

ASHRAF FOUNDATION

AF SAFEGUARDING POLICY

(Second Edition)

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ASHRAF FOUNDATION (AF)

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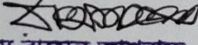
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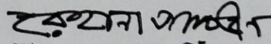
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Acronyms

AF : Ashraf Foundation

AFSP : AF Safeguarding Policy

PWDs : People with Disabilities

CEO : Chief Executive Officer

EC : Executive Committee

FP : Focal Point

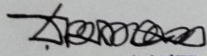
GC : General Committee

IC : Investigation Committee

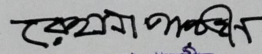
MC : Management Committee

NGOAB : NGO Affairs Bureau

PS : Program Supervisor



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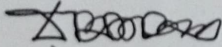
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Acknowledgement

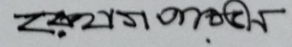
AF Safeguarding Policy

The Ashraf Foundation (AF) Safeguarding Policy is committed to ensuring the safety and protection of all individuals involved in its programs. This policy applies to all staff, volunteers, beneficiaries, partners, and stakeholders. It is designed to prevent and protect against all forms of abuse, harm, and exploitation. The policy emphasizes awareness, responsibility, and accountability among all representatives of the organization. AF provides regular orientation and training sessions to strengthen understanding and implementation of safeguarding practices. All representatives are required to sign and comply with the organization's Code of Conduct. The policy applies across all offices, projects, and field-level program activities, aiming to create a safe, respectful, and inclusive environment for everyone. The AF Safeguarding Policy was first published on June 4, 2022.

Finally, " **AF Safeguarding Policy** has been made 2nd edition and approval during the 173rd Executive Meeting held on 17-07-2025, is effect and must be implemented by all members of the organization effected by August 01, 2025.



M. Rasel Ashraf
General Secretary
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Ashraf Foundation

Organization background

Ashraf Foundation was established in 1991 by a group of social workers aimed at helping the poor and underprivileged peoples of the society to improve their overall socio-economic status. It is founded on a set of beliefs concerning the basic problems of the rural people like illiteracy, lack of health care, unemployment, social oppression, environmental hazards, etc. People have their inherent power to solve their own problems, but they lack opportunity, resources and organization. The development philosophy of **Ashraf Foundation** is essentially a humanist, holistic and people-centered approach that aims to empower people through developing their latent inherent powers (intellectual, productive, physical and political) to enable them to take responsibility for their self-reliance and sustainable development.

AF adopted the following structure and management system.

Governance

AF has two layers of governing boards in the management system which are General Council (GC) and Executive Committee (EC). The GC consists of 21 representative members of AF and the EC consists of 7 members elected from the GC members by GC for 03 years' term. The roles and responsibilities of the governing bodies to give suggestion in decision making, resource mobilization, monitoring and programmatic of AF.

Management

Executive Director of AF management and this position role plays as Member Secretary as ex-officio in the AF governing bodies. He/she is responsible for all program operation fund raising, fund management, budget control as per EC's decisions. He is also responsible for staff recruitment, administration, implementing new programs, planning for the organization.

Vision:

The vision of **Ashraf Foundation** is to develop a society, which is socially just, ecologically sound and more satisfying in human terms than growth obsessed society of today.

Mission:

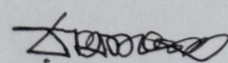
Mission of **Ashraf Foundation** is enabling the poor people through developing their potentials in such a way that they can identify their problems, its root causes and ensure participation in planning and resource management for their self-development.

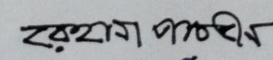
Goal:

The goal of the organization is to improve quality of life of the poor and the community people so that they can take part in development process.

Legal Status: Ashraf Foundation is duly registered with Directorate of Social Services and NGO Affairs Bureau, registration numbers are given below

S.L	Name of the Concerned Department/ Institute	Registration No.	Date of Registration
01	Department of Social Welfare	Jessore -232/92	30/06/1992
02	NGO Affairs Bureau	FDR-1192	05/10/1997


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Values of organization

- Believe in equity and diversity.
- Believe in positive change.
- Respect.
- Participation.
- Ethics and honesty.
- Dignity of life.
- Innovation.
- Transparency.
- Sustainability.

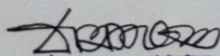
Objectives

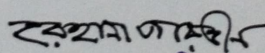
- To organize the target peoples into group to develop unity, solidarity among them and thus develop a collective strength and institutional bases so that can ensure their individual and collective development.
- To help them develop their consciousness and awareness about their position in the social system.
- To help them develop their self-image, self-confidences and creativity and thus make them fit for their desired changes.
- To rehabilitate the disable of the society through proper supports and services.
- To provide technical, training, and credit supports to group members for initiating income-generating activities towards improve their economic condition.
- To provide other support and services in the process of their socio-economic condition.
- The target people can ensure the maximum and appropriate utilization of the available local resources for their development.
- Aware people about drug abasement and anti-trafficking against women and children.

Target Program Beneficiaries

The beneficiaries of the Foundation are as follows-

- Destitute women (divorced, widows, deserted, victimized. etc) and children
- Ecologically vulnerable community
- Marginal and landless farmers
- Persons with disabilities,
- Indigenous and minority community
- Youth and adolescent community
- Civil society in the community
- Technical skill Development Institutes
- Universities and Research institutes
- Local elected representatives, clubs, CBOs , NGOs, local government offices, etc


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AF SAFEGUARDING POLICY (AFSP)

Policy Statement

Ashraf Foundation (AF) believes that all children, women with disabilities are equal in irrespectively of disability, culture, caste, religion, belief, age etc., and they have equal rights to be protected from any forms of harms, abuse, neglect, tease, under estimate and exploitation. As children are particularly vulnerable to abuse and exploitation, AF is committed to carry out responsibilities and make sure of awareness the staff/employees, volunteers, representatives and other involved persons to carry out with respect the protection from all the abuses in respective working areas. The policy is always under monitoring and make active with procedures for safeguarding and protection its target people for safety environment and safety programs of the organisation.

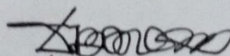
Policy Description

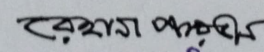
AF Safeguarding Policy (AFSP) is a concept procedures of safeguarding for all persons (staff, beneficiaries, stakeholders etc) and programs of well-being. It has been developed comprising on principles of awareness, orientation about concern with responsibilities of the staff/employees, volunteers and other concerns parties of the children including others' safeguarding and protection. It is resultant on the safeguard of children from any form abuse and harmful activities within the organization, its programs and project fields level programs. It has a scope of orientation/in house training for all staff/employees, volunteers of the organization and representatives, caregivers, personal assistants, visitors, vendors, suppliers and other concerns about safeguarding by signing code of conduct while they involve into the AF programs. Due to that the knowledge on the policy will be introduced/transferred information regarding to all who involving of the organization and its programs.

The concept of the AFSP is to be broader sensitization on clear implications, safeguarding and protecting against children, adolescents, women, men staff's abuse, sexual harassment, violence, mistreatment, humiliation, discrimination, neglect and exploitation as regardless child/women/men disability, caste, religion, culture, belief, age etc. as equal rights to be protected from any such occurrence. It believes itself that the knowledge about the AFSP has to build possible in the work practices. It has contained a specific guidelines and procedures that suggest in line with to carry out by all involved persons (employees, beneficiaries other concerns) with the organization for the all staff and beneficiaries well-being. It to be oriented on safeguarding policy and its procedures and practices in the organization and encourages at the community level.

At the same time and same aims of rights, the AFSP recognizes the fair judgement to safeguard AF's staff/employees, adult/child beneficiaries from any sorts of false allegations by undertaking need assessment or investigation wherever required to identify fact situation of allegations. It is responsible of the AF to provide safeguard, protection the staff/employees against the false occurrence or incidents through proper handling.

AF will sensitize and share safeguarding messages/procedures with the different levels of personnel, beneficiaries, community. It will provide orientation/ training to the staff/ employees in induction to new recruitments, do reference check, must sign on the Code of Conduct as well as all kinds of beneficiaries and stakeholders where and when needs. It will take disciplinary action against the accused persons, due to any violations of this policy will be treated as a serious breach and will be result in disciplinary action, even including termination and any other legal remedy. In consequences of it is helpful for managing and reducing risks of any form of child abuse and give safeguarding that will be impact on sustainable practices.


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Commitment

AF is committed to safeguarding and protecting of all beneficiary's children with disabilities' rights and identify the more risk factors within the organization's working areas. The commitment of the organization is based on the following components of protection:

- i. **Awareness Raising:** All staff/employees, volunteers and People with disabilities (PWDs) will be brought under the awareness on safeguarding issue through orientation, training and sharing discussion meeting discussion. The representatives, Guests, Stakeholders and Community will be made aware under the program design and share issue of safeguarding policy.
- ii. **Prevention:** By awareness raising, proper implementation of procedures and practice the staff/employees, volunteers including other concerns will be responsible to understand the risk to beneficiaries of child, youth, staff within the programs and plays a vital role to mitigate harm, abuse and exploitation.
- iii. **Reporting:** Introduce to all staff/employees, volunteers, child representatives know how to report and whom to share and report while any such case arises, either the matter small.

Responding:

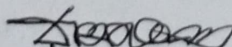
Engaging in action to support and protect a victim to ensure all concerns well-being. Responding to concerns includes the institutional mandate to investigate all raised allegations of abuse, harm and violations. All witnesses and concerns are to be cooperate with any subsequent investigation, and final corrective measures or disciplinary action on any alleged persons will be taken to prevent the recurrence of such activity.

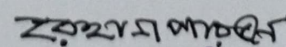
Safeguarding Principles:

AF's safeguarding policy is based on human rights and protection as main principles to be safeguard all forms abuses. At the same time, this policy shall be committed to safeguard its people (i.e. staff/employees, volunteers, beneficiaries etc.) from any sorts of false allegations by transparent ways. The following specific principles are adopted:

The welfare of the all staff and beneficiaries with disability is paramount principle in this policy.

- AF is responsible and committed to make sure abuse, exploitation, decimation and harassment by safeguarding and protecting.
- AF will treat and carry out an equal rights of actions.
- AF commitment to safeguard without bias from any false allegation.
- AF based on transparent and hate bribes.
- AF is committed to safeguard its good-wills.
- Has a scope of victims and witnesses to safe reporting channels through a focal point in the organization to report against any culprits and.
- Always follow up on reports of abuse to investigate to make sure and take measures of appropriate disciplinary action and punishment will be given.
- It attempts to make sure that the execution of safeguarding policies is carried out proper manner in the organization.
- AF initiates take leadership and encourages staff and other concerns of the safeguarding against abuse, sexual harassment, staff, beneficiaries of child, adolescent and youth with disabilities' abuse, discrimination, violence, neglect and exploitation.
- It shares of its values, code of conduct and work instructions and all staff and concern are signed a code of conduct.
- All allegations of abuse will be taken seriously and take measures.
- The witnesses will be encouraged to reporting to the concerns through proper channels.


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- Review and update the AF Safeguarding Policy complying and respecting standard to mitigate the compliances.
- The following matters will be treated as abuse as following definitions.

Definition

Target	Regardless of age, caste, religion, color human being within the organization.
Abuse	Any activity, behavior, mistreatment by individuals, institutions directly or indirectly harms for human being or damages their prospect of physically or mentally are treat as child abuse in this policy.
Safeguarding	It is the aim of this policy to contribute to make safeguarding all concerns of AF and its designs program and ensure children protection from all forms of abuse and exploitation.
Exploitation	The actual or attempted abuse of a chance for vulnerability, privilege, enticement, manipulation, trickery/cheat to engage a child in labor, domestic servitude, forced criminality activities are treat as exploitation.
Representative	Employees/staff, volunteers, consultants, Board members, Partners and others who work with children with disabilities through AF.
Guest	Any non-employee, non-representative invited to visit programs or partake in an event or activity by AF.
Neglect	Overlook of needs attention physical or psychological either intentional or through negligence or emotionally willingness or unwillingness or avoidance.
Physical Abuse	Intentionally touch the child/woman or any body and make relationship like hands shake, pushing, hitting, throwing, poisoning, burning, scalding, drowning, suffocating, kicking, pinching, pushing/pulling, grabbing, burning, torture, and other physical acts that risk of harmful.
Emotional abuse	Emotional abuse is the persistent on emotional ill-treatment to a colleague, beneficiaries which can be caused severe and harmful effects on the child's emotional development. It may an act of threatening, scaring, discriminating, ridiculing, ill-manners or other non-physical forms of ill-treatment.
Sexual Exploitation	All forms of sexual violence and sexual exploitation, manipulation or trickery, forced marriage, rape, involvement in exposure to indecent images/video/pornography, sexual exchange view, sexual black mail, use sexual language, temptation for money and other related abuse gestures and postures will be treated as sexual exploitation.

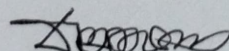
- Signing declaration of code of conduct by the all organization's staff/employees and other concerns of visitors/guests, associates, assistants and stakeholders who are involved into the programs.

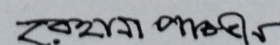
AF Upholds Standards Behavior Practice

The following standards behavior/manners are the minimum requirements to be followed for all employees/staff, volunteers as well as personal assistants, visitors/guests and who are involved into the programs.

They must not-

- Violation of the principles of the SP of AF.
- Violation of the prevention against any forms of abuse and violence.
- Physically assault any child/adolescent girl/women with disability and non- disabilities.
- Threaten and physical assault on any child/adolescent girl/women with disability and non-


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disabilities.

- Physical or psychological abuse children/ adolescent girls with disability and non-disability and colleges to discipline or correct them.
- assault any child/ adolescent girl/woman with disability, non-disability and colleagues with a weapon. Cyber bullying Pornography.
- Humiliate child/ adolescent girl/woman to discipline or correct them.
- discriminate against any child/ adolescent girl/woman with disability as religion, gender, sexual orientation, race, skin color, age, ethnicity, caste and non-disability.
- sexually harass or assault any child/ adolescent girl/woman with disability and non- disability.
- any sexual interaction with child/ adolescent girl/woman with disabilities and non-disability.
- any sexual interaction with beneficiaries of adolescents.
- any sexual interaction with adults, persons with disabilities and non-disability.
- any sexual interaction with fellow employees of AF or partner organizations.
- Neglect children with disabilities, adolescents/ persons with disabilities and non-disability.
- Exploit children with disabilities, adolescents/ persons with disabilities and non- disability.
- Sign the code of conduct and follow the code of conduct during the involvement in AF.
- Report any abuse they witness or have reliable information about any forms of abuse.
- Mistreat, disrespect the privacy of everybody.

Safeguarding Practices

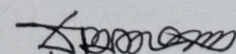
AF has developed the safeguarding policy focusing on the benefit of beneficiaries with disabilities and staff within the organization as well as at the grassroots level, program design and program implementation. It will be effective tools of safeguarding and protection for the PWDs and their families for the purpose of safeguarding. The organization's staff/employees, target beneficiaries including families and stakeholders are oriented about the core purpose of the policy and its needs of execution and when/or where needs through introducing channel to reporting. It will be discussed in a weekly Ashraf Foundation meeting at the grassroots level to be aware of the beneficiaries.

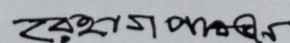
Prevention Safe Design

AF safeguarding policy has been designed for protection to the beneficiaries of organization's children, adolescent girls including women from abuse of sexual harassment, discrimination, violence, neglect and exploitation within the framework of the organization and its all programs and its work processes. Every program design should include focusing on safeguarding covering of awareness-raising, monitoring, reporting by the right channels of the organization with opening easy access to complaint.

The organization creates a scope of safeguarding issues in the program design like- awareness training, orientation, induction to new staff/employees, code of conduct, job description and reference check in recruitment to be conducted wherever required. It also incorporates whistle-blowers and make sure their effective performing in the organization and beneficiaries' level who are like minded and want well-being the organization. An enlisted them has in the organization who are oriented on how to do this with confidential and also they work under confidential or hidden stage. It defines the spot visit and observation of the abuse occurred wherever required.

In accordance with concept of design all staff/employees, volunteers must bring into an awareness training and share safeguarding policy with them that same to induction for new staff. A violation of punishment will be included. The main objective of the organization to effective functioning of the policy. There will be mechanism /system to identify the high-risk of abuse among the staff/employees, whistle-blowers and beneficiaries within the organization and programs. The general mechanisms are the attention paid to safeguarding contexts in the areas of staff/volunteers recruitment, vendor selection process/criteria, provide training for employees


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and regular practice through its defined line management responsibility and action as well.

Recruitment and Selection

AF follows its organizational policy of the recruitment to avoid and transparent in safeguarding aspect. It invites job candidates' applications to submit (i.e. detail application with reference, curriculum vitae, photo, National ID Card, academic certificates etc.) in proper process for the proper identifying. A several recruitment filtering is conducted to recruit staff. Job circular and interviews (both written & viva-voce) holds under the recruitment committee/board to identify the eligible candidates by following all processes of steps and finally reference check and based on its results an eligible candidate(s) is/are appointed applied posts. A safeguarding perspective for a Safe Recruitment process steps are followed to minimize the risk factors.

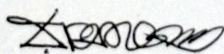
The recruitment plan considers the following points:

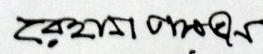
- Job descriptions for all positions make reference to safeguarding, the Code of Conduct, beliefs and values of the organization.
- Advertisement makes clear the organization's commitment to safeguarding.
- Shortlisting will be scrutinized information in applications/CVs findings on any gaps, discrepancies or anomalies in employment history.
- Include questions around safeguarding, the Code of Conduct in interviews on working with children, adolescents, adults with special needs and women.
- The shortlisted candidates will sign a self-disclosure form stating that they have not been involved in any crime, illegal act, sexual harassment or abuse case previously.
- Verify the successful candidates' identity by reference checks of their employment history, record of crime, qualifications and confirm checks have been completed.
- Reference check positive result candidate(s) are recruited to safeguarding.

Education/training

AF is responsible for ensuring safeguarding policy and make sure safeguarding atmosphere within the organization and project field and also working level. Due to aim to safeguarding education/training is an important element/tool to implement among the staff/employees and volunteers as well as Ashraf Foundation leaders, boards and other beneficiaries and stakeholder who will be involved. Trainings/orientations on the safeguarding policy and code of conduct for the staff/employees, volunteer are usually conducted once in a year. For the new recruitment safeguarding policy is oriented in an induction. This training/orientation are usually conducted by in-house or out sourcing professionals' resources. The training will be followed and practiced pre-test and posttest with participants in the session. A training report will be prepared and publish after the training completion that included participants' attendance sheet, module, photograph etc for the documentation.

- Every new staff/volunteers will receive a brief introduction to the vision, mission and values of AF, the Code of Conduct and the Safeguarding policy and duly acknowledge as part of their responsibilities.
- AF HR is committed to ensuring of safeguarding that are relevant to specific work processes by the professional training for all staff and where needed, this training will be regularly repeated.
- AF HR will continue the process to make sure in line with the highest standards and the best practices.


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- AF HR will regularly organize to create awareness about safeguarding with the organization and working fields.

Risk Analysis

AF will bring cases or potential risks of abuse like- sexual harassment, intimidation and violence, bullying, humiliation and discrimination, neglect and exploitation in present a process and suspects that they are insufficiently mitigated, proactively undertake to in-depth analysis of process and enhancing risk factors. That analysis will be based on records, observations and interviews. It will result in recommendations to re-design the work process and/or to add or change safeguarding mechanisms. Such a risk analysis will helpful for a preventive measures effectively. The implementation of recommendations will make lower risk and raise mitigation. The risk analysis practice on safeguarding will be continued within the organization for the greater interest of the organization.

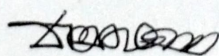
Line Management

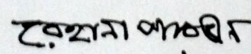
AF line management Focal Point (FP) basically is Admin Chief, secondary line management is the Program Supervisor (PS) and the Community Worker are bottom line management points in this Safeguarding Policy of AF. They are responsible respectively to make sure that safe procedures are implemented and maintained at the respective level properly. They have to understand about risks of abuse which are connected with processes and have to mitigate those, where necessary and possible. Both of FP and PS make sure that employees are familiar with the spirits of AF with the general and relevant safeguarding policies. The all line management staff have the obligation to immediately intervene whenever they witness abuse or are alerted to it. Finally, AF MC and its team are responsible for creating an atmosphere of openness and accountability within their teams that makes it possible for witnesses and victims to come forward to use the complaint mechanism in place. It is a vital element of prevention that top management in a visible manner takes responsibility for safeguarding. That gives everybody in the organization the clear message that all forms of abuse are unacceptable, that the organization takes the fight against them seriously, that perpetrators will be punished, and victims will be supported. AF continues this responsibility within the organization.

Reporting Procedures

This is an organizational obligation of all AF staff and related to personnel to raise any concerns or suspicious have proper evidence or perceived by any colleague or beneficiaries related to Safeguarding policy, this may report will be received from: **Whistle Blowing**, Safeguarding Focal in Head office or Field Office will receive and forward refer report for further initiative for verification, initiatives and respond. Safeguarding focal person will develop a relationship and network in community and with other organization maintaining professional relationship if perpetrator or alleged could refer by reporting. for accused organization or person. The Safeguarding report is submitted every quarterly basis to the AF Management Committee (AFMC) by the AF Safeguarding Person and Administrative Officer jointly. Safeguarding Focal Person (FP) and responsible for proper functioning the safeguarding procedures to safeguard its people (i.e. beneficiaries, staff/ employees, volunteer and other concern) with the organization. This report will be placed into the organizational Executive Committee (EC) every meeting as a common agenda to discuss and share with EC and receive their recommendations as well as suggestion that would helpful for safeguarding.

The FP is a premier point and alternative of FP's associate team members (who forward receive


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report to FP respectively) of access to reporting (given below) of any abuse (abuse of sexual harassment, child, adolescent, woman, 'colleagues' abuse, violence, bullying, humiliation, discrimination, negligence, exploitation etc.). Victim and victim's family, witnesses may submit written report by email, post mail and also over mobile phone/phone to the FP.

The access phones and emails:

- Executive Director - **Mobile:** 01711-150419, **E-mail:** ashraffoundation18@gmail.com
- Focal Person - **Mobile:** 01724-443637, **E-mail:** af.johra@gmail.com
- Assistant Supervisor- **Mobile:** 01724-443639, **E-mail:** af.nazrul75@gmail.com

The rules of processes are the victim(s) or their people or witnesses can submit reports about any sorts of abuse (sexual harassment, violence, mistreatment, humiliation, discrimination, neglect, exploitation, cheat and any others) to the FP or the associates to bring an attention of AF Management Committee (AFMC). Based on the received report of any abuse case from the victims, the FP will forward to the MC with appealing in place to MC meeting. The MC moves forward to next step to assess and analysis the received reports/documents to be sure the occurrence. Then the case will be brought into the AF.

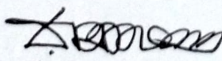
MC meeting including the FP and other concern responsible staff/person to discuss in-depth with all evidence like-complaint reports, photos or any other relevant documents, but at the same time report matters are kept high confidential. Considering the volume of case, the MC can form an Investigation Committee (IC) if need to investigate the case at the roots level and get an investigation report from the IC on due time. After that the MC give their decision to take final action steps as per the MC decision. In this regard, if need any external professional to be involved to proper investigation then AF will engage expert for the investigation.

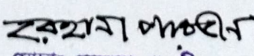
Safe Partnering

- AF has obligation to safe partnering while works with suppliers, vendors, stakeholder, consultants and other NGOs as concerns about safeguarding and protection of beneficiaries with disabilities, girls with adolescents and women with disabilities within the organization.
- Any partnership develops or agreement the provisions of this policy and guidance should be reflected.
- Performing/signing an agreement with suppliers, vendors, implementers and partner NGOs should be clear in a discussion on reflection on this policy and negotiation as needs.
- AF's staff/employees, volunteers and appointed vendors/suppliers and who involve in the programs should be committed to carry out the safeguarding policy.
- AF safeguarding policy should be reflected as the common commitment in every programs within the organization.
- If a case of abuse occurrence within the organization and fields then AF will take disciplinary action.

Zero Tolerance policy

AF has a organizational commitment of zero tolerance principals for any form of misconduct, exploitation or harassment and abuse complying with enabling safe working environment and space for all staff and beneficiaries. AF will not tolerate its staffs, associates, representative's contractors, deploy zero tolerance management action for sexual exploitation, or abuse or harassment affects to code of conduct. AF executive Management committee are aware of this sensitive issue.


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Confidentiality:

AF will protect the confidentiality of any form of discrimination exploitation abuse, allegations to the possible maximum extent in order to protect the integrity of the investigation and prevent embarrassment which may affect further discrimination or harassment or retaliation. Confidential or sensitive information obtained by any staff during the course of an investigation shall not be disclosed to others. AF will share sensitive issues complying for management perspectives.

Whistle Blowing

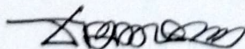
AF shall maintain an objective and secure reporting system to ensure that all program Participants, staff, network organizations contractors, vendor have implied in the event of possible abuse and misconduct. AF will not allow any kind of form of retaliation against persons who file a complaint or assist in the investigation procedures. AF will ensure the safety and security of the whistle blowers.

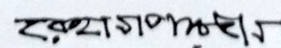
Policy Review:

AF always has a organizational mandate to this policy may have to rectify or options for inclusion clauses in complying for practice by the concerned of Executive Committee.

Conclusion

AF Safeguarding Policy (AFSP) is a protection/safeguarding mandate document with commitment to prevent or preventive action against all forms of child & Youth abuses as rights of Children with disabilities / Youth with Disabilities & People with Disabilities within the organization. Therefore, AF is committed to maintain all possible required processes for the protection/safeguarding of beneficiaries and encourage all concerns or responsible persons and community for the great interest of safeguarding and all beneficiaries to be protected. AF defines a scope of amendment/review once in a 3 years and adopt in compliance with national policies wherever and whenever required by the consultation and suggestions of AF Boards.


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Code of Conduct
(format)

I acknowledge that I have been provided and gone through the AF Safeguarding Policy. Hereafter, I agree to comply with all aspects of the Policy & Procedures and I understand that it is my responsible and I agree with its conditions as staff/ volunteer/ visitor/ guest within my job/ visit site or participation. Therefore, I disclose myself that I shall not involve any abuse activities and carry out safeguarding policy by signing below.

Signature: _____

Name: _____

Designation: _____

Site Location (if visitor): _____

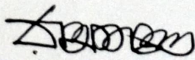
Date: _____

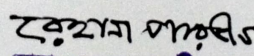
Authenticated by: _____

Name: _____

Designation: _____

Date: _____


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পালনীয় আচরণ বিধি
(ফরমেট-বঙ্গানুবাদ)

আমি স্বীকার করছি যে, আমাকে এএফ চাইল্ড সেভগার্ডিং পলিসি পড়তে দিয়েছে/ আমাকে পলিসি পড়িয়ে শোনিয়েছে। অতঃপর, আমি এই পলিসির সকল উল্লিখিত বিষয় ও কার্যক্রম সম্পর্কে সম্পূর্ণ বুঝে আমার পালনীয় দায়িত্ব হিসাবে সম্মতি প্রকাশ ও একমত পোষণ করছি। আমি একজন কর্মী/ স্বেচ্ছাসেবক/ উপকারভোগী/ পরিদর্শক/ অতিথি হিসাবে পলিসিতে পাদন্ত সকল শর্তসমূহ মেনে আশরাফ ফাউন্ডেশন এর কার্যক্রমে অংশগ্রহণ বা পরিদর্শন করব।

সুতরাং, আমি প্রকাশে অঙ্গীকার করছি যে, আমি কোন প্রকার অনৈতিক আচরণ ও কর্মকাণ্ডে (শিশু/ নারীর অনৈতিক সম্পর্ক, পাচার, অর্থ আত্মসাৎ, ঘোষ, অপব্যবহার, সহিংসতা, প্রবঞ্চনা, সকল প্রকার অসমাজিক কর্মকাণ্ড ইত্যাদি) জড়িত হব না এবং চাইল্ড সেভগার্ডিং পলিসিতে বর্ণিত বিষয় যথাযথভাবে মেনে চলব এই মর্মে স্বজ্ঞানে নিম্নে স্বাক্ষর করলাম।

স্বাক্ষর

নামঃ

পদবিঃ

ঠিকানা/স্থানঃ

তারিখঃ


স্বাক্ষর

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পদবি :

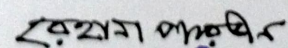
ঠিকানা/স্থানঃ

তারিখঃ



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আশরাফ ফাউন্ডেশন

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চেয়ারম্যান
আশরাফ ফাউন্ডেশন

Incident Reporting Format

Safeguarding incident reporting format, to be completed by AF staff or partner staff

Send report to AF Safeguarding Focal Point Section by email/postage or through a respective team member.

- Report a concern to the safeguarding AF section/ Focal Point staff with safeguarding responsibilities, email: af.johra@gmail.com, Mobile: 01324-443637

OR

- Report may send through AF Safeguarding team member, email:,
Mobile phone:.....

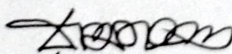
This format is for reporting safeguarding concerns, including potential violations of AF's Safeguarding Policy and/or Code of Conduct. The information in this format is confidential. Please provide as much information as possible. That area where you have nothing to report should be left blank.

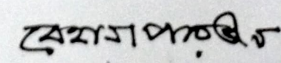
1. Contact Details

Name of reporter	:
Position at AF	:
Date	:
Phone/mobile/email address	:
Address of working area	:

2. Please indicate the nature of your concern (put tick mark)

Concerns that specific children or adults may have been harmed or are at risk of harm if no action is taken, OR Concerns about general behaviour, practices or infrastructure, that could be putting people at risk	Tick mark
You have evidence that an adult or child has been, or may be at risk of, being harmed, abused, or exploited (eyewitness of abuse, visible injuries, survivor confided in someone)	
You are concerned about someone's behavior towards an adult or child (signs of aggression, obsession, unhealthy interests have been observed)	
You are concerned for the safety or welfare of an adult or child. (signs or indicators of harm/abuse have been observed in the adult or child)	
Concern about someone's general behavior (breach conditions of the Code of Conduct)	
Concern about the infrastructure, protocols or practices of a school, hospital, clinic or other organization that could be putting people at risk (unclean/unsafe facilities, use of corporal punishment, lack of fire exits)	
How did this concern come to your attention? (I observed it in person/ someone else reported it to me/ the survivor told you directly)	


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3. Information about your concern

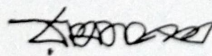
Nature of concern/suspicion/incident
Describe your concerns, what you have witnessed or what has been reported to you. Give as many details as possible. When did the incident or concern take place? <ul style="list-style-type: none">• Is anyone at risk of further harm?• Does the concern relate to children?• Does the concern relate to anyone with a disability?

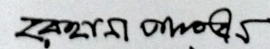
4. Observations and actions

Conversation report
If the concern was reported to you by someone else, or if you have spoken to any individuals who are directly affected, please describe here what he or she told you, and what you said. <ul style="list-style-type: none">• Who is aware of the concern?• What conversation have you had with the survivor? (if any)• What conversation have you had with the person of concern or their employer (if any)• What are the wishes of the survivor or the person who reported this concern?
Observations
Such as injuries, emotional state of the child or adult affected, or the physical state of facilities.
Cultural factors
Please mention any specific cultural factors that need to be taken into consideration.
Action taken
Have any measures been taken, for example to improve the safety of facilities, and/or to protect any affected individuals? If so, please describe.
Next steps
Do you feel that any other measures in addition to those already undertaken are necessary, to ensure people's immediate safety? If so, please give details.

Date: _____

Signature: _____


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আশরাফ কাউন্সিলন


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