



**Rural  
Education  
and  
Economic  
Development  
Society  
(REEDS)**

**Safeguarding Children and Adults  
Policy**

**UPDATED ON: 03 AUGUST 2021**

# Safeguarding Children and Adults Policy

<b>Target</b>	All REEDS staff, including all REEDS Head Office and Field staff, all REEDS entities' Boards of Directors, consultants, secondees, interns, volunteers, visitors, implementing partners, contractors, donors, and vendors
<b>Title</b>	Safeguarding Children and Adults Policy
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## 1-Introduction of the Organization:

### *“Solidarity Building towards Sustainable Rural Development”*

Rural Education and Economic Development Society (REED Society) is a non-profitable, non-government and humanitarian organization, registered under the Registration Act of 1860 with the government of Pakistan. REED Society is working for the integral development of the rural marginalized communities without any discrimination of race, creed, and religion in district Rahim Yar Khan since 2002 and become registered in May 2004.

REED-Society appear as a result of in-depth reflection and after having significant review by its likeminded group of men and women concerned for the integral development of the rural society, in response to unsatisfactory development and efforts made for socio-economic development of the marginalized and weaker section of the society

We believe in a golden rule, ‘Go to the people, live with them, Love them, learn from them  
Work with them, with what they have, Build on what they know, And in the end, When work is  
done

The people will rejoice, We have done it ourselves”

## 2-REEDS Mandate:

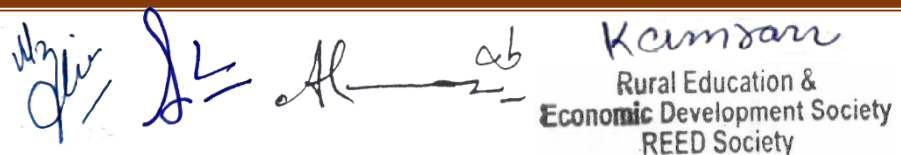
REEDS work by motivating people for self-confidence keeping in view the principals and practices of community development, supporting to help themselves come out of poverty, hunger and inequalities. REEDS work to bring relief and aid to people whose lives has been distressed by natural disaster.

**Vision:** Integrated human development through change in attitude with promotion of honesty and harmony.

**Mission:** Motivate people for self-confidence for their integral development so that they can move towards a prosperous, free, equal and civilized life.

**Goal:** Strengthen process that promotes education and economic development of poor rural communities and create an environment for collective change.

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### 3-Policy Statement:

Rural Education and Economic Development Society (REEDS) believes that all children and adults, regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation or socio-economic background, have the right to be protected from abuse, neglect or exploitation. We believe that the welfare/development and interests of children and adults is paramount in all circumstances. REEDS acknowledge that some children and adults such as those with disabilities, those who have been displaced and those who hold refugee status and those who involve in hazardous work can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare/development.

REEDS recognize that as an organization we have a responsibility to promote the welfare/development of all children and adults and to keep them safe. All individuals who represent REEDS, these include staff, volunteers and local partners or network members lead by the REEDS, have a responsibility to raise any concerns they have or any concerns which are reported to them according to this policy. These concerns include those relating to the unsafe or abusive conduct of individuals who represent REEDS towards children or adults. It is the responsibility of REEDS's safeguarding team, Executive Director and Board of Directors to ensure that safeguarding concerns are managed sensitively, proportionately and in accordance to this policy and relevant legislative guidance.

The policy and procedures described in this document will be widely promoted and are mandatory for everyone involved with REEDS. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organization, network or partnership.

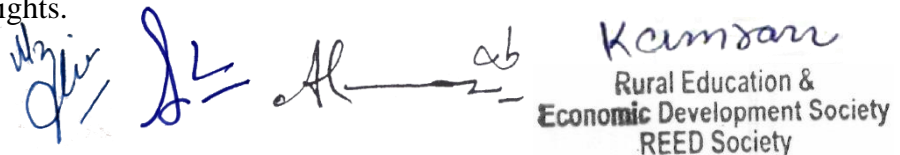
### 4-Policy Aim and Purpose:

The REEDS aim to maintain the highest possible standards which meet social, moral and legal obligations to protect and safeguard the welfare of children, young people and adults. Through promotion of this policy, the REEDS will raise awareness of preventative measures to protect the interests of the REEDS workforce.

### 5-Basic Definitions:

#### 5.1-Child / Young Person

A child is defined as anyone who has not reached the age of 18. This definition is recognized internationally as identifying a population who are particularly vulnerable and require additional safeguards to protect their rights.



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## **5.2-Vulnerable Adults**

An adult at risk is “any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, or unable to protect themselves due to age or illness and who may be unable to take care of themselves or unable to protect themselves against significant harm or serious exploitation”.

## **5.3-Adults at Risk:**

An adult at risk of abuse or neglect is defined as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs is unable to protect themselves.

## **5.4-Safeguarding is also defined by Ministry of Human Rights as:**

*The ICT Child Protection Act, 2018:* It aims to protect children from violence, abuse, exploitation and neglect. It envisages establishment of a ‘Child Protection Advisor Board’ and ‘Child Protection Institutions’ for protection of children.

*The Zainab Alert, Response and Recovery Act, 2019:* Zainab Alert, Response and Recovery Act 2019, is the Government of Pakistan law that defines the system of one window operations to notify, react and recover kidnapped children in Pakistan. It provides for protection of missing and abducted children that includes raising alert, responding and recovering of missing and abducted children. The Act has been passed by Parliament.

## **5.5-Definition of safeguarding**

Safeguarding children is the process of protecting children and adults from abuse or neglect and impairment of their health and development, ensuring they are living in circumstances consistent with the provision of safe and effective care.

Safeguarding adults at risk is the process of protecting adults from abuse or neglect, enabling adults to maintain control over their lives and make informed choices without coercion. It involves empowering adults at risk, consulting them before taking action. If someone lacks the capacity to decide, or their mental health poses a risk to their own or someone else’s safety, any action taken should always be in his or her best interests.

## **5.6-Sexual harassment**

Refers to unwelcome behavior of a sexual nature that creates a hostile or offensive environment, particularly in the workplace or other professional settings. This behavior can be verbal, non-verbal, or physical and can be directed toward a specific individual or group of individuals.



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### ***Key components of sexual harassment:***

- **Unwanted and Unwelcome:** The behavior is not invited or welcomed by the recipient.
- **Sexual Nature:** It involves sexual advances, requests for sexual favors, sexually suggestive comments, jokes, or displays, and inappropriate touching or gestures.
- **Creates a Hostile Environment:** The behavior creates an environment that is intimidating, hostile, degrading, humiliating, or offensive to the victim.
- **Can be Repeated or Isolated:** While sexual harassment is often a pattern of repeated behavior, a single severe incident can also constitute sexual harassment.
- **Affects Work or Learning Environment:** It may affect a person's ability to work, learn, or participate in other activities.

## **6-Types of abuse**

### ***6.1-Physical abuse***

Physical abuse is deliberate, physical harm to an individual, or the willful and neglectful failure to prevent physical harm or suffering. Types of physical abuse are inclusive of, but not limited to, hitting, throwing, shaking, burning or scalding, poisoning, drowning, suffocating. This includes physical harm caused by a parent or caregiver wishing to fabricate or induce the symptoms of illness.

### ***6.2-Emotional abuse***

Emotional abuse is the persistent emotional maltreatment of an individual leading to severe and adverse effects on the individual's emotional development. Such examples of emotional abuse include making the individual feel worthless or unloved, inadequate or unvalued. Symptoms may include limitation of learning or prevention of the individual's participation to normal social interaction. Emotional abuse could also lead to extreme bullying making the individual feel frightened, in danger or lead to exploitation or corruption of the individual. Domestic violence, adult mental problems and parental substance misuse may expose the individual to emotional abuse.

### ***6.3-Sexual abuse***

Sexual abuse involves forcing or enticing a child, young person or adult to take part in sexual activities, whether or not they are aware of what is happening. These activities may involve physical contact (including penetrative or non-penetrative acts) or non-contact activities (including looking at or involving the individual in the production of pornographic materials, forcing the individual to watch sexual activities or encouraging them to behave in sexually inappropriate

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ways).

#### 6.4-Neglect

Neglect is the persistent failure to meet an individual's basic physical, emotional and/or psychological needs, which is likely to result in significant harm. Types of neglect may include failure to provide adequate food, clothing, shelter (i.e. exclusion from the home or abandonment), failure to protect the individual from physical harm or danger, failure to provide access to medical care or treatment, or failure to provide adequate supervision (i.e. childminder).

#### 6.5-Exploitation

Exploitation is when somebody or a group of people take advantage of the power they have over someone to get them to do things. Exploitation happens when one person or group has more power than another person or group. The person or group abuse their power to get those with less power to do things they might, in other circumstances, not agree to do.

REEDS recognize that abuse, neglect and other safeguarding issues are not always standalone events that can be covered by one definition or label. It is possible that if a child or adult is experiencing abuse, their experiences may fit into more than one of these categories.

It is recognized that REEDS operate with communities where staff and volunteers may command greater control or have greater access to resources when compared to beneficiaries. This power imbalance can be used to exploit beneficiaries. Exploitation of beneficiaries is a form of abuse which should always be raised as a safeguarding concern. REEDS have a zero-tolerance approach to the exploitation of beneficiaries by their staff and volunteers.

### 7-Indicators of abuse

The below table provides examples of indicators of abuse; however, this list is not exhaustive.

Physical indicators	Emotional indicators
Unexplained bruising	Unexplained changes in behavior
Repeated injuries	Difficulty in making friends
Injuries to the mouth	Distrustful to adults
Torn or bloodstained clothing	Excessive attachment to adults
Burns or scalds	Sudden drop in performance

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Bites	Changes to attendance patterns
Fractures	Inappropriate behavior or language
Inconsistent stories or excuses	Inappropriate sexual awareness

## 8-Applicability

This policy applies to all staff, Organization members, Board of Directors, Local Implementing Partners, contractors, Network members and volunteers of REEDS irrespective of their role or contract type and any person or organization working on our behalf.

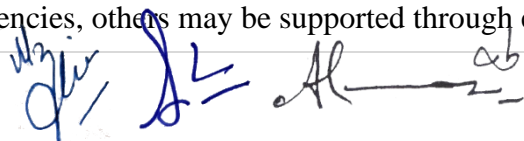
Affiliated civil society organizations are expected to meet minimum similar standards as those outlined in this document, and have these reflected in their own policies and procedures. A risk assessment of the safeguarding policies within these organizations must be completed to ensure they meet these standards.

## 9-Responsibilities

1. REEDS believe that the responsibility for safeguarding is shared by everyone working and volunteering with us, but with a clear leadership and accountability structure running through the organization.
2. Board of Directors: reviews and approves the Safeguarding Policy annually and receives a report on safeguarding at each quarterly meeting. There is a named board member with specific responsibility for safeguarding.
3. Executive Director and Safeguarding Focal Point : sets the organizational culture of safeguarding. Is the strategic lead for safeguarding across the organization and is responsible for the operational response to safeguarding incidents and concerns and liaising with external agencies.
4. All staff (core, temporary, contracted and volunteers): are responsible for ensuring that the welfare of participants remains paramount in all that we do. Raise concerns as they arise and follow the REEDS Code of Conduct.

## 10-Managing Concerns and Disclosures

All concerns and allegations will be taken seriously and investigated thoroughly. REEDS recognize that whilst some incidents and allegations will require the support and / or intervention of external agencies, others may be supported through existing internal support mechanisms.



### ***10.1-Procedure***

The procedure for raising safeguarding concerns is as follows:

### ***10.2-Reporting by Beneficiaries***

If a beneficiary is concerned about their own welfare or that of another beneficiary there are multiple methods of reporting. They can raise their concern: To a member of staff or volunteer who they are working with by email to [support@reedspak.org](mailto:support@reedspak.org)

### ***10.3-Reporting by Staff or Volunteers***

If a member or staff or volunteer has a concern about the welfare of a beneficiary, they must:

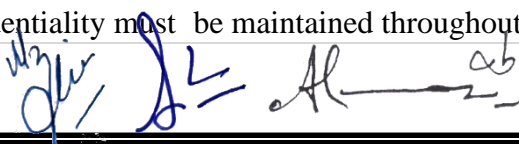
1. Consider the immediate safety and welfare of the child/adult
2. Not investigate or question the child/adult.
3. Only ask questions to get enough information to understand the complaint (e.g. 'who, what, where, when' questions, but not 'why' questions). Keep calm and act normally; do not say or show that you are shocked.
4. Never agree to keep a secret. If a child/adult is in danger you will have to inform others.
5. Not directly challenge related adults or children about your concerns.
6. Record all the details that support your suspicion. Within 24 hours report your concern by completing the Safeguarding Report Form.

## **11-Information Sharing and Confidentiality**

Data protection legislation is not a barrier to sharing reasonable safeguarding concerns. Those representing REEDS as staff or volunteers cannot keep confidences when they involve concerns about a child or adult. Any information offered in confidence to REEDS staff or volunteers, relating to risks or concerns about a child or adult, should be received on the basis that it will have to be shared with the relevant person or people in authority.

## **12-Internal Response**

Within 72 hours of receiving a complaint or concern, REEDS's Safeguarding Team must acknowledge receipt of the concern and initiate the procedures for safeguarding children and adults. An email should be sent to the complainant acknowledging the complaint as soon as possible. REEDS must refer suspected cases of abuse to local statutory authorities where possible. Confidentiality must be maintained throughout the complaints process by all staff and witnesses.



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Staff members who breach confidentiality will be subject to disciplinary action up to and including termination of employment. In some cases, such breaches constitute breaking the law.

## 12.1-Supporting our Staff and Volunteers

### 1-Training and Code of Conduct

REEDS believes that staff and volunteers are able to fulfil their safeguarding responsibilities more effectively by providing an effective induction and ongoing training relevant to their roles.

### 2-Code of Conduct

All individuals who represent REEDS, which includes staff, volunteers and those working for affiliated civil society organizations, are provided with a Code of Conduct which clearly describes the standards of behavior expected of them in their role.

## 12.2-Allegations against staff and volunteers

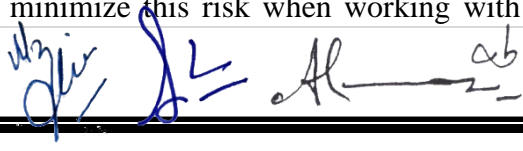
Any allegation that a member of staff or volunteer has behaved in a way that has harmed, or may have harmed a participant, will be taken seriously and dealt with sensitively and promptly. There is a separate procedure for dealing with allegations against staff and volunteers.

## 13-Whistleblowing

1. REEDS have a clear whistleblowing procedure, which promotes a culture that enables issues about safeguarding and promoting the welfare of children and adults to be addressed.
2. If, after following the safeguarding procedure, a beneficiary, representative of REEDS or interested party becomes concerned that REEDS is not responding appropriately or proportionately to a safeguarding issue, they can follow the whistleblowing procedure.
3. In the first instance it is recommended that the Executive Director, Shahid Saleem is contacted (reedryk@gmail.com).
4. If he is not responsive, or the concern is about the Executive Director, contact the Chairman of the organization (revkamranreeds@gmail.com)
5. If these individuals do not respond appropriately or proportionately, there are outside agencies who can be contacted:

## 14-Safer Programming

We recognize there is always a possibility of inflicting unintended harm, particularly in relation to populations such as adults at risk. For this reason, we have minimum standards in place intended to minimize this risk when working with direct or indirect children or adults at risk

  
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beneficiaries. These include this Safeguarding Policy

#### **14.1-Learning, Monitoring and Review**

REEDS will continually review and evaluate its Safeguarding practice. The Head of Safeguarding will contribute to the quarterly/six monthly trustee board meetings summarizing departmental evaluations, analyzing safeguarding data and trends, and identifying any key areas for improvement and headlines.

This policy and its procedures will be reviewed annually to ensure it remains fit for purpose and reflects the legal obligations for the safeguarding of children, young people and adults.

*The next policy review will take place in August 2025.*



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## Annexure 1:

### **Child Protection Management Information System**

There is a need to include specific child protection indicators along with those that have already been developed, so that the situation of children can be assessed and analyzed. For this purpose, Child Protection Data Collection and Management Information System shall be developed to record the incidence and nature of child abuses. This will be introduced in a phased manner, and will start collecting information on selected priority child protection indicators.

Special efforts will be made to develop mechanism at the community level for collecting data about children's rights violations. The data will be fully utilized to propose a plan of action in the Education, Health and other social services to deal with the needs of children. The Child Protection Management Information System will also be used for carrying out in three phases of prevention activities. In the phase of primary prevention, activities will be targeting for all children, usually awareness-raising. Activities for secondary prevention will be focusing on children who have been identified as being at special risk of abuse or exploitation, according to an established set of criteria. Activities focusing on children who have been withdrawn from a situation of abuse or exploitation and who need to be prevented from re-entering such situations in the tertiary prevention phase.

#### **Type of Actions:**

- a) Developing a set of key indicators to measure the situation of children.
- b) Monitoring procedures will be strengthened for the collection of data information in a specific manner.
- c) Training of specialized staff working in the monitoring system.
- d) Developing annual and regular reports.
- e) Coordination with the Government.

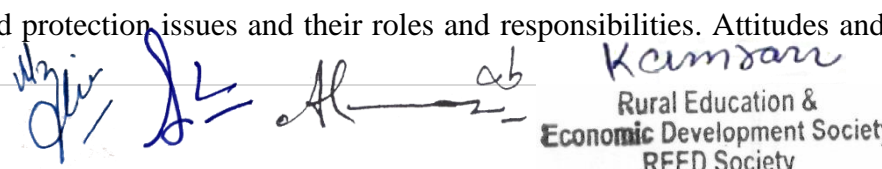
#### **1. Child protection at Local and Community Levels**

The efforts shall be made in the community to prohibit domestic child labor and to raise community awareness about the negative effects of child marriages.

The efficient prevention shall be ensured through Public awareness, Information and training of professional groups & community leaders, and Develop the competencies of the Social Welfare staff.

#### **I. Public awareness**

Efforts shall be made to protect the children against all forms of exploitation, neglect and abuse. This will only be possible through raising awareness to parents and communities about child protection issues and their roles and responsibilities. Attitudes and traditions that facilitate

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abuse, punishment and early forced marriages will be influenced through raising awareness in the community.

**Type of Actions:**

- a) Elaboration of brochures and posters addresses to the public.
- b) Distribution of information materials.
- c) Sharing through Awareness Raising Sessions and social networks.

**II. Information and training of professional groups & community leaders**

Professional groups, social workers, teachers, doctors, nurses, security personnel and leaders of the community including religious leaders may influence the attitudes of parents and community. They need to be trained on issues related to child abuse and exploitation and they need to be prepared for explaining these concepts to parents and children.

**Type of Actions:**



- a) Elaboration of training manuals addressed to professionals.
- b) Training activities to be managed by professionals and community leaders.
- c) Setting up identification, registration, referral and treatment services and mechanisms to address abuse and violence.

**III. Develop the competencies of Social Welfare Staff**

Child protection mechanism shall be created and administrated under the REEDS. Local communities will be made responsible and active in the process of preventing child abuse, neglect, exploitation, child trafficking, unsafe migration, and all forms of violence against children.

**Type of Actions:**

- a) Elaborating of methodologies for identifying and reporting risk situations.
- b) Introduction and use of indicators related to the child abuse and exploitation prevention aspects in the monitoring visits to families, residential institutions, services, schools.
- c) Trainings of professionals working with children.
- d) Developing consultative community structures and preparing them to support initiatives for the prevention of abuse, neglect and exploitation through the formation of Child Protection Committees.
- e) Provision of preventive and protective services and programs of general interest.

## **2. Child Participation**

Participation is not one single right, but rather a group of rights, which includes the rights of children to freedom of expression, thought, conscious, religion, association and peaceful gathering. Children have also rights to be informed on the consequence of their opinion. Further, it is the right of every child that he/she is listened to and his/her opinion given due consideration.

### **Type of Actions:**

- a) Elaboration of manual on ECCD and Child Protection.
- b) Training of teachers for teaching on Rights of Children.
- c) Educational programs on child protection issues in schools.
- d) Special educational programs for children with disabilities.


## **3. Child Labor**

The Convention on the Rights of the Child states that Parties recognize the right of the child to be protected from economic exploitation and from performing any work which is likely to be hazardous or to interfere with the child education, or to be harmful to the child health.

Many parents prefer their children to work at home and assist them at work. Some parents raise their children from an early age without taking into account the wishes of the child as well as perspectives of child development in order to support family interests. Over time these children fail to learn how to make decision on their own. They do not know what kind of rights they have as a child. Parents do not take safety and health concerns about child labor seriously. They are often ignorant and lack awareness.

Child labor deprives children of their childhood and is an obstacle to their physical, emotional and social development. Children involved in the worst forms of child labor suffer major physical and psychological problems. The physical consequences may be the result of involvement in hazardous work, physical abuse, lack of proper nutrition, risky sexual behavior and lack of proper medical care. Child labor affects the child development in the short and long-term. Additionally, the possible lack of a permanent home, constant moving from one place to another, and prevent children from developing their own social support networks.

At the same time, children are subjected to negative reactions from other people, such as beggars and criminals. This can lead to low self-esteem and high vulnerability. The lack of a secure environment and the negative reactions of others combine to distorted perception of the self, which proves detrimental to children personal development.



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**Type of Actions:**

- a) Public representatives will be involved for child protection.
- b) Child Protection Committees consisting of local administration and public representatives will be constituted for monitoring of child labor.
- c) Withdraw children from hazardous forms of child labor.
- d) Provide an integrated package of services for their rehabilitation.
- e) Children will be given skills and technical trainings so that the livelihood of their families may be improved.

**4. The Development of Child Protection Services**

Child Protection Services have a crucial role in prevention, intervention and reintegration processes. Child victims of violence, abuse and exploitation are entitled to care and non-discriminatory access to social services. These services include recovery, rehabilitation and reintegration; help lines to enable children to seek assistance, legal and psychological aid; and educational activities. There is a need to create social services, these services are as follows:

**I. Prevention services**

Services will be developed at community level for primary and secondary prevention.

**i. Services for primary prevention**

The core activity is to inform children about child rights, abuse and exploitation and their detrimental consequence.

**Type of Actions:**

- a) Awareness-raising and mobilizing communities for the protection of children.
- b) Information centers in or near by schools or cultural institutions.
- c) Youth centers will be established.

In small communities, for saving resources, these services can be offered directly by the child protection services.

**ii. Services for secondary prevention**

These services are provided to children in high-risk situations, living in poor families, and children who are not attending school. These include financial and material support for families and children, counseling for parents and children, lifeskills based education for children, day care support, specialized support for school integration and reintegration.



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**Type of Actions:**

- a) Day care centers, counseling centers for parents, life skills education services for children and youth will be set up.

**II. Protection and rehabilitation services**

Specialized services organized at community level shall aim at protecting children in situations of abuse, exploitation, and neglect and child abandonment. These children are in dangerous situations who are in need of protection, security, emergency and medical intervention in the short term. Steps may also be taken for rehabilitation, support for social reintegration, school participation and promotion of skillful and technical trainings to the children. It is also very important to immediately remove the child from the dangerous environment and

to place him/her in a secure environment. REEDs and medical institutions will be involved for all these child protection services.

**Type of Actions:**

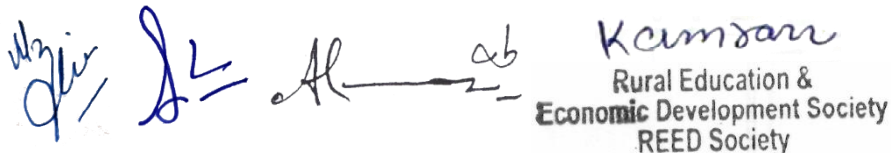
- a) Crisis shelters for children.
- b) Counseling and assistance services.
- c) Day care centers for abused children.
- d) Shelters for street children, educational and vocational services.

**III. Continuing care services**

Specialized services will be extended to the children whose parents are dead, unknown, deprived of the exercise of parental rights, placed under interdiction, missing by a court of law and for whom no legal guardianship could be established. And to the abuse or neglected child, as well as the foundling or the child who has been abandoned by his or her parent.

**Type of Actions:**

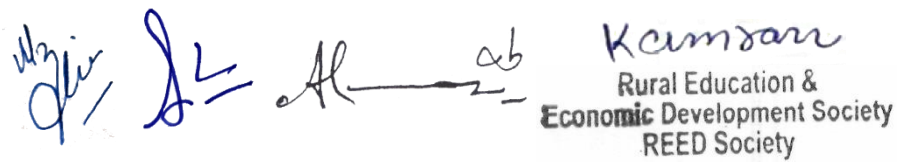
- a) Foster care services.
- b) Family-like residential care services: Child Protection Centers, children homes, places of safety and education facilities.
- c) Data concerning children who benefit from these protection services shall be integrated in the Child Protection Management Information System.

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**5. Highlighting Children Issues**

Public dialogue and debate shall be encouraged to ensure that child protection issues are at the forefront of the public consciousness. Discussions will be facilitated so that the protection failures are acknowledged. Civil society and the media will be engaged to recognize and report harmful treatment of children anywhere and at any level.

Capacity building and training programs will be launched, enhanced and all stakeholders shall be sensitized on child protection issues such as law enforcement personnel, child protection officers, social workers, teachers, health workers and all those who deal with children. Existing institutions capacity to address child protection will be strengthened.



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**Annexure: 2**

**REEDs – Compliance of Child Protection Policy**

Compliance standard	Why this is required	Evidenced by
<p>The organization has a child protection policy that applies to all personnel, partners and subcontractors that are engaged by REEDs to perform any activity.</p>	<p>A child protection policy provides clear guidance and demonstrates how the organization, across its operations, will ensure that children are protected from child exploitation and abuse.</p>	<p>Child protection policy. Personnel are aware of the organization's child protection policy (e.g. through internal communication and training).</p>
<p>The organization has tough recruitment screening processes for all personnel in contact with children. These recruitment procedures include: Criminal record checks before engagement Verbal referee checks Interview plans that incorporate behavioral-based interview questions. These are to be used when candidates are applying for positions that involve working with children.</p>	<p>Child-safe recruitment and screening processes are essential to enable an organization to choose the most appropriate person for a position that involves contact with children.</p>	<p>Documented criminal record checks for personnel in contact with children.</p> <p>Documented verbal referee checks.</p> <p>Interview plans incorporating behavioral-based interview questions that are specific to positions that involve working with children.</p>
<p>The organization provides child protection training for personnel.</p>	<p>Personnel must be fully aware of their responsibilities to protect children and how to report about child exploitation and abuse.</p>	<p>Training agendas and timeframes for training. Materials used in training.</p>


  
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<p>The organization has a child protection code of conduct that meets the minimum standards set by REEDs (REEDS</p>	<p>A code of conduct protects children and personnel. It makes clear the organization's standards for acceptable/unacceptable behavior in relation to children and must be</p>	<p>REEDS Child Protection Code of Conduct.  Signed codes of conduct or a register</p>
<p>Child Protection Code of Conduct).</p>	<p>signed by all personnel.  It protects personnel by providing guidance on how to avoid situations that may be perceived as harmful to children. It also provides employers with a sound basis on which to</p> <p>conduct disciplinary action.</p>	<p>documenting details of personnel who have signed the code of conduct.</p>
<p>The organization's child protection policy commits it to preventing a person from working with children if they pose an unacceptable risk to children.</p>	<p>Provides the organization with clear grounds as an employer to determine whether a person is the most appropriate to work with children.</p>	<p>Referenced in relevant documentation, including policies, contracts and human resource guidelines.</p>
<p>The organization's employment contracts contain provisions for dismissal, suspension or transfer to other duties for any employee who breaches the child protection code of conduct.</p>	<p>Emphasizes the importance of the organization's policy to personnel. Ensures the organization has legal recourse to remove or transfer personnel who pose an unacceptable risk to children.</p>	<p>Contract with personnel.</p>
<p>The organization's child protection policy is subject to regular review—at least every three years or earlier if</p>	<p>Contexts change, particularly in the development sector. There must be a commitment to review and update the policy as required.</p>	<p>Timetable/timeframe for review.  Policy review report at least every five years.</p>

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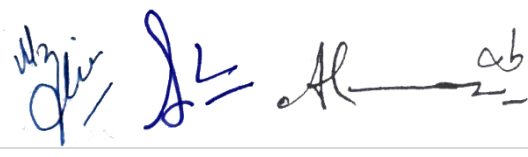

warranted.	<p>An organization can learn and adapt from its experiences in implementing its child protection policy.</p> <p>Some activities are higher risk than others. This may be due to the nature of the activity or the location. For example, working with children with disability or in an emergency situation.</p>	<p>Risk log identifying high risk activities and measures to reduce or remove the risk to children.</p> <p>Evidence that risk assessments are reviewed/updated throughout the lifecycle of the activities.</p>
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## Annexure 2:

### Prevention

The REEDS Safeguarding Policy emphasizes the importance of safe recruitment practices to prevent hiring individuals who may pose a safeguarding risk. The following procedures are integral to the recruitment process for all employees, consultants, contractors, and interns:

1. **References:** Before anyone starts work with REEDS, they must provide at least two reference letters from previous employers. All reference requests include a specific question about safeguarding to ensure that new hires meet REEDS's standards.
2. **Criminal Background Checks:** For positions that involve direct contact with vulnerable groups, such as children and adults, or roles with inherent power imbalances, REEDS require a criminal background check.
3. **Job Advertisements and Interviews:** Job adverts prominently feature REEDS's zero-tolerance policy toward safeguarding incidents. Additionally, interviews for roles that involve direct contact with vulnerable groups include questions related to safeguarding.
4. **Code of Conduct:** Every employee, consultant, local partner, contractor, and intern must read and sign the REEDS Code of Conduct before commencing work. The Code of Conduct outlines the expected behavior for all individuals associated with REEDS. Violations can lead to disciplinary action, including dismissal and potential criminal prosecution if warranted.

5. **Contracts:** All employment and contractor agreements contain REEDS's zero-tolerance policy toward safeguarding incidents, ensuring that it is a binding term of engagement.
6. **Training:** During onboarding, all staff and affiliates must complete online safeguarding training. Additionally, annual refresher courses are required to ensure continued awareness and compliance with safeguarding practices.

By implementing these measures, REEDS aim to foster a safe environment and minimize the risk of safeguarding violations across its workforce and associated personnel.

### **Annexure 3:**

**Reporting a safeguarding incident on Safeguarding Incident Format** requires clear processes to ensure that concerns are addressed promptly, confidentially, and in accordance with the organization's policies and legal requirements. Follow the below guidelines,

1-Before reporting an incident, familiarize yourself with the REEDS safeguarding policy. This document should outline the types of incidents to report, who is responsible for handling reports, and the procedures to follow.

2-Identify the person or team responsible for safeguarding within the REEDS. Safeguarding Focal Point , Safeguarding Officer, Compliance Officer, or a dedicated Safeguarding Committee.

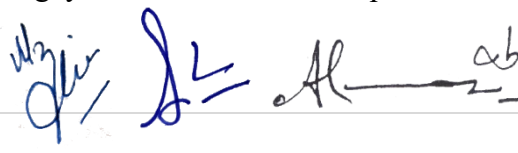
3-Document the incident with as much detail as possible. Include the following information:

- Date:
- Time:
- Location of the incident:
- What happened:
- Who was involved and any other relevant context:
- Names of witnesses or others who were present:
- Describe any immediate steps taken in response to the incident:
- Your contact information for follow-up questions or additional information:

4-Use the contact information provided in the safeguarding policy to report the incident. This could be via email, phone, or a dedicated reporting form.

5-Ensure that the report is made confidentially to protect the identities of those involved. Avoid sharing details with others who are not part of the safeguarding team.

6-After reporting, you should receive a response acknowledging the report and outlining the next steps.

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7-If the incident requires an investigation, be prepared to cooperate and provide additional information as needed.


8-Do not discuss the incident with others, especially during an ongoing investigation, to avoid compromising the process.

9-If the incident involves harassment, abuse, or violence, seek support from trusted individuals, counselors, or support services provided by the REEDS or external organizations.

10-In some cases, safeguarding incidents must be reported to external authorities or regulatory bodies.

11-Keep a copy of your report and any responses you receive for your records.

12-If you do not receive a response within a reasonable timeframe, consider following up with the Safeguarding Officer or another designated contact.

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# Safeguarding Incident Reporting Format

## Incident reported from:

Province: \_\_\_\_\_ District: \_\_\_\_\_

Tehsil/Taluka: \_\_\_\_\_ Village/Basti/Town \_\_\_\_\_

## Incident reported by (Victim):

Name: \_\_\_\_\_ S/D/W/O: \_\_\_\_\_

CNIC No. \_\_\_\_\_ Gender \_\_\_\_\_ Age \_\_\_\_\_

Date of report: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

REEDS Direct program implementation staff \_\_\_\_\_ (Tick)

REEDS Local partner implementation staff \_\_\_\_\_ (Tick)

## Designation of (victim/survivor):

- Program Manager
- Project Manager
- Project Coordinator
- PU Manager
- Field Facilitator
- Social Mobilizer
- Field Coordinator
- Finance Manager
- Finance Officer
- Procurement Officer
- Any Other \_\_\_\_\_

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*Handwritten signature: Kamran*  
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Type of incident:

- Sexual Abuse
- Sexual Exploitation
- Harassment
- Bullying
- Intimidation
- Neglect
- Discrimination
- Other \_\_\_\_\_

**Description of the incident:**

Date of incident: \_\_\_\_\_ Location of incident \_\_\_\_\_

Time of incident \_\_\_\_\_

Name of the person/people involved \_\_\_\_\_

Position/Role: \_\_\_\_\_

Relationship to Victim/Survivor: \_\_\_\_\_

**Witness Information:**

Name (if applicable): \_\_\_\_\_

Contact Information: \_\_\_\_\_

Relationship to Incident: \_\_\_\_\_

Briefly explain what happened: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Immediate actions taken (if any):**

**Additional support/resources needed:**

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**Confidentiality:**

Ensure confidentiality is maintained throughout the reporting process. Only share information with relevant personnel on a need-to-know basis.

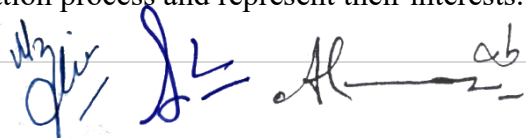
**Reported By:**

[Signature] [Date]

**Annexure 4:**

**Survivor support guidelines** in REEDS safeguarding policy are critical to ensure that individuals who have experienced harm or abuse receive the care, respect, and support they need. These guidelines should focus on providing a safe, confidential, and supportive environment for survivors and should align with best practices in trauma-informed care. The key components of survivor support guidelines are:

1. **Safety Assessment:** REEDS will ensure the immediate safety of the survivor by assessing risks and taking steps to remove any immediate threats.
2. **Protection Measures:** REEDS will implement measures to protect the survivor from further harm, including ensuring a safe environment, offering to relocate them if necessary, or coordinating with local authorities if needed.
3. **Confidential Handling:** REEDS will treat all information about the incident and the survivor must with strict confidentiality.
4. **Anonymity:** REEDS will provide an option for anonymous reporting and ensure that the survivor's identity is protected wherever possible.
5. **Respect and Dignity:** REEDS will treat the survivor with respect and dignity, avoiding judgment or blame.
6. **Empowerment:** REEDS will empower the survivor to make their own decisions about how to proceed, offering choices about reporting, support, and next steps.
7. **Emotional Support:** REEDS will offer access to counseling, therapy, or other forms of emotional support to help the survivor cope with the impact of the incident.
8. **Medical Assistance:** REEDS will provide information on and access to medical services if needed, including sexual and reproductive health services.
9. **Legal Assistance:** REEDS will help in accessing legal resources or advocates, if the survivor chooses to pursue legal action.
10. **Supportive Reporting:** REEDS will guide the survivor through the reporting process, ensuring they understand their rights and the steps involved.
11. **Advocacy:** REEDS will assign an advocate or support person to help the survivor navigate the investigation process and represent their interests.



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12. **Regular Follow-Up:** REEDS will maintain contact with the survivor to check on their well-being and offer ongoing support.
13. **Long-Term Support:** REEDS will provide resources for long-term support, such as access to community services or ongoing counseling.
14. **Protection from Retaliation:** REEDS has a zero-tolerance policy for retaliation against survivors or those who report incidents.
15. **Training on Survivor Support:** REEDS will ensure that all staff members, particularly those responsible for handling safeguarding incidents, are trained in survivor support, trauma-informed care, and appropriate responses to incidents.
16. **Awareness Campaigns:** REEDS will promote awareness about the importance of survivor support and the resources available within the REEDS and the wider community.

## Annexure 5:

### Local survivor support services:

1. **Roza:** Provides counseling and support services for survivors of gender-based violence.
2. **Aurat Foundation:** Offers legal aid, counseling, and advocacy for women's rights and survivors of violence.
3. **Punjab Commission on the Status of Women (PCSW):** Provides support and resources for women's rights and gender-based violence survivors.
4. **Darul Aman:** Government-run shelters for women and children fleeing violence, offering temporary accommodation and support services.
5. **Legal Aid Society Pakistan:** Offers free legal aid and assistance to survivors of violence, including representation in legal proceedings.
6. **Government Hospitals:** Rahim Yar Khan district likely has government hospitals that offer medical services for survivors of violence, including treatment for injuries and access to reproductive health services.
7. **Sara Welfare Society:** Organization offer trauma counseling and support services for survivors.
8. **Madadgar National Helpline (1098):** Provides counseling, support, and referrals for survivors of violence, including gender-based violence.
9. **Women's Helpline (1043):** A helpline operated by the Punjab government for women in distress, offering support and referrals to relevant services.
10. **Sahil:** Focuses on child protection and offers support services for child survivors of abuse, including counseling and legal assistance.
11. **Child Protection and Welfare Bureau (CPWB):** Government-run organization offering support and protection services for children, including survivors of abuse and exploitation.

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