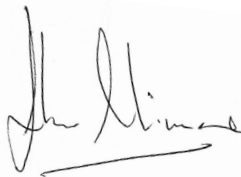


The Board of Management of Human Dignity Foundation (HDF) is fully committed to the safeguarding of children. It recognises that considerations on safeguarding of children permeate all aspects of HDF's work and must be reflected in all of HDF's policies, practices and activities.

HDF's Board is ultimately accountable for ensuring that children are safeguarded across the span of HDF's work and for implementation of the HDF Child Safeguarding Policy throughout the organisation. The Board carries out a review of the foundation's Child Safeguarding Policy every three years.

HDF's Board expects all grantees and grantee partners to have in place a child safeguarding policy and, in the absence of such, to either develop their own policy or to adopt and fully comply with HDF's policy. HDF's Board also expects that all board members, employees, volunteers and contractors agree to fully comply with HDF's policy, unless otherwise agreed in writing.

The Board has agreed and is committed to the **Safeguarding Minimum Standards** outlined overleaf. Regardless of which policy is being adhered to, these standards apply to **all organisations** implementing activities with HDF funds, including HDF itself.



**Dr. John Climax**  
**HDF Chairman**  
**April 2016**

# Safeguarding Minimum Standards

## Organisation

A clear **commitment** to child safeguarding throughout all policies, procedures and publications.

A **safeguarding policy** which covers staff, volunteers, board members, contractors, etc. and is aligned with the legal framework of the country of operation.

A clear **plan for implementation** of safeguarding measures and regular monitoring of progress.

Recognition of the **voice of the child** as primary in all suspected or proven incidences of child abuse; children are informed about their protection rights and involved in their own protection.

Clear documentation on **reporting and complaints procedures** that is easily accessible and made known to all relevant stakeholders including children.

All cases of suspected child abuse are **reported to the Board of Management** and dealt with in accordance with policy and procedures.

## Staff and Others

**Safe recruitment practices** including appropriate screening, verbal referee checks, self-disclosure forms and behavioural questions at interview.

All staff and others covered by the policy are made familiar with the safeguarding policy and receive **induction, training and/or briefing** as required.

A clear **code of conduct** that must be adhered to by all staff, volunteers, board members, contractors and sub-contractors.

Employment contracts and disciplinary procedures contain **provisions for dealing with breaches** in the code of conduct.

**Designated staff as Safeguarding Officer/s** with defined roles and responsibilities including: receiving reports of any child safeguarding concerns; supporting implementation of the policy; and keeping informed of best practice in child safeguarding.

## Monitoring

The **effectiveness** of child safeguarding measures **is monitored** in conjunction with existing monitoring and evaluation mechanisms at organisational and project levels.

The safeguarding policy and associated procedures and practice are **reviewed every 2 - 3 years** or at times of changes in law, policy or organisational arrangements.

Active **risk management of all child-related activities**, and evidence of such risk management activity is available.

The **sharing of learning** with HDF and other actors to improve knowledge and learning in this area.

*Note: Please consult the HDF Child Safeguarding Policy for the full text of its Minimum Safeguarding Standards.*