



## **SAFEGUARDING POLICY – JAN SAROKAR**

### **Policy Principles**

Jan Sarokar is working to improve the quality of life of people in the areas of health, education, sanitation, environment and hygiene awareness and household economic development. Assisting children and families are a particular focus for Jan Sarokar.

Everyone who participates in Jan Sarokar is entitled to do so in an enjoyable and safe environment. Jan Sarokar has a moral and legal obligation to ensure that, when given responsibility for young people and volunteers provide them with the highest possible standard of care. This policy was developed as a tool to help meet these obligations.

The safety and wellbeing of those we work with is of paramount importance to us. This includes staff, volunteer, board members, and the people we work with. We have a zero-tolerance approach towards all forms of unethical behaviour.

We also have a zero tolerance towards bribes, facilitation payments, tax evasion and money laundering. We will not accept finance/ or the support of terrorist organisations and will not appoint or employ anyone that could reasonably be suspected of doing unlawful activities.

We require all staff, governance groups, grantees and other people we work to refrain from any mal practices that could be counter to the above policy principles.

Anyone raising a concern with us should do so with the confidence that we will deal with all concerns as swiftly and professionally as possible, and protect them from detriment as a result, to the fullest extent that we can.

We will fulfil our legal, contractual and regulatory requirements in reporting incidents to relevant bodies, and assist the relevant external agencies with any investigations to the fullest extent that we can.

### **What is an Incident?**

We regard an Incident as any actual or attempted:

- Acts of child abuse and exploitation, this includes physical abuse, neglect, emotional abuse, sexual abuse and wider exploitation (such as child labour and early marriage)
- Sexual misconduct
- Acts of modern slavery or human trafficking
- Acts causing harm or major detriment to a vulnerable group (as defined below)
- Acts of theft, fraud, bribery, money laundering, funding of terrorism, tax evasion and other forms of corrupt practice
- Instances where someone's health and safety is, or believed to be, in danger
- Any forms of illegal activities not covered above

- Undisclosed or emergent major conflicts of interest
- Attempts to cover up wrongdoing
- Data protection breaches

## **Safeguarding of Children and Vulnerable Groups**

### Definitions

A vulnerable group is any identifiable group of individuals that could be at higher risk of harm or exploitation or are less likely to be able to defend themselves from harm or exploitation that results from the actions of Jan Sarokar or anyone we work with.

These groups will depend on the context. They may include (but are not limited to):

- People within different age ranges, especially children (defined as anyone of 18 years and under) and older people (anyone over the age of 50)
- People of a particular gender and/or sexual orientation
- People with disabilities or illnesses
- People with particular religious beliefs, or none
- People with a particular ethnicity or geographical background
- People with a particular marital status
- People who are pregnant, or have recently had or adopted children
- People with particular political views, including members of political organisations
- People who are carers for people classed as vulnerable
- People who are refugees, internally displaced persons, or affected by a humanitarian crisis
- People of a particular economic class, or members of a particular trade or profession

“Harm” includes:

- physical, mental or sexual abuse
- the denial of fundamental rights
- the loss of financial, physical, sentimental or cultural assets

“Exploitation” is the unjust or unethical use of a power relationship in order to benefit from that relationship.

“Child” means anyone under the higher of:

- the age of 18
- the age of consent in the relevant country

“Older Person” means anyone over the age of 50

## **Risk Context for Jan Sarokar**

Our work is dedicated to meeting the needs of people affected by humanitarian crises.

Our employees may themselves encounter vulnerable groups when visiting projects. There may also be some interaction during conferences or events that we organise or attend.

### **Policy Statement**

Jan Sarokar work not cause harm or allow harm to come to anyone who is a member of a vulnerable group through negligence.

### **Prevention with Employees**

We discourage those who may pose a safeguarding risk from applying for a role with us by including the following statement on all recruitment adverts:

*We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.*

When employees visit projects, we will ensure wherever possible that the visit is not conducted alone. The itinerary for any trip must be agreed beforehand, and must not include a point where an Jan Sarokar employee is alone with a member of a vulnerable group

Jan Sarokar all employees/ volunteer will undergo orientation safeguarding training to understand and act upon.

## **Anti-fraud, Anti-bribery and Anti-corruption**

### **Definitions**

“Fraud” is any act of deception intended for personal gain or to cause loss to another party (even if there is no actual gain or loss).

“Theft” is dishonestly taking or appropriating any item of property that belongs to another.

“Bribery and Corruption” is the offering, giving, receiving or soliciting a financial or other advantage in connection with the performance of a position of trust or a function that is expected to be performed impartially or in good faith. It includes:

- ‘facilitation payments’ (e.g. small unofficial payments demanded by low-level officials to secure or expedite the performance of a routine or necessary action)
- the giving or receiving of gifts and hospitality if used as a reward, inducement or encouragement for preferential treatment, or inappropriate or dishonest conduct.

### **Policy Statement**

Jan Sarokar and those who work with us must not give, accept, offer or solicit bribes or facilitation payments.

Jan Sarokar will not make payments for getting funds through gifts/ bribes/ facilitation with donors.

We will follow due diligence process as needed with different agencies as per standard policies and practices followed.

## **Prevention Internally**

All Board members, members of advisory groups and all employees, must disclose any potential conflicts of interest at their appointment, and register new ones as they emerge.

We will maintain a delegation of financial authority that ensures any expenditure is properly authorised. It will maintain a financial manual that will detail processes that ensure appropriate separations of duties when payments are processed. We will ensure that those with significant financial control hold relevant and valid financial qualifications.

Jan Sarokar employees will undergo regular Anti-fraud, Anti-bribery and Anti-corruption training.

Jan Sarokar Board of Trustees will review safeguarding policy and practice every 3 years and make recommendations for any improvements.

**Approved by Board of Trustees Jan Sarokar.**