

SADHANA EDUCATION SOCIETY'S
SMT KAPILA KHANDVALA COLLEGE OF EDUCATION
(Autonomous)
Juhu Rd, Santacruz west, Mumbai 54

Safeguarding Policy

SES's Smt. Kapila Khandvala College of Education (KKCE) is committed to design and deliver programmes which prioritises the safety of people. KKCE will ensure that programmes and projects will be risk assessed including in the areas of people's safety, security, dignity and rights. KKCE will adhere to all such principles, policies and actions that will form the base for any partnerships.

The following pillars will form the core of its Safeguarding Policies:

1. **Empowerment:** People are supported and encouraged to make their own decisions and give informed consent.
2. **Prevention:** Encouraging precautionary action before harm occurs. All stakeholders, employees, volunteers, partners, contractors, trustees and consultants receive clear and simple information about what abuse is. They are briefed to recognise the signs, know what they can do to seek help.
3. **Protection:** Providing support and representation for those in greatest need.
4. **Partnership and Responsibility:** Communities, stakeholders, employees, volunteers, partners, contractors, trustees and consultants have a part to play in preventing, detecting and reporting neglect and abuse.
5. **Accountability:** accountability and transparency in safeguarding procedures.

Relevant Definitions:

Vulnerability -It is defined in context to individual factors such as age (particularly the very young and the very old), disability or illness or because they are caring for others who are vulnerable. Social and contextual factors such as discrimination and marginalisation (e.g. in some contexts, the low status and power of women and girls), social isolation (including the lack of access to information), environmental degradation (e.g. soil erosion or deforestation), climate variability, poverty, lack of land tenure, poor governance, ethnicity, class, caste, and religious or political affiliations, also add to vulnerability.

Child - A child is defined as anyone under 18 years old, irrespective of local definition.

Adult at risk - A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. (Also referred to as a 'vulnerable adult').

Abuse - A person may abuse by inflicting harm or failing to prevent harm. No one shall be subjected to torture or be cruel, inhuman or degraded in treatment or punishment. Abuse may include physical abuse, such as evidence of hitting, kicking or shaking, where there is definite knowledge or reasonable suspicion, that the injury was inflicted or knowingly not prevented.

Also includes emotional abuse where harm is done by persistent or severe emotional ill treatment or rejection. Finally includes sexual abuse where exploitation of a person occurs such as through rape, incest and all forms of sexual activities including pornography and includes exchanging of benefits, for example goods, food and money in exchange for sexual favours.

Sexual harassment can include • sexual comments or jokes • physical behaviour, including unwelcome sexual advances, touching and various forms of sexual assault • displaying pictures, photos or drawings of a sexual nature • sending texts or emails with a sexual content

Neglect - where basic needs such as food, warmth and medical care are not met, or when there is a failure to protect a person from exposure to any kind of danger, resulting in serious impairment of a person's health or development.

KKCE values equality and will act responsibly using our power, skills and resources in this direction. We believe in creating a safe and trusted environment for every person connected with the work we do and protect them from any harm that may be caused due to their coming into contact with us. The Institution has a zero-tolerance approach to any form of violence, abuse, harassment or exploitation.

Policy Application - The policy also applies to all those engaged, commissioned or contracted to work with or on behalf of Smt. Kapila Khandvala College of Education in any capacity. All those who work or volunteer with KKCE will have a clear understanding of what is required by this policy and of what to do if they have any concerns.

KKCE commits to:

- Safeguarding the wholeness and wellbeing of beneficiaries, staff, volunteers, and all those connected with the activities of the institution and ensuring they have equal rights to protection from harm.
- Ensuring concerns or allegations are seriously addressed, investigated and appropriate action is taken.
- Ensuring all its staff, trustees, volunteers, consultants, and contractors are familiar with this policy and know their responsibilities.
- Training all staff, volunteers and trustees for safeguarding people from sexual exploitation and abuse.
- Ensuring all actions on protecting people is taken in the best interests of the person at risk.
- Ensuring that survivors of abuse are supported and alleged perpetrators are held to account.
- Ensuring that alleged perpetrators of abuse are treated fairly and in accordance with local law.
- Reporting criminal acts to the relevant statutory authority
- Ensuring our beneficiaries and supporters are fully aware of the expected behaviour of our staff, volunteers, trustees, consultants and partners.

Process Details of Safeguarding Policy:

Safeguarding Cell – The institution will depute any of its members as a Safeguarding Manager, to exclusively look into and initiate steps against complaints or concerns in this after appropriate investigation.

Reporting – Actual, potential or suspected incidents of abuse (in case one suspects, observes or discloses abuse) will be reported immediately to the Safeguarding Manager. It is not the responsibility of employees, trustees, stakeholders and consultants to decide if abuse is taking place but it is their responsibility to pass these concerns on. Care will be taken regarding confidentiality.

Time Frame of Written report – the oral report/complaint will be written in a report as soon as possible after the concern was raised (within 24 hours if possible). Care will be taken regarding confidentiality of the written report.

Procedure of Addressing Abuse - Under no circumstances should any individual attempt to deal with the problem of abuse directly. An investigation team will be established supported by the Safeguarding Officer. One can call/email the Safeguarding Officer for the purpose.

Further actions:

- KKCE will take immediate and definite disciplinary action against staff or others if they are found to have breached Code of Conduct and Safeguarding Policy.
- There may be times when the behaviour of employees may constitute a breach of the Code of Conduct, but may not be considered criminal conduct. In such instance KKCE may consider providing support to these staff, through training, counselling, increased supervision or transfer to other duties.

Supporting those affected by abuse

KKCE is committed to supporting all those who have contact with or are part of the institution and have been affected by abuse.

Prevention Policies towards ensuring Safeguarding:

1. Smt. Kapila Khandvala College of Education will not employ anyone who:

- Has been convicted of or has received a formal police caution concerning an offence against children; or
- Has been convicted of or has received a formal police caution concerning sexual offences against adults; or •
- Is notified to us as having a red flag in relation to safeguarding by a former employer

2. KKCE will ensure that all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form including a self-declaration disclosure in relation to safeguarding
- Those short listed have been interviewed
- Safeguarding has been discussed at interview where the applicant will be working with children, adults and risk or beneficiary communities
- Two references have been obtained including one from the most recent employer
- Qualifications where relevant have been verified

Jay02

