

Centre for Disability in Development (CDD)



CHILDREN & AULTS-AT-RISK SAFEGUARDING POLICY-

2020

**Centre for Disability in Development
Savar, Dhaka**

First Version: 2010

Second Version: June, 2015

Third Version: December, 2018

Fourth Version: September, 2020

Acknowledgements:

This policy has been developed from:

- The CDD Child Protection Policy of 2010
- CBM Child Protection Policy of 2014
- Children and Adults-at-Risk Safeguarding Policy, 2018, CBM
- The Keeping Children Safe standards and Policy(KCS, India)
- Feedback of CBM, DFAT, Save the Children, Sense International, Sightsavers International, Carers World Wide and Deaf Child World Wide representatives.

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1. Introduction:

The Centre for Disability in Development (CDD) is a not for profit organisation established in 1996 to develop a more inclusive society for persons with a disability. It is estimated that around 16 million people in Bangladesh are living with a disability, receiving little or no assistance and excluded from mainstream life. CDD's mission is to address this by simultaneously educating the community in how to be more inclusive whilst also enabling persons with a disability to participate in society by providing them with essential supports. In this way persons with disabilities can be given the same rights, freedoms, dignity and quality of life as everyone else. CDD works in partnership with a network of over 350 organisations both nationally and internationally. Our innovative approach to disability inclusion is now being used as a model in other countries.

CDD's mission is to include disability issues in mainstream development to enable persons with disabilities to obtain equal opportunities and full participation. Our vision is that persons with disabilities will enjoy equal opportunities and full participation in all spheres of life.

Since the inception, CDD has been working to address the issues of persons with disabilities including children through many projects and programs. CDD has set out policies for common values, principles and beliefs to meet its organizational commitment to protect the rights of children and adults with disabilities in any circumstances.

Hence, CDD took the initiative to develop a policy paper addressing the specific issues relating children and adults-at-risk. The first version of the policy was developed in the 2010 addressing only the protection needs of children. Then the policy was reviewed in 2015 to incorporate and address the safeguarding concept. In 2018 this policy went through another revision to include issues relating vulnerable adults. The present version of the Policy replaces the 2018 policy and it has been done based on the consultation with donors, partner organizations and children and adults-at-risk along with their family members.

The policy has been developed for CDD in compliance with UN Convention on the Rights of the Child, National Children Policy 2011, Nation Children Policy, 2011, Domestic Workers Protection and Welfare Policy, 2015. The policy has been formulated to protect the rights of the children without any discrimination. In accordance with UNCRC, a person below the age of 18 years is a child regardless of sex, race, ethnicity and any physical and mental health condition. This policy attempted to address the issues related to adults-at-risk, because this section of people are at the risk of similar abuse and exploitations, which may require similar interventions also. CDD defines as 'A person aged 18 or older who, by reason of mental or other disability, age or illness is unable to take care of self and protect against 'significant harm'.

CDD has developed this policy document to ensure safeguarding of children and adults-at risk from any abuse e.g. physical, emotional, sexual, neglect and exploitation. CDD will use this policy document as an organizational guiding instrument in planning, designing, organizing, involving, monitoring, evaluating and managing any kind of programmes, projects and institutional initiatives, where children and adults-at-risk are part of it. This policy document is to boost

the existing organizational culture, practices, staff behaviour, management, program development, partnership and implementation.

The main objectives of this policy are to:

- Safeguarding children and adults-at-risk from abuse (physical, sexual, emotional, neglect and exploitation) within the organization (annexure 01 for definition);
- Safeguard all staff, board members, volunteers and contracted human resources from false allegations;
- Ensure all CDD staffs, board members, volunteers and contracted human resources are clear on roles and responsibilities with regard to safe practice;
- Operate within a clear framework on children and adults-at-risk safeguarding.

2. Areas of interventions:

2.1. Prevention

All CDD staff, board members, volunteers and contracted human resources should be aware of the circumstances in which the risk of harm to children and adults-at-risk are increased and must mitigate these risks by:

- 2.1.1. Undertaking a Risk Analysis;
- 2.1.2 Recruiting and contracting safely;
- 2.1.3 Abiding by a Code of Conduct;
- 2.1.4 Communicating about and with children and adults-at risk (obtaining visuals- photo and video and private information - name, quotes, location etc...)
- 2.1.5 Maintaining Safeguard in partnership
- 2.1.6 Safeguarding in Humanitarian Actions

2.1.1. Undertaking a Risk Analysis

A Risk Analysis will be undertaken prior to any activity involving children and adults-at-risk or visits where they might be present. Concerned personnel will take measures to mitigate the risks, which are identified through the analysis. Besides, to ensure that, appropriate safeguarding measures are in place, CDD will maintain a risk register, where risks will be recorded properly and followed up on regular basis. A format of a Risk Analysis is attached to this policy as annexure-02.

2.1.2. Recruiting and contracting safely

CDD commits to undertake safe recruitment of people as staff in order to keep all children, adults-at-risk and CDD safe. CDD will undertake the following measures as preventive actions:

1. All CDD job advertisement will state that CDD is a safe organization for children and adults-at-risk;
2. Children and adults-at-risk safeguarding related questions/queries will be incorporated in the staff reference checking instruments;
3. Applicant will be asked to sign a declaration about criminal record, if any as part of the recruitment process (Annexure-03);
4. During the interviews, applicant will be asked specific safeguarding related questions and about previous work with children and adults-at-risk;
5. Applicants will be asked for references from a previous employer. If this is not possible, an academic reference or appropriate, respectable community contact can provide a reference¹.
6. Potential candidates will have their identity checked against original documents;
7. All selected applicant must sign Safeguarding Code of Conduct upon appointment.
8. Human Resource managers will ensure that the all staff, contracted human resources, board members and volunteers will receive an orientation on CDD's Children and Adults-at-risk Safeguarding Policy and new recruit receives an orientation on the same within no later than two months after appointment.
9. Staff who can be potentially harmful² to children or adults-at-risk will not be assigned to any task or activities where exposure to children or adults-at-risk or both without supervision is perceived.

2.1.3. Code of Conduct:

This code of conduct is designed to protect children and adults-at-risk, however it also serves to guard staffs from false accusations and reputation of CDD. All CDD staffs are required to understand their responsibility to keep children and adults-at-risk safe and abide by the following Code of Conduct (Annexure-04).

All staffs are responsible to encourage and promote the dissemination of this code of conduct. CDD staffs are closely working with partners are also urged to encourage the partners to adhere to the standards set in the code of conduct.

CDDs employment contract will contain provisions for dismissal, suspension or transfer to other duties for any employee who breaches the following code of conduct:

2.1.3.1. Acceptable behaviour and conduct: CDD staff will:

¹ From Local government representatives (ward councillor/UP ward member), doctor, lawyer etc...

² A staff potentially harmful means -who may be considered potentially harmful, but there is no evidence.

- I. Contribute to create and/or uphold an environment where children and adults-at-risk are listened to and respected as individuals and which is safe, positive and encouraging to them;
- II. Abide by the 'code of conduct' even when children and adults-at-risk visits their house as a guest;
- III. Respect children's and adults-at-risk dignity and their need to be protected at all times when taking photographs, filming or writing reports for public relations; also protect and handle personal data or pictures of children and adults-at-risk with care and ensure that this is also respected by other stakeholders;
- IV. Comply with any investigation related to safeguarding (including interviews) and make available any necessary information for a complete investigation;
- V. Be concerned about perception and appearance in their language, actions and relationships with children and adults-at-risk;
- VI. Apply the "two-adult" rule, meaning two or more adult members of the family are present at all times during the activities where children or adults-at-risk are involved. If this is not possible, will look for alternatives, such as being accompanied by community members (preferably a neighbour);
- VII. Immediately disclose all charges, convictions and other outcomes of an offence to the safeguarding focal person, which occurred before or occurs during association with CDD;
- VIII. Respond to all incidents, concerns, allegations or disclosures according to the reporting protocol no later than 24 hours;
- IX. Treat all children or adults-at-risk with respect and take notice of their reactions to my tone of voice and manner;
- X. Be aware of own behaviour and avoid actions or behaviours that could be perceived by others as exploitation and abuse;
- XI. Comply with all relevant Bangladesh government legislation, including labour law in relation to child labour.

2.1.3.2. Unacceptable Behaviour: CDD staff will never:

- I. Engage a child under 12 years of age as domestic worker "or engage in hazardous activities";³
- II. Fondle, hold, kiss, hug or touch children and adults-at-risk in an inappropriate or culturally insensitive way;
- III. Use language or behave or make suggestions or offer advice, which are inappropriate socially and culturally at family, community and open audience;
- IV. Abuse the power and influence by virtue of the position over the lives and well-being of any child and adults-at-risk;

³ **Domestic Workers** Protection and Welfare Policy, 2015 specified that no children under 12 years of age can be employed as **domestic workers** at any **household** and also child **domestic workers** cannot be engaged in heavy and dangerous work.

- V. Engage in any abusive or exploitative relationship – sexual, physical, and emotional with children and adults-at-risk and refrain from intimidation or favouritism behaviour;
- VI. Request any service or favour and develop relationship that could be considered abusive or exploitative for children and adults-at-risk;
- VII. Make sexually suggestive comments or actions, even as a joke;
- VIII. Take children and adults-at-risk to home or visit a child at their home as unsupervised;
- IX. Sleep in same room or bed with children unless absolutely necessary (for example, in crisis situations or emergency shelter situations), in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible. Note that this does not apply to an individual's own children or children for whom they have legal or cultural care responsibility;
- X. Condone or participate in events of children and adults-at-risk which are illegal, unsafe or abusive;
- XI. Make commitment, or act in ways intended to shame, humiliate, belittle or degrade children and adults-at-risk or otherwise perpetrate any form of emotional abuse;
- XII. Marry a person below the age of 18, without the permission of the legal authority as per the law;
- XIII. Discriminate against, show differential treatment, or favour particular children or adults-at-risk to the exclusion of others;
- XIV. Abide children to use illegal drugs, alcohol or restricted substances;
- XV. Use any computers, mobile phones, or video/digital cameras or social media to exploit or harass children or adults-at-risk, or access any pornographic contents through any medium.

2.1.4 Communication about and with children and adults-at risk (obtaining visuals e.g. photo/video and private information e.g. name, quotes, location etc...)

Having guiding principles on communication about and with children and adults-at-risk in place is essential to ensure that people with ulterior motives cannot misuse visuals and obtained information beyond the agreed purpose and consent. The best interests of each children or adults-at-risk are to be protected over any other consideration. Following set of principles will be adhered by all concerned:

- I. Communications about children and adults-at-risk should use pictures that are decent and respectful, not presenting them as objects. Children and adults-at-risk should be adequately clothed and poses that could be interpreted as sexually suggestive should be avoided;
- II. Local tradition and restriction (as applicable) should be followed during photography and or video shooting. Photographs and or video footages should present actual facts and context;

- III. Language that implies a relationship of power should also be avoided during communication in any form. The dignity of children and adults-at-risk should be preserved whilst presenting any story about the them;
- IV. Personal and physical information should not be used on organisation's websites and or in any other form of communication which can be used to identify the location of a children and adults-at-risk within a country;
- V. Consent from for the children and adults-at-risk and parent or legal guardian must be taken following prescribed format (annexure-05) before photographing or filming. Purpose of the photograph or film must be described in the form and explained in local language;
- VI. Individuals or organizations requesting the use of organisation's resources e.g. videos or photographs should be required to obtain an approval from CDD to adhere to the same conditions of use for which the consent was given.

2.1.5 Maintaining Safeguard in partnership

- I. Any agreement between the CDD and partner organizations, which need to work with children or adults-at-risk will require assurance that safeguarding policy and procedures are in place.
- II. CDD will conduct a due diligence about the capacity of possible partner organization in terms of safeguarding of children and adults-at-risk;
- III. CDD will provide technical support to review and update if the current children and adults-at-risk safeguarding policy of the potential partner organization do not meet CDD's practiced standard. CDD will provide technical support to develop children and adults-at-risk safeguarding policy in absence of a such policy;
- IV. CDD will take actions to develop capacity of partner organizations to meet the standard set in the policy;
- V. Clauses ensuring safeguarding of children and adults-at-risk will be incorporated in form of partnership agreement;
- VI. CDD will terminate agreement negotiations if it believes that any proposed personnel poses risk to safety or wellbeing of children and adults-at-risk;
- VII. CDD will terminate any partnership in case any partner organization fails to adhere to the provisions of this policy.

2.1.6 Safeguarding in Humanitarian Actions

Humanitarian crisis situations poses a high risk for different forms of abuses. These risks are higher for girls, boys and women with disabilities⁴ and the elderly people. Humanitarian emergencies may occur due to natural disasters, political unrest, refugee influx, epidemic, food crisis etc. Therefore, it is important to address safeguarding issues in all stages of CDD's humanitarian responses.

⁴ UNICEF. (2017). 'Including children with Disabilities in Humanitarian Action'.

It is also important that provisions of this policy is implemented as a means of organizational preparedness in responding humanitarian emergencies. In combination with other provisions of this policy, below are some specific ways CDD will take initiative to reduce safeguarding related risks in humanitarian situations:

- I. A Safeguarding Focal Person and incident management team within the humanitarian response team will be assigned to handle any incident related to safeguarding;
- II. The focal person and the response team will report to Emergency Management Team set up for the response, providing strategic oversight and overall support;
- III. Safeguarding risk assessments will be incorporated in humanitarian programme design, budgeting and operational processes;
- IV. All new staff involved in humanitarian response will receive a safeguarding briefing as early as possible in the response phase and existing staff involved in response receive a refresher briefing at the beginning of response;
- V. Initiative will be taken to organize for comprehensive foundation and refreshers training on safeguarding as part of the humanitarian training programmes;
- VI. Safeguarding actions during humanitarian action must be documented and reported as per the policy guidelines;
- VII. CDD's incident reporting and response procedures will be followed when any incident occurs.

3. Reporting and Response Procedures

A reporting and response procedures for handling reports of any incident of abuse is necessary. A flow chart has described the procedure clearly (annexure-06). The objective of the procedure is to enable appropriate and swift responses for any given case. All CDD staff and its partner organizations should be informed of CDD's Incident Reporting and Response Procedure (IRRP). CDD personnel who don't wish to report directly, may follow the procedures outlined in the Whistle Blowing policy of CDD.

3.1. Reporting procedure:

Any incident reporting will be done following the steps described below:

- I. Any CDD personnel receives any information about, or observe, actual or suspected abuse, must immediately disclose to the Safeguarding Focal Person (SFP) no later than 24 hours of being informed of the concern;
- II. An incident can be disclosed by dropping a complaint in the 'Children and Adults-at-Risk' complaint boxes, which are placed in all CDD offices and premises, or email or phone or letter;
- III. The SFP will make sure the safety and well- being of the child or the adult-at risk concern, as far as reasonably possible;
- IV. The SFP will collect detail information using the reporting format (annexure-07);

- V. The SFP will inform and closely liaise with Executive Director/Director about the actions to be taken;

3.2 Response Procedures of a reported incident:

Following actions will take after receiving a report:

- VI. The SFP will convene a meeting of the Safeguarding Committee within 24 hours of receiving a report;
- VII. Refer or connect to support services if and when the reported concerned person and their families requires;
- VIII. Appoint an investigation team if the matter is in breach of this policy and therefore requires further enquiry;
- IX. Monitor the progress of the investigation and give guidance as appropriate;
- X. Take disciplinary actions as per the findings and recommendation of the enquiry report in accordance of CDD's related policy in case the perpetrator is related to CDD's constituency;
- XI. Refer to the local legal system if the perpetrator is not a staff, board member, contracted human resource, volunteers and vendors;
- XII. Log the incident and actions taken in the safeguarding register properly.

3.3. Confidentiality

All reports and the information shall be handled with strictest confidentiality to protect the identity of the individuals concerned. An allegation of abuse is a serious issue. In following the safeguarding related policies and local procedures, it is essential that all parties maintain confidentiality. Sharing of information, which could identify a victim or an alleged perpetrator, should be purely on a 'need to know' basis. Unless abuse has actually been proved to have occurred, one must always refer to 'alleged abuse'.

4. Implementation of the Policy:

CDD will take following measures to ensure the effective implementation of this policy:

- 4.1. CDD authority will assign a senior level staff as the Children and Adults-at-risk Safeguarding Focal Person to ensure proper implementation of this policy (annexure 08 for detail information);
- 4.2. CDD authority will form a safeguarding committee comprising following 5 members 1. children and adults-at-risk focal person, 2. gender focal person, 3. safety & security focal person, 4. HR manager and 5. information focal person;
- 4.3. CDD will integrate safeguarding measures into core processes such as: programme design, agreements, risk management, monitoring, feedback mechanisms and recruitment and contracting processes.
- 4.4. All programme and project managers are responsible to ensure that this policy and its provisions are implemented as per the standard and aspirations of the policy;

- 4.5. Attending Safeguarding related trainings are compulsory for all CDD staff, board members and contracted human resources;
- 4.6. Will take necessary actions to ensure that all staff, board members, contracted human resources, enlisted vendors, volunteers and partner organizations are informed about this policy and their obligations towards it.
- 4.7. This policy paper will be made available in accessible format considering disability specific needs. Copy of this policy in hard and soft copy will be provided to all concerned;
- 4.8. Any staff induction will include briefing on the Children and Adults-at-risk safeguarding issues as mentioned in this policy;
- 4.9. CDD website, social media pages and every work place will display information that CDD is a Children and Adults-at-risk safeguarding adhering organization with contact details for reporting possible abuse to the Safeguarding Focal Person.

5. Review:

CDD will take necessary initiative to review this policy paper on a regular basis to ensure its relevancy according to the current trend. This policy will be reviewed every 3 years or it will be amended if and when necessary. The policy may also be amended if there is any change in relevant laws or in relevant national level policies.

Annexure – 01

Definitions:

- **Abuse:** Abuse is an action or inaction against a person, which impact the person adversely. Abuse consists of anything that individuals, institutions or processes do or fail to do that directly or indirectly harms the person or reduces their prospect of safe and secure life.
- **Child Abuse:** Child abuse is defined as 'all forms of physical and/or emotional ill-treatment, sexual abuse, and neglect, commercial or other exploitation resulting in actual or potential harm to the child's wellbeing'.
- **Physical Abuse:** is actual or likely injury to a child or failure to prevent physical injury to a child including suffocating and poisoning.
- **Emotional Abuse:** is caused by persistent or severe emotional ill-treatment or rejection of a child which has an actual or likely adverse effect on the emotional and behavioural development of a child;
- **Sexual Abuse:** is actual or likely sexual exploitation of a child or adolescent including rape, trafficking;
- **Neglect:** is persistent or severe neglect of a child, or failure to protect a child from exposure to any kind of danger including cold and starvation; extreme failure to carry out important aspects of care resulting in significant impairment of the child's health or development;
- **Exploitation:** Exploitation is the physical, mental or emotional abuse or neglect of a child for financial or other benefit. This includes commercial sexual exploitation, child trafficking, engaging children in criminal activities, begging, child marriage, child labour etc;
- **Safeguarding:** Safeguarding is a set of organisational policies, procedures and practices designed to ensure that no harm to people as a result of contact with an organisation's programmes, operations or people.
- **Protection:** Protection is the work being undertaken to strengthen laws, policies and systems, which are designed to protect children and adults-at-risk in his or her own family and community. It generally focuses on risks and issues caused externally to the organisation, while safeguarding focuses on those caused internally.

Annexure-03

Centre for Disability in Development (CDD)

A-18/6, Genda, Savar, Dhaka-1340.

Declaration Criminal Record

I declare
that I do have/I don't have (tick where applicable) record of
involvement in any crime, which is punishable by law. I declare
that there is no police record available in my name.

Name of the staff :

Designation :

Date :

N:B: This document will be treated as a confidential mater. Only designated officials will have access to this document.

Annexure-04

Centre for Disability in Development (CDD)

A-18/6, Genda, Savar, Dhaka-1340.

Code of Conduct

I-----, acknowledge that I have read and Understand CDD's Children and Adults-at-risk Safeguarding policy 2020. By signing this document, I agree-

- To comply the policy;
- To be responsible for observing for the Code of Conduct in my work environment as described below;
- To respond immediately to any concern, allegation and incident, and to notify the CDD Safeguarding Focal Person without delay;
- As part of my obligation to ensure safeguarding of children and adults-at risk-

I will:

1. Contribute to create and/or uphold an environment where children and adults-at-risk are listened to and respected as individuals and which is safe, positive and encouraging to them;
2. Abide by the 'code of conduct' even when children and adults-at-risk visits their house as a guest;
3. Respect children's and adults-at-risk dignity and their need to be protected at all times when taking photographs, filming or writing reports for public relations; also protect and handle personal data or pictures of children and adults-at-risk with care and ensure that this is also respected by other stakeholders;
4. Comply with any investigation related to safeguarding (including interviews) and make available any necessary information for a complete investigation;
5. Be concerned about perception and appearance in their language, actions and relationships with children and adults-at-risk;
6. Apply the "two-adult" rule, meaning two or more adult members of the family are present at all times during the activities where children or adults-at-risk are involved. If this is not possible, will look for alternatives, such as being accompanied by community members (preferably a neighbour);
7. Immediately disclose all charges, convictions and other outcomes of an offence to the safeguarding focal person, which occurred before or occurs during association with CDD;
8. Respond to all incidents, concerns, allegations or disclosures according to the reporting protocol no later than 24 hours;
9. Treat all children or adults-at-risk with respect and take notice of their reactions to my tone of voice and manner;
10. Be aware of own behaviour and avoid actions or behaviours that could be perceived by others as exploitation and abuse;
11. Comply with all relevant Bangladesh government legislation, including labour law in relation to child labour.

I will never:

1. Engage a child under 12 years of age as domestic worker “or engage in hazardous activities”;
2. Fondle, hold, kiss, hug or touch children and adults-at-risk in an inappropriate or culturally insensitive way;
3. Use language or behave or make suggestions or offer advice, which are inappropriate socially and culturally at family, community and open audience;
4. Abuse the power and influence by virtue of the position over the lives and well-being of any child and adults-at-risk;
5. Engage in any abusive or exploitative relationship – sexual, physical, and emotional with children and adults-at-risk and refrain from intimidation or favouritism behaviour;
6. Request any service or favour and develop relationship that could be considered abusive or exploitative for children and adults-at-risk;
7. Make sexually suggestive comments or actions, even as a joke;
8. Take children and adults-at-risk to home or visit a child at their home as unsupervised;
9. Sleep in same room or bed with children unless absolutely necessary (for example, in crisis situations or emergency shelter situations), in which case the supervisor’s permission must be obtained, and ensuring that another adult is present if possible. Note that this does not apply to an individual’s own children or children for whom they have legal or cultural care responsibility;
10. Condone or participate in events of children and adults-at-risk which are illegal, unsafe or abusive;
11. Make commitment, or act in ways intended to shame, humiliate, belittle or degrade children and adults-at-risk or otherwise perpetrate any form of emotional abuse;
12. Marry a person below the age of 18, without the permission of the legal authority as per the law;
13. Discriminate against, show differential treatment, or favour particular children or adults-at-risk to the exclusion of others;
14. Use any computers, mobile phones, or video/digital cameras or social media to exploit or harass children or adults-at-risk, or access any pornographic contents through any medium.

Name : _____

Designation : _____

Signature : _____

Location : _____

Date : _____

Annexure-05

Centre for Disability in Development (CDD)

A-18/6, Genda, Savar, Dhaka-1340.

Consent Form to Interview and use Images of Children

Age of child	Child/adult's consent	Consent of parents/guardians
Under 12 years	No	Yes
Between 12 and below 18 years	Only if the child can fully understand what they are consenting to.	Yes
Adults-at-risk (18+ years)	Only if the Adults-at-risk can fully understand what s/he is consenting to.	Yes

Part – A

Consent by a child below 18 years with necessary age, maturity and understanding (refer above table).

- I agree to a CDD representative:
 - Speaking to me and record using paper or electronic devices
 - Taking my photograph
 - Making a video
- I agree for CDD to use:
 - My story
 - Photographs of myself
- I understand that my photo and information will be used for purposes such as:
 - Educational
 - Promotional
 - Other.....

Name:..... Age:.....

Location: Date:.....

Signature/thumb-print:.....

Part – B

Consent by parent/guardian

I confirm that I agree for CDD to carry out the above

I have authority to sign this form on their behalf (if unsigned above)

I confirm that the child has also agreed to this

Name:.....

Age:.....

Signature/thumb-print:.....

Relationship to child:.....

Date:

Centre for Disability in Development (CDD)

A-18/6, Genda, Savar, Dhaka-1340.

CDD Safeguarding Reporting Procedure

Safeguarding Risk Register in the beginning of the quarter



Step 1

- Ensure the safety of the person
- Report to the focal point and concerned manager (within 24 hours)
- Document the case through Safeguarding Reporting Format**

Step 2

- Focal points reports to CDD management (within 24 hours), using the reporting format

Step 3

- CDD management decides the level of investigation
- Forming the investigation team
- Action is taken
- Documenting the case in Safeguarding Incident Register**

Annexure-07

Centre for Disability in Development (CDD)

A-18/6, Genda, Savar, Dhaka-1340.

Safeguarding incident reporting form

Serial no. of the case :	
Name of the victim (unless they want to remain anonymous):	
Age:	Sex:
Disability type (if yes):	
Name of mother:	
Name of father:	
Address & phone no:	
Type of incident: (please give tick mark): Physical/ sexual/ emotional/ neglect/ exploitation/ breach of Code of conduct	
Describe the incident (Who, What, when, where and by whom):	
Received Medical support (Yes/ No):	
Police notified (Yes/ No):	FIR number:
Have any referrals or external entities/ stakeholders been informed of this incident:	
Name & address of perpetrator (if possible):	
Name, phone number and introduction of from whom the case received (unless they want to remain anonymous):	

Primarily taken action (what action has been already taken and by who):

Date & time of action taken:

Report Written by:

Name:

Position:

Organization:

Date:

Signature:

Safeguarding Focal person will fill this part:

Date of received the case:

Any investigation has taken (Yes/ No)?

The decision has taken after the investigation:

Follow up (Progress with date):

1.

2.

3.

Name and signature of Safeguarding focal person with date:

Annexure 08

Centre for Disability in Development (CDD)

A-18/6, Genda, Savar, Dhaka-1340.

Assigned Safeguarding Focal Person Details

Name : Taslima Akter Keya
Designation : Coordinator
Location : CDD HQ, Savar
Phone : 01715462148
Email : keya.cdd@gmail.com

Role and responsibilities:

1. Provide orientation and training to the concerned staff and other personnel;
2. Follow up and monitoring in the implementation of the policy;
3. Report and document the incidents;
4. Review and update the policy;
5. Maintain all related registers;
6. Ensure the conduction of risk analysis by all project manager/coordinators;
7. Reporting and responding donor's queries;
8. Supporting ED in terms of updating and implementing the policy.

Annexure 10

Centre for Disability in Development (CDD)

A-18/6, Genda, Savar, Dhaka-1340.

Legislation relevant to child protection

Child Marriage

Sl. No.	Name of the Law
1.	The Child Marriage Restraint Act, 1929: refers 21 years and 18 years, section-2 (a)
2.	The Muslim Marriage and Divorce (Registration) Act, 1974
3.	The Divorce Act, 1869
4.	The Guardians and Wards Act, 1890
5.	The Succession Act, 1925
6.	The Muslim Family Laws Ordinance, 1961
7.	The Family Courts Ordinance, 1985

Child Abuse

Sl. No.	Name of the Law
1.	The Children Act, 2013
2.	Women and Children Repression Prevention Act, 2000
3.	Pornography control act - 2012
4.	The Bangladesh Abandoned Children (Special provisions) Ordinance, 1982
5.	The Penal Code, 1860
6.	The Code of Criminal Procedure, 1898
7.	The Domestic Servants Registration Ordinance, 1961

Child Labour

Sl. No.	Name of the Law
1.	Bangladesh Labour Act 2006
2.	Prison Act 1894
3.	The Domestic Servants Registration Ordinance, 1961
4.	The Children Act, 2013
5.	Domestic Workers Protection and Welfare Policy, 2015.

Child Trafficking

Sl. No.	Name of the Law
1.	Human trafficking deterrence and suppression act - 2012
2.	The Code of Criminal Procedure, 1898
3.	Speedy Trial Act 2002
4.	The Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961
5.	Border Guard Bangladesh Act 2010
6.	Coast Guard Act 1994