed within the organizational Risk Register.


This policy will be reviewed by the Lead Officer for Safeguarding at BDDT every year or earlier if warranted, including after any safeguarding incident, in line with guidance.

The BDDT internal audit process will be used as a tool to identify any compliance and reporting issues in country programmes on annual basis.

**Associated Policies and Guidelines:**

1. BDDT Constitution
2. Child and Vulnerable adult safeguarding policy
3. Code of Conduct
4. Human Resource Policy Service Rule BDDT
5. Monitoring and Evaluation Policy
6. Non-Discrimination Policy
7. Consent Form
8. Risk Register
9. Safeguarding Incident Report Form
10. Procurement Policy
11. Financial Policy

**Annex 1: Responsibility within BDDT for Safeguarding**

  
30.08.2020  
3  
Managing Trustee  
Inchcape Disabled Development Trust

**Lead Officer for Safeguarding:**

Head of Program/Program Manager is the designated Lead Officer for Safeguarding in BDDT.

It is his/her responsibility to:

- Take the overall lead for safeguarding in BDDT.
- Oversee and supporting the work of the country-level Safeguarding Champions.
- Receive information from trustees, staff, advisers and volunteers who have concerns, and register/ log them and store in a secure manner in accordance with the BDDT's data protection and retention policy.
- Liaise with the Trustee Safeguarding Focal Point in all matters relating the governance and management oversight of safeguarding within the organisation.
- Be the delegated liaison on behalf of BDDT for any formal investigations into allegations relating to safeguarding.
- Receive, participate and co-ordinate the appropriate child protection and vulnerable adult's protection training.
- Stay abreast of legislative and best practice developments in safeguarding policy and practice and advise on necessary developments to BDDT's policy and practice.


Program Officer will be the Deputy Lead Focal Point Person for Safeguarding. He/she will support the Lead Officer on all safeguarding matters and act in their absence.

If the absence of the Lead Officer and Deputy Lead Officer, queries can also be raised directly with the designated Trustee Safeguarding Lead, or the Chair of Trustees.

**Trustee Safeguarding Focal Point**

Trustees have a critical role to play in establishing and maintaining an effective safeguarding culture. Safeguarding is a core part of a trustee's governance responsibilities. A designated trustee acts as the key safeguarding focal point within the board.

Trustees will regularly review safeguarding processes and policies as well as oversee safeguarding incidences and disclosures as a standing agenda item at each board meeting. Furthermore, a safeguarding register will be maintained to log all historical and current safeguarding incidents

  
30.08.2020  
Managing Trustee  
Bengaluru Disabled Development Trust

**Safeguarding Focal Points Responsibilities:**

It is the responsibility of the Safeguarding Focal Point to:

- Ensure that this policy is translated into local language(s) as appropriate, are available in child and disability friendly formats, and made aware and available to all staff.
- Ensure formal legal & political context, customs and referral and support services relating to safeguarding are mapped and understood.
- Ensure all staff members read, understand and sign-up to this policy and procedures.
- Provide advice and guidance to members of staff or volunteers who may have concerns about the abuse of a child or vulnerable adult.
- Ensure that appropriate referrals are made.
- Identify training needs (particularly ensuring new staff receive induction; all staff receive appropriate refresher training) and assist in the design, conduct and participate in staff safeguarding training.
- Disseminate safeguarding information within their country programmes.
- Receive, record and pass on disclosures and allegations received to the Lead Focal Point Person.

**Contact Details for Key BDDT Staff with Responsibility for Safeguarding**

Name	Role	Designation	Email	Phone
Moniruzzaman Khan	Lead Focal Point/Lead Trustee	Founder and Managing Trustee	info@bddt.org	01708487558

I have read, understand and adhere to follow.

Signed by: .....

Date: .....


  
30.08.2020  
Managing Trustee  
BDDT Bangladesh Disabled Development Trust

Annex-2

**Safeguarding Incident Report Form**

Please use the following to Templates to record and report an incident or disclosure. Please send it to your Faculty / Professional Service Safeguarding Lead, see contacts and First Support on info@bddt.org


Safeguarding Incident Recording Template 1	
<b>Your Details:</b>	
• Name:	
• Job Role	
• Date	
• Contact Details (Phone and e-mail)	
<b>Details of Incident / disclosure</b>	
• Date of initial raising of concern / incident	
• Who raised the concern? ○ Name ○ Contact details	
• Who is the vulnerable person / child? ○ Name ○ Age (if applicable in the case of Under 18) ○ Contact details ○ Parents contact details	
• Where did the incident occur?	

  
30.07.2020  
Managing Trustee  
Bangladesh Disabled Development Trust

<ul style="list-style-type: none"> <li>• When did the incident occur? <ul style="list-style-type: none"> <li>○ Date and time</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• What happened?</li> </ul>	
<ul style="list-style-type: none"> <li>• Were there witnesses? <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Age (if applicable in the case of Under 18s)</li> <li>○ Contact details</li> </ul> </li> </ul>	
After the incident/ disclosure	
<ul style="list-style-type: none"> <li>• Were there any witnesses to the referral? <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Contact details</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Who have you discussed this incident with? <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Contact details</li> </ul> </li> </ul>	
Please save this report securely and send it to First Support: <a href="mailto:info@bddt.org">info@bddt.org</a>	

**Guidance for handling a Disclosure or Concern**

- Take all complaints, allegations or suspicions seriously;
- Ensure the immediate safety of the person affected;
- Stay calm, and offer support and reassurance to the person making the disclosure;
- Do not make any promises regarding confidentiality;
- Listen, keep questions to a minimum, make brief but careful notes and check the person affected agrees with them (where applicable);
- Explain what you will do.

  
 30-08-2020  
 Managing Trustee  
 Bangladesh Disabled Development Trust

**Safeguarding Incident Recording Template 2**

**Detailing discussion with Safeguarding Team**

To be used in conjunction with Template 1

<b>Your Details:</b>	
• <b>Name:</b>	
• <b>Job Role</b>	
• <b>Date</b>	
• <b>Contact Details</b> (Phone and e-mail)	
<b>Details of Incident / disclosure</b>	Refer to Template 1
• <b>Name of Victim</b>	
• <b>Date of incident</b>	
<b>Notes on discussion with MASH</b>	
• <b>What was discussed</b>	
• <b>Agreed outcomes</b>	
• <b>Further action</b> ○ <b>By whom?</b>	
<b>Please save this report securely and send it to First Support:</b> <a href="mailto:info@nddt.org">info@nddt.org</a>	

  
30.08.2020  
Managing Trustee  
Bangladesh Disabled Development Trust





**Annexure-4**

**CONSENT TO USE MY LIKENESS AND INTERVIEWS – ADULT**

I give Bangladesh Disabled Development Trust-BDDT, its representatives and agents, the absolute right and permission, as described below, to use **information and other materials, including without limitation, my name, location, age, my statements, a personal interview, my image, and any voice recording, including excerpts of such information.** This information is known as my "Materials".

**My Materials may be used, including editing, by BDDT and, with BDDT permission, OTHER COMPANIES, PERSONS OR GROUPS that partner with BDDT to promote BDDT's mission.**

I understand that the materials will be used for any use. I understand that my consent or refusal will not affect the funding to this project.

I understand that my materials may be used in printed materials, on the internet and other electronic media, video and audio recordings and other media, for any period of time and anywhere in the world.

I understand that my Consent cannot be canceled or changed.

In exchange for my consent, I have received a Certificate of Appreciation or another form of acknowledgement and gratitude from BDDT.

Specifically: \_\_\_\_\_

I understand that if BDDT receives money or other value for my Material, BDDT will use it in its work to help others around the world overcome poverty and provide assistance in humanitarian emergencies.

I understand that I will not review or approve the draft or final product resulting from the use of my Materials.

I am of adult age and have every right to contract with BDDT.


**I have read, or I have been read, this consent before signing it. I understand this consent.**

**Signature of Subject/Group representative:**

\_\_\_\_\_

**Name of Subject:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

  
20.08.2024  
Managing Trustee  
Bangladesh Disabled Development Trust

**THIS SECTION TO BE COMPLETED BY INTERVIEWER/PHOTOGRAPHER:**

Key identifying traits (i.e. orange headscarf, to match photo to Subject):

Additional information or conditions covering the use of the person's materials (e.g., inclusion/omission of sensitive details):

I certify that I presented this consent form, or read this consent form in full, to the person whose signature appears above, and have witnessed the mark or signature of such person.

Signature of interviewer/photographer/translator: \_\_\_\_\_

Name of interviewer/photographer: \_\_\_\_\_

NOTE: If the interviewer/photographer does not obtain written consent, please complete and sign above, indicating that: verbal consent was obtained; and why written consent wasn't given.



*[Handwritten Signature]*  
**Chairman**  
Bangladesh Disabled Development Trust

*[Handwritten Signature]* 30/8/2020  
**Managing Trustee**  
Bangladesh Disabled Development Trust