Safeguarding Policy

PROTECTION OF CHILDREN AND ADULTS AT RISK

Policy code	RYO/POL/13/2026
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Effective date	02 November 2026

1. Commitment

RYO is committed to providing safe education, youth development, community and employment-readiness activities. Safeguarding means taking reasonable steps to prevent harm, abuse, exploitation, neglect and inappropriate conduct linked to RYO activities. A child is anyone below 18 years of age for this policy.

2. Coverage and leadership

The policy applies to all programmes, online activity, field visits, staff, volunteers, Board members and delivery partners. The Board oversees safeguarding; an operational Safeguarding Focal Point shall be designated in writing and adequately trained before this policy is publicly launched.

3. Prevention measures

RYO shall apply proportionate screening, reference checks where lawful, induction and supervision for persons working with children or at-risk adults. Programme planning must consider physical security, transport, accessible complaints channels, privacy and gender-sensitive participation.

- Avoid unsupervised one-to-one meetings with children in isolated spaces; use visible and approved settings.
- Obtain appropriate consent and assent for photography, interviews, travel and sharing personal stories.
- Do not share personal contact information or communicate privately with learners in inappropriate ways.
- Ensure staff know how to respond to disclosure without interrogating the person concerned.

4. Prohibited behaviour

Physical, emotional or sexual abuse; exploitation; humiliating punishment; neglect; grooming; coercion; harassment; and retaliatory behaviour are prohibited. Staff must never exchange training access, referrals or benefits for personal or sexual favours.

5. Receiving a concern

Listen calmly, take immediate steps to protect safety, record only the necessary facts in the person's own words, and refer through the designated confidential safeguarding mechanism. Do not promise absolute secrecy, investigate personally, confront an alleged offender or disclose the case widely.

6. Survivor-centred action and referrals

Decisions shall prioritise safety, dignity, informed choices, age-appropriate participation and confidentiality. RYO will identify qualified local protection, medical and psychosocial services and refer cases in accordance with consent, best interests of the child and applicable reporting duties. Emergency threats require prompt contact with appropriate local services.

7. Case management, partners and review

Allegations shall be handled by trained, impartial persons and recorded with restricted access. Partners must be informed of minimum safeguarding obligations. The Board will review training, complaints trends and risk mitigation at least annually without publishing identifying case details.

8. Contacts to activate

Before publication, appoint and publicise a Safeguarding Focal Point, an independent escalation contact, a confidential channel, and a verified local referral directory. General information: info@rawdahyouth.org. The general information inbox is not a substitute for a tested confidential incident mechanism.

Approval and implementation

This policy was approved by the Board of Directors of Rawdah Youth Organization on 02 November 2026 and is in force from that date.

Reference guidance

- Core Humanitarian Standard (2024): https://handbook.corehumanitarianstandard.org/en/chs/2024
- UN Partner Portal - PSEA organisational policy resources: https://supportcso.unpartnerportal.org/hc/en-us/articles/12969957776023-Core-Standard-1-Organisational-Policy
- UN Partner Portal - PSEA reporting resources: https://supportcso.unpartnerportal.org/hc/en-us/articles/12970000875159-Core-Standard-5-Reporting