

Safeguarding Policy

LAL SABUJ  SOCIETY

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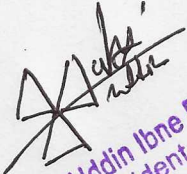

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01. Introduction

Lal Sabuj Society is committed to ensuring that children, vulnerable adults, and program participants are treated with dignity and are protected from all forms of abuse, exploitation, neglect, and harm by anyone associated with the organization. We believe that everyone has the right to participate in a safe and supportive environment. This Safeguarding Policy outlines our commitment, responsibilities, and procedures to prevent, identify, report and respond to safeguarding concerns, ensuring the wellbeing and protection of all all children, vulnerable adults and program participants.

02. Purpose

The purpose of this policy is to:

- Protect children, vulnerable adults and all program participants from all forms of abuse, exploitation, neglect and harm by executive & general board members, advisors, permanent & temporary employees, volunteers, consultants, staff of partner organizations, vendors or any other person connected to LSS activities.
- Ensure that executive & general board members, advisors, permanent & temporary employees, volunteers, consultants, staff of partner organizations, vendors are aware of their responsibilities in safeguarding.
- Provide clear procedures for reporting and responding to safeguarding concerns.
- Ensuring zero tolerance to inaction on reports of any and all safeguarding concerns.

03. Application

This Safeguarding Policy applies to all aspects of Lal Sabuj Society's work and to everyone associated with the organization, including Executive and General Board Members, Advisors, employees, volunteers, interns, consultants, trainers, facilitators, partner organizations, vendors, contractors, and any other individuals acting on behalf of the organization.

All individuals covered by this policy are required to comply with its provisions. Failure to do so may result in disciplinary action and where appropriate, referral to relevant authorities.

04. Scope of the Policy/Reach

This Policy applies to all safeguarding-related activities undertaken by Lal Sabuj Society and covers all children (persons under the age of 18), vulnerable adults, and program participants who come into contact with the organization through its programs, projects, events, services and activities.

The Policy applies across all settings, including offices, training venues, field visits, community-based activities, residential events, travel, meetings, digital platforms, social

media interactions and any other environment where representatives of Lal Sabuj Society engage with program participants.

05. Principles of the Policy

- **Indisputable Rights:** Lal Sabuj Society respects and upholds the rights, dignity, and wellbeing of all children, vulnerable adults, and program participants, regardless of their age, sex, gender, gender identity, sexual orientation, disability, physical or mental health condition, ethnicity, nationality, religion, language, socio-economic background, political beliefs, marital status, or any other aspect of their identity. We are committed to promoting equality, inclusion, and non-discrimination, and will not tolerate any form of exclusion, discrimination, or unequal treatment. We believe that all children, vulnerable adults, and program participants should be empowered to participate meaningfully in decisions that affect them, have their views respected, and be supported to reach their full potential in a safe and inclusive environment.
- **Zero Tolerance for Inaction:** Lal Sabuj Society has zero tolerance for inaction regarding safeguarding concerns. Any report, allegation, suspicion, or disclosure of abuse, exploitation, neglect, harassment, or other safeguarding violations will be taken seriously and acted upon promptly and appropriately. No safeguarding concern will be ignored, dismissed, or left unaddressed.
- **Survivor-Centred Approach:** Lal Sabuj Society is committed to a survivor-centred approach in responding to all safeguarding concerns. The safety, dignity, rights, wellbeing, and informed choices of the victim/survivor will be our primary consideration. We will handle all reports confidentially, respectfully, and in a manner that minimizes the risk of further harm, while ensuring fairness and due process. Where appropriate, victims/survivors will be provided with information, referrals, and access to relevant support services, including psychosocial, medical, legal, or other assistance.
- **Shared Responsibility:** Safeguarding is a shared responsibility of everyone associated with Lal Sabuj Society, including board members, staff, volunteers, interns, consultants, partners, vendors, and visitors. All individuals are expected to understand, comply with, and actively uphold the principles of this policy, and to take appropriate action to prevent abuse, exploitation, neglect, harassment, and other forms of harm.

Lal Sabuj Society is committed to creating and maintaining safe environments for children, vulnerable adults, and program participants. The organization will work collaboratively with partners and stakeholders to strengthen safeguarding practices and will take reasonable measures to ensure that individuals who pose a risk to others are not engaged in roles that may place children, vulnerable adults, or program participants at risk.

- **Accountability:** Lal Sabuj Society is committed to openness, transparency, and accountability in all safeguarding matters. We will ensure that children, vulnerable

adults, program participants, staff, volunteers, partners, and other stakeholders are informed about this policy, understand their rights, and know how to report safeguarding concerns. The organization will foster a culture where concerns can be raised safely, inappropriate behavior can be challenged, and safeguarding measures are regularly reviewed and strengthened to ensure safe, inclusive, and respectful environments for all.

06. Responsibilities

- **All Board Members, Staff, Volunteers, Interns, Consultants, Partners, Vendors and Visitors:** All individuals associated with Lal Sabuj Society are responsible for creating and maintaining a safe, respectful, and inclusive environment for children, vulnerable adults, and program participants. They must comply with this policy and the Safeguarding Code of Conduct, avoid any behavior that may cause harm and report any safeguarding concern, suspicion, allegation, or incident promptly through the established reporting mechanisms.
- **Safeguarding Focal Person**
 - Receives safeguarding reports.
 - Conducts initial risk assessment.
 - Maintains confidentiality.
 - Coordinates referrals.
 - Documents incidents.
 - Refers cases to the Safeguarding Investigation Committee.
 - Monitors follow-up.
 - Maintains safeguarding records.
 - Supports safeguarding awareness and training.
- **Safeguarding Investigation Committee**
 - Conduct confidential investigations.
 - Review evidence.
 - Interview relevant persons.
 - Recommend disciplinary action.
 - Recommend referrals to law enforcement where required.
 - Ensure survivor-centred approach.
 - Maintain impartiality.

07. Composition of the Safeguarding Investigation Committee

The Executive Board shall establish a Safeguarding Investigation Committee consisting of at least three members. The Committee should, wherever possible:

- Include both male and female members.
- Include at least one senior management representative.
- Include the Safeguarding Focal Person as a non-voting coordinator or secretary.
- Include members with safeguarding knowledge where possible.
- Maintain confidentiality at all stages.

Conflict of Interest: Any committee member who has a personal, professional, supervisory, financial, or family relationship with the complainant, survivor, witness, or alleged perpetrator shall immediately declare the conflict of interest and shall not participate in the assessment, investigation, or decision-making process.

The Executive Board shall appoint an alternative member where necessary.

08. Safeguarding Code of Conduct

LSS is committed to creating a safe, respectful, and inclusive environment for all children, young people, vulnerable individuals, program participants, staff, volunteers and community members.

All executive & general board members, advisors, permanent & temporary employees, volunteers, consultants, staff of partner organizations, vendors, and anyone representing LSS must follow this Code of Conduct at all times, online and offline.

All Associated with LSS will:

- Treat all children, young people, program participants, and community members with dignity and respect.
- Ensure that no one is discriminated against based on age, gender, disability, religion, race, social background, sexual orientation, political opinion, or any other identity.
- Maintain appropriate and professional behavior with children and vulnerable individuals at all times.
- Avoid being alone in private or isolated places with a child or vulnerable participant whenever possible.
- Avoid being alone overnight with a child, except in an unavoidable emergency and where appropriate safeguarding measures are in place.
- Ensure that activities and interactions take place in safe, open, and observable environments.
- Be a positive role model through their behavior, language, and attitude.

- Never physically punish, hit, shame, insult, threaten, humiliate, or emotionally abuse any child or participant.
- Never engage in sexual activity, sexual communication, or romantic relationships with anyone under 18 years of age.
- Never exploit program participants emotionally, financially, socially, or sexually.
- Never misuse power, position, or influence over any participant or community member.
- Maintain professional and respectful communication in all online interactions.
- Never send inappropriate, offensive, sexual, or harassing messages to children or participants.
- Never manipulate, pressure, or emotionally exploit children or participants through personal social media or private communication.
- Avoid unnecessary late-night personal communication with child participants.
- Never engage in cyberbullying, online harassment, or sharing of harmful content.
- Respect the privacy and confidentiality of children, survivors, and program participants.
- Protect personal information, including phone numbers, addresses, social media accounts, photos, case details, and counselling information.
- Never share safeguarding cases or survivor information publicly or with unauthorized persons.
- Obtain appropriate consent before taking or using photos, videos, or stories of children and participants.
- Ensure that photos and media content are respectful and do not put children or vulnerable individuals at risk.
- Immediately report any safeguarding concern, suspicion, disclosure, misconduct, or incident according to LSS safeguarding procedures.
- Understand that reporting safeguarding concerns is mandatory for all individuals associated with LSS.
- Cooperate honestly and confidentially during safeguarding investigations.
- Follow all safeguarding policies, procedures, and training requirements of LSS.
- Maintain professional boundaries with children and participants at all times.
- Help create a safe, inclusive, and respectful environment across all LSS activities and programs.

All Associated with LSS will Not:

- Abuse, exploit, harass, neglect, or harm any child, vulnerable individual or program participant.
- Use offensive, humiliating, discriminatory, abusive, or sexually inappropriate language.
- Spend unnecessary time alone in private with a child or vulnerable participant.
- Engage in romantic or sexual relationships with program participants where power imbalance exists.
- Share personal or confidential information without permission.

- Use social media, mobile phones, or digital platforms to bully, exploit, threaten, or harass anyone.
- Create, access, store, or share any form of child sexual abuse material or harmful content.
- Ignore, hide, or fail to report safeguarding concerns or incidents.
- Encourage the use of alcohol, drugs, or tobacco through words or practice.
- Be with child or vulnerable adults in toilet or shower facilities unless there is a need thereof that has been confirmed by the LSS and the parents.
- Impose moral, religious, or political beliefs on children, vulnerable adults and program participants.

09. Breaches of the Policy

Lal Sabuj Society (LSS) prioritizes the safety and protection of children, vulnerable adults and beneficiaries in all its activities. Any breach of this safeguarding policy will be treated with the utmost seriousness:

- **Zero Tolerance Policy:** LSS maintains a policy of absolute zero tolerance toward sexual harassment, sexual exploitation, gender-based violence, and child abuse. No compromise or leniency will be extended in such cases.
 - **Investigation Process:** Upon receiving any complaint or suspicion of a policy violation, the internal 'Safeguarding Investigation Committee' of the organization will conduct a thoroughly confidential and impartial investigation. Depending on the severity of the incident, legal assistance from law enforcement agencies (police or administration) will be sought in accordance with national laws.
 - **Disciplinary Actions:** If the allegations are proven true, any of the following immediate actions will be taken based on the gravity of the offense; Permanent termination of membership, volunteer ID, or position, followed by a lifetime ban. Permanent restriction from participating in any organizational activities, projects, or forums.
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Appendix: Definitions

- **Child:** Every human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier. (UN Convention on the Rights of the Child)
- **Associate:** "Associate" refers to a range of contracted paid and non-paid individuals who have committed to work with or support an LSS Entity. It includes board members, volunteers (including community volunteers), interns, researchers, donors, consultants and contractors, staff and/or associates of partner organizations and local governments (when operating in partnership agreement with an LSS Entity).
- **Program Participants:** A Program Participant is any individual who directly takes part in, receives support from, or benefits from a program, project, training, workshop, campaign, event, service, counseling session, research activity, or any other intervention implemented by LSS. This includes, but is not limited to, children, adolescents, youth, women, community members, beneficiaries, trainees, advocates, and participants engaged in activities conducted by Lal Sabuj Society.
- **Vulnerable Adults:** Persons with disabilities, dalits, people from ethnic communities, senior citizens, sick, refugees and whoever else may be recognized as vulnerable in any local, national or international context.
- **Violence:** The intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community, that either results in or has a high likelihood of resulting in injury, death, psychological harm, maldevelopment, or deprivation. (WHO)
- **Visitor:** "Visitor" refers to a range of persons who are visiting our offices or programs/projects and may come into contact with children and young people through a Plan International Entity. A visitor may be a journalist, media, researcher, visiting sponsor or celebrity.
- **Exploitation:** Use of power or vulnerability to abuse another person for personal, financial, or sexual gain. (UN)
- **Abuse:** Any pattern of behavior, action, or neglect that causes physical, sexual, psychological, or economic harm. (UN)

- **Harassment:** Harassment is any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person (UN)
- **Bullying:** Bullying is repeated aggressive behavior involving an imbalance of power, where one person intentionally hurts, intimidates, or humiliates another person. (United Nations Children's Fund). Note: The United Nations (like UNESCO and UNICEF) defines bullying as unwanted, aggressive, and repeated behavior intended to harm someone
- **Child Trafficking:** The recruitment, transportation, transfer, harboring, or receipt of a child (any person under 18) for the purpose of exploitation. (UN)
- **Staff:** Individuals employed or formally works for LSS to perform duties and responsibilities on its behalf, including personnel receiving regular remuneration or payment. (Source: [United Nations HR Portal](#))
- **Volunteer:** A person who freely contributes time, skills, and services for public benefit in LSS without expectation of financial gain, except for limited allowances or reimbursements. (Source: [United Nations Volunteers \(UNV\)](#))
- **Safeguarding:** The responsibility of organizations to ensure that their staff, operations, and programs do no harm to children or vulnerable adults and that they are protected from abuse, exploitation, neglect, and harassment. (Source: [UNICEF Safeguarding Resource](#))
- **Victim:** A person who has suffered physical, emotional, psychological, economic, or social harm as a result of abuse, exploitation, violence, discrimination, or other violations of rights. (Source: United Nations Victims' Rights Advocate)
- **Discrimination:** Any distinction, exclusion, restriction, or preference based on characteristics such as race, sex, gender, religion, nationality, ethnicity, disability, age, or other status that has the purpose or effect of impairing equal rights and opportunities. (Source: [United Nations HR Portal – Prohibited Conduct](#))
- **Survivor:** The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves

Annex 1: Safeguarding Practices and Implementation Guidelines

Recruitment, Screening, and Orientation of Staff and Volunteers

Lal Sabuj Society shall commit to creating and maintaining a safe, respectful, and empowering environment for children, young people, vulnerable adults, program participants, staff, and volunteers. Proper recruitment, screening, and orientation processes are essential to preventing harm and promoting safeguarding across all organizational activities.

The following procedures shall apply when recruiting and engaging staff, volunteers, consultants, interns, and other associates of Lal Sabuj Society:

- All vacancy announcements, recruitment advertisements, and calls for volunteers shall include a statement affirming Lal Sabuj Society's commitment to safeguarding and the requirement to comply with the Safeguarding Policy and Code of Conduct.
- Safeguarding roles and responsibilities shall be incorporated into all job descriptions, terms of reference, and volunteer role descriptions, as appropriate.
- Formal interviews, whether conducted in person, online, or by telephone, shall include questions designed to assess the applicant's suitability to work with children, young people, vulnerable adults and other program participants.
- All successful candidates shall be required to sign a declaration confirming that they have read, understood, and agree to comply with the Lal Sabuj Society Safeguarding Policy and Code of Conduct.
- During induction and orientation, all staff and volunteers shall receive information and guidance on safeguarding principles, reporting procedures, expected standards of behaviour, and their responsibilities under this policy.

Risk Assessment

Lal Sabuj Society shall conduct safeguarding risk assessments for activities, events, meetings, trainings, field visits, online engagements and overnight programs involving children, young people, vulnerable adults, or other program participants.

Risk assessments shall:

- Identify potential safeguarding risks and vulnerabilities.
- Assess the likelihood and impact of identified risks.
- Define appropriate mitigation measures and safeguarding controls.

- Clearly assign roles and responsibilities for managing identified risks.
- Ensure that safeguarding considerations are integrated into planning, implementation, and monitoring processes.
- Confirm that appropriate safety, security and insurance arrangements are in place where required.

All identified risks shall be reviewed and addressed before the commencement of the activity and additional mitigation measures shall be implemented where necessary to ensure the safety and wellbeing of participants.

Awareness and Communication

Lal Sabuj Society shall promote awareness of safeguarding principles, responsibilities, reporting mechanisms, and expected standards of behaviour among staff, volunteers, board members, consultants, partners, service providers, and program participants.

To support safeguarding awareness:

- Information on safeguarding shall be shared through orientations, meetings, trainings, events, communication materials, and digital platforms as appropriate.
- Staff, volunteers, and other associates shall be informed of their safeguarding responsibilities and reporting obligations.
- Safeguarding information, reporting channels, and contact details of the
- Safeguarding Focal Person shall be made accessible to relevant stakeholders.

Protection of Personal Information

Lal Sabuj Society shall respect and protect the privacy, dignity, and confidentiality of all individuals involved in safeguarding matters.

- Personal information shall be collected, used, stored, and shared only for legitimate organizational and safeguarding purposes.
- Access to safeguarding-related information shall be restricted to authorized individuals on a need-to-know basis.
- Records relating to safeguarding concerns, complaints, investigations, and responses shall be stored securely and handled confidentially.
- Personal information shall not be disclosed without appropriate authorization, except where required by law or where necessary to protect the safety and wellbeing of individuals.

Capacity Building and Knowledge Sharing

Lal Sabuj Society shall strengthen safeguarding capacity across the organization through regular learning, training, and knowledge-sharing initiatives.

- Staff, volunteers, board members, and relevant stakeholders shall receive appropriate safeguarding orientation and training.
- Safeguarding lessons, experiences, and good practices shall be shared to strengthen organizational learning and continuous improvement.
- Capacity-building initiatives may include workshops, refresher sessions, awareness campaigns, guidance materials, and other learning opportunities relevant to safeguarding.

Sanctions and Disciplinary Measures

- Lal Sabuj Society shall take all safeguarding concerns seriously and take appropriate action to protect children, vulnerable adults, and program participants from harm.
- Any individual found to have violated this Safeguarding Policy may be subject to disciplinary action, including warning, suspension, termination of employment or engagement, and referral to relevant authorities where appropriate.
- Where necessary, temporary suspension may be imposed while a safeguarding concern is being assessed or investigated.
- All actions shall be taken in accordance with the principles of fairness, confidentiality, and due process.

Monitoring & Review

- LSS shall regular review of the safeguarding policy to ensure it remains effective and relevant.
- Monitoring of safeguarding incidents and responses to improve practices.

Annex 2: Guidelines for Interaction with Children, Vulnerable Adults and Program Participants

These guidelines help LSS staff, volunteers, consultants, interns, and other associates maintain safe, respectful, and appropriate interactions with children, vulnerable adults, and program participants.

Identification

LSS associates involved in activities with children, vulnerable adults, or program participants shall be clearly identifiable as representing the organization.

- Staff and volunteers should wear official ID cards, name badges, or other approved forms of identification during LSS activities.
- Where appropriate, LSS-branded clothing may be used to help participants easily identify staff and volunteers.

Meetings, Trainings, and Events

For activities involving participants under the age of 18:

- Written consent from a parent or legal guardian shall be obtained before participation.
- Relevant emergency contact and medical information shall be collected where necessary.
- Appropriate supervision arrangements shall be planned in advance.

LSS shall ensure adequate staff or volunteer supervision based on the nature, size, and risk level of the activity.

Photography, Audio, and Video Recording

LSS is committed to protecting the privacy, dignity, and safety of all participants.

- Appropriate consent must be obtained before taking, using, publishing, or sharing photographs, audio recordings, or videos.
- For children, consent shall be obtained from a parent or legal guardian.

- Images and recordings must be respectful and shall not be exploitative, degrading, or harmful.
- Participants who decline photography or recording shall have their decision respected.

Recording devices shall not be used in toilets, changing rooms, shower facilities, sleeping areas or any location where privacy must be protected.

Overnight Stays and Residential Programs

Additional safeguarding measures shall apply during overnight stays, camps and residential activities.

- At least two staff members or volunteers should be present during overnight activities involving children or young people.
- Participants shall be informed about designated staff or volunteers responsible for supervision and support.
- Adequate supervision shall be maintained throughout the activity.
- Wherever possible, supervision teams should include both male and female staff or volunteers.

Sleeping Arrangements

To ensure safety, dignity, and privacy:

- Male and female participants shall be provided with separate sleeping facilities.
- Staff and volunteers shall respect participants' privacy and announce themselves before entering sleeping areas.
- Staff and volunteers shall not share beds with children, young people, or vulnerable adults.
- Wherever possible, staff and participants should sleep in separate rooms or designated accommodation areas.

Money and Financial Assistance

To maintain professional boundaries and prevent conflicts of interest:

- LSS associates shall not lend, borrow, or give money to children, vulnerable adults, or program participants.
- LSS associates shall not request or accept personal financial assistance from participants.
- Any financial assistance provided through LSS programs shall follow approved organizational procedures.

Digital Communication and Online Safety

All online interactions related to LSS activities shall be conducted in a safe, respectful, and professional manner.

- Staff and volunteers shall use appropriate communication channels for engagement with participants.
- Professional boundaries shall be maintained in all digital interactions.
- Personal information, photographs, videos, and recordings shall not be shared without appropriate consent.
- Private or inappropriate online communication with children or vulnerable adults shall be avoided.
- Any safeguarding concern arising through digital platforms shall be reported and managed in accordance with the LSS Safeguarding Policy and Reporting Procedures.

Annex 3: Reporting under the policy

Reporting

Reports may reach Lal Sabuj Society through various means and routes. This may be in a structured format such as a letter, e-mail, text or message via social media. It may also arise through informal discussions, observations, concerns, or information received from third parties. If an associate hears something in an informal discussion or chat that they think is a safeguarding concern, they should report this to Lal Sabuj Society's Safeguarding Focal Person.

Concerns

If a safeguarding concern is disclosed directly to an associate, the person receiving the report should bear the following in mind:

- Listen
- Empathize with the person
- Ask who, when, where, what but not why
- Repeat/ check the understanding of the situation
- Report to the appropriate staff member

Documentation

The person receiving the report should then document the following information, using an Incident Report Form if there is one:

- Name of person making report
- Name(s) of alleged survivor(s) of safeguarding incident(s) if different from above
- Name(s) of alleged perpetrator(s)
- Description of incident(s)
- Dates(s), times(s) and location(s) of incident

Forwarding

Any staff member receiving or coming across any information or alleged incident of abuse shall report to the Safeguarding Focal immediately or within 24 hours at the latest.

Confidentiality

Due to the sensitive nature of safeguarding concerns, confidentiality must be maintained during all stages of the reporting process, and information shared on a limited 'need to know' basis only. This includes senior management who might otherwise be appraised of a serious incident.

Emergency Situation

If a person is in immediate danger, the associate should contact the local police. As soon as a call or notification has been made to Police/Govt. authority, the associate will promptly inform their supervisor that a call has been made involving a suspicion of abuse. The supervisor shall immediately notify the senior LSS person responsible for safeguarding.

Reporting injuries or accidents

Reporting injuries or accidents during Lal Sabuj Society programs in the event of an injury or accident of any kind that causes, or has the potential to cause, physical or emotional harm to a child or vulnerable adults or program participants, the associate involved will report the incident to Safeguarding Focal Person.

Any such incident will be recorded in a Lal Sabuj Society diary, including date, time and location of the incident, nature of the incident and the harm or potential harm it involved.

Lal Sabuj Society Safeguarding Focal will review these incidents and act appropriately to learn and appropriately address any factors that can prevent or decrease the likelihood of future incidents.

Anonymous Reporting Mechanism

Lal Sabuj Society encourages everyone to report safeguarding concerns, even if they wish to remain anonymous. Anonymous reports may be submitted through:

- Anonymous Online Reporting Form
- Dedicated Safeguarding Email
- Anonymous Suggestion/Complaint Box
- Written Letter without Name
- Over Phone Call

Assessment and Response

- A safeguarding concern is reported through the appropriate reporting channel.
- The Safeguarding Focal Person receives the report, ensures immediate safety if needed, and conducts an initial assessment.
- If required, the case is referred to the Safeguarding Investigation Committee for a confidential and impartial investigation.
- Lack of the reporter's identity shall not prevent appropriate action where sufficient information exists.
- The Executive Board reviews the findings and decides on appropriate actions.

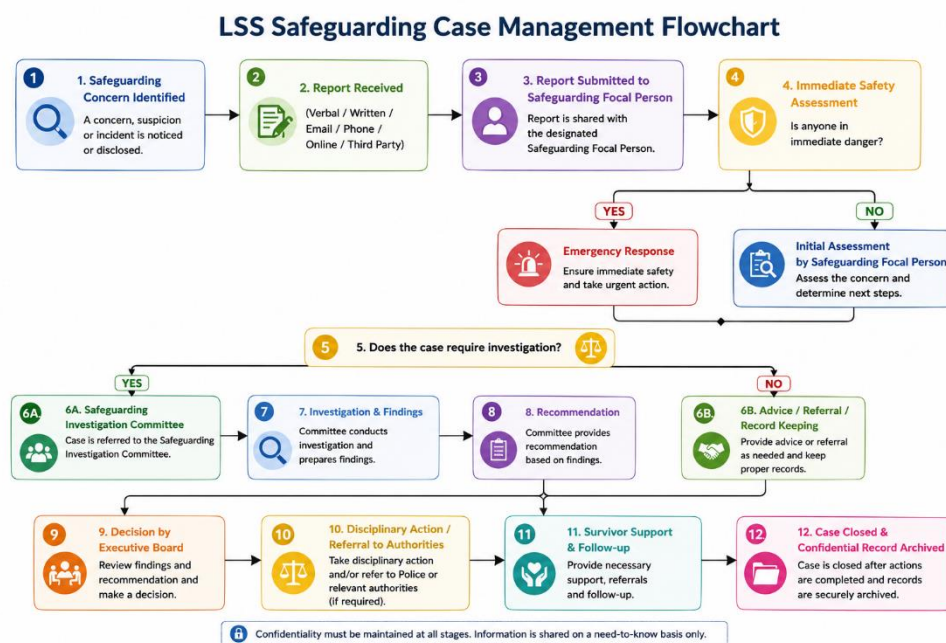
- Where required by law or where someone is at immediate risk, the case is referred to the Police or other relevant authorities.
- LSS provides appropriate follow-up, keeps records confidential, and closes the case once all necessary actions have been completed.

Safeguarding Focal Person: The Executive Board shall designate at least one [Safeguarding Focal Person](#) from the Management Team to support the implementation of this policy, receive safeguarding concerns and facilitate appropriate reporting and response mechanisms.

Accessibility and Contact Information

The organization shall ensure that the contact details of the Safeguarding Focal Person are communicated to staff, volunteers, beneficiaries, partners and other stakeholders through appropriate channels, including the organization's website, orientation materials, and official communication platforms.

IMPORTANT: If you have a concern, don't waste time wondering whether the concern is something that should be reported under the policy. You should immediately (at least within 24 hours) make a report to LSS Safeguarding Focal Point and/or the relevant Officer. They will then take further action to ensure that the issue is addressed and appropriate referrals are made in line with local procedures.



Annex 4: Event Safeguarding Checklist

Complete this checklist before every training, workshop, campaign, field visit, meeting, camp, or community event.

Item	Yes	No	N/A
Safeguarding risk assessment completed	☐	☐	☐
Safeguarding Focal Person assigned	☐	☐	☐
Emergency contact numbers available	☐	☐	☐
Staff and volunteers briefed on safeguarding	☐	☐	☐
Roles and responsibilities clearly assigned	☐	☐	☐
Child/guardian consent obtained (where required)	☐	☐	☐
Emergency medical information collected (where necessary)	☐	☐	☐
Safe venue inspected	☐	☐	☐
Separate toilets for male and female participants (where possible)	☐	☐	☐
Safe drinking water available	☐	☐	☐
First Aid Kit available	☐	☐	☐
Emergency exit identified	☐	☐	☐
Transportation arrangements are safe	☐	☐	☐
Photography and media consent obtained	☐	☐	☐
Participants informed about safeguarding and reporting channels	☐	☐	☐
Appropriate staff-to-participant supervision ensured	☐	☐	☐
Male and female supervisors assigned (where appropriate)	☐	☐	☐
Overnight accommodation arrangements reviewed (if applicable)	☐	☐	☐
Online safeguarding measures considered (for virtual events)	☐	☐	☐
Incident Report Forms available	☐	☐	☐
Contact details of Safeguarding Focal Person displayed	☐	☐	☐

Event Details

- Event Name:
- Date:
- Venue:
- Number of Participants:
- Number of Children (if any):
- Safeguarding Focal Person:
- Event Lead:
- Completed by:
- Signature:
- Date: