

3. SAFEGUARDING POLICY

LIFE FOUNDATION

(Registered Non-Governmental Organization)

Version: 1.0

1. Introduction

Life Foundation is committed to providing a safe, respectful, and inclusive environment for everyone who comes into contact with the Organization. We recognize our responsibility to protect children, young people, vulnerable adults, beneficiaries, volunteers, employees, partners, donors, and community members from abuse, exploitation, neglect, harassment, and any form of harm.

This Safeguarding Policy reflects our commitment to upholding human dignity, protecting the rights of all individuals, and ensuring that our programmes are delivered in a safe and ethical manner.

Life Foundation maintains a zero-tolerance policy towards any form of abuse, exploitation, violence, discrimination, harassment, or misconduct.

2. Purpose

The purpose of this Policy is to:

- Protect all individuals associated with Life Foundation from harm.
- Promote a culture of respect, accountability, and safety.

- Define safeguarding responsibilities for all personnel.
- Prevent abuse, exploitation, neglect, and harassment.
- Establish clear reporting and response procedures.
- Ensure compliance with applicable laws and recognized safeguarding standards.

3. Scope

This Policy applies to:

- Governing Body Members
- Employees
- Consultants
- Volunteers
- Interns
- Contractors
- Partner Organizations
- Donors while participating in organizational activities

- Visitors
- Beneficiaries
- Anyone acting on behalf of Life Foundation

It applies to all programmes, projects, meetings, events, field visits, online interactions, and activities conducted by or on behalf of the Organization.

4. Guiding Principles

Life Foundation is committed to:

- Respecting the dignity and rights of every individual.
- Acting in the best interests of children and vulnerable persons.
- Preventing all forms of abuse and exploitation.
- Promoting equality and inclusion.
- Encouraging transparency and accountability.
- Maintaining confidentiality while ensuring appropriate reporting.
- Responding promptly to safeguarding concerns.

5. Forms of Abuse

Safeguarding concerns may include, but are not limited to:

Physical Abuse

The intentional use of physical force causing injury, pain, or suffering.

Emotional or Psychological Abuse

Threats, intimidation, humiliation, bullying, verbal abuse, or manipulation.

Sexual Abuse and Exploitation

Any unwanted sexual behaviour, harassment, assault, grooming, exploitation, or abuse of power for sexual purposes.

Neglect

Failure to provide necessary care, supervision, protection, or support.

Financial Abuse

Misuse or unauthorized use of another person's money, property, or assets.

Discrimination

Unfair treatment based on age, gender, disability, religion, caste, ethnicity, sexual orientation, or any other protected characteristic.

6. Standards of Behaviour

All personnel associated with Life Foundation shall:

- Treat everyone with dignity and respect.
- Maintain professional boundaries.
- Act honestly and ethically.
- Protect the privacy of beneficiaries.
- Respect cultural and religious diversity.
- Report safeguarding concerns immediately.
- Follow all organizational policies and applicable laws.

Personnel shall not:

- Engage in abusive or exploitative behaviour.
- Harass or intimidate any individual.
- Use offensive or discriminatory language.
- Exploit positions of trust or authority.

- Engage in inappropriate relationships with beneficiaries.
- Retaliate against individuals reporting safeguarding concerns.

7. Recruitment and Screening

Life Foundation shall take reasonable steps to recruit suitable personnel by:

- Verifying identity documents.
- Conducting reference checks where appropriate.
- Assessing suitability for safeguarding responsibilities.
- Providing safeguarding orientation and training.
- Requiring acknowledgement of this Policy.

8. Safeguarding Responsibilities

Governing Body

- The Governing Body shall:
- Approve safeguarding policies.

- Promote a culture of safeguarding.
- Monitor implementation.
- Review safeguarding practices periodically.

Management

Management shall:

- Ensure compliance with this Policy.
- Provide training and guidance.
- Investigate safeguarding concerns appropriately.
- Maintain confidential records.

Employees and Volunteers

All personnel are responsible for:

- Following this Policy.
- Protecting beneficiaries.
- Reporting concerns promptly.
- Cooperating with investigations.

9. Reporting Safeguarding Concerns

Anyone who witnesses, suspects, or receives information about abuse or safeguarding concerns should report the matter immediately to the designated Safeguarding Officer or the Executive Head of the Organization.

Where required by law, Life Foundation shall notify the appropriate government authorities or law enforcement agencies without undue delay.

No person shall be subjected to retaliation for reporting a safeguarding concern in good faith.

10. Response to Safeguarding Concerns

Upon receiving a safeguarding report, Life Foundation shall:

- Prioritize the safety and well-being of the affected individual.
- Record the concern accurately.
- Conduct a preliminary assessment.
- Take immediate protective measures where necessary.
- Cooperate with competent authorities.
- Maintain confidentiality throughout the process.

- Take disciplinary or corrective action where appropriate.

11. Confidentiality

Information relating to safeguarding concerns shall be shared only with those who have a legitimate need to know for investigation, protection, or legal purposes.

Confidentiality shall be maintained while ensuring that appropriate action is taken to protect individuals from harm.

12. Training and Awareness

Life Foundation shall provide periodic safeguarding training covering:

- Child protection
- Protection of vulnerable adults
- Prevention of sexual exploitation and abuse
- Anti-harassment
- Ethical conduct
- Reporting procedures
- Safe communication and digital safeguarding

13. Photography and Digital Communication

Personnel shall:

- Obtain appropriate consent before using photographs or videos.
- Respect the dignity and privacy of beneficiaries.
- Avoid sharing sensitive personal information online.
- Use official communication channels whenever possible.
- Never use digital platforms to exploit, harass, or abuse any individual.

14. Disciplinary Action

Violation of this Policy may result in:

- Verbal or written warning.
- Suspension from duties.
- Termination of employment or volunteer engagement.
- Removal from organizational activities.
- Reporting to law enforcement authorities where required.

- Legal action under applicable laws.

15. Monitoring and Review

Life Foundation shall regularly monitor the implementation of this Policy and review it periodically to ensure effectiveness, legal compliance, and alignment with best safeguarding practices.

16. Compliance

Every individual associated with Life Foundation is expected to comply with this Safeguarding Policy.

Failure to comply may result in disciplinary and legal action.

17. Contact

For safeguarding concerns or questions regarding this Policy, please contact:

Life Foundation

Hojai, Assam, India

Email: info@lifefoundationngo.org.in | lifefoundationngo@gmail.com

Website: www.lifefoundationngo.org.in

Declaration

Life Foundation is dedicated to creating an environment where every child, young person, vulnerable adult, volunteer, employee, and community member is treated with dignity, respect, equality, and care. The Organization is committed to preventing abuse, exploitation, neglect, harassment, and all forms of violence through strong safeguarding practices and a culture of accountability.

Approved by:

Governing Body

Life Foundation

Version: 1.0

This policy complements the Child Protection Policy and extends safeguarding measures to all individuals, including vulnerable adults, staff, volunteers, and beneficiaries, making it suitable for NGOs and in line with recognized safeguarding best practices. The next document in your list is Anti-Discrimination Policy.